



British Gymnastics Return to Events Framework Risk Assessment Guidance

Version 1.1 – 15/05/2021

An event organiser, in the British Gymnastics Return to Events Framework, is defined as an individual or organisation that is responsible for the planning, organisation and implementation of a gymnastics event. This includes, but is not limited to, British Gymnastics, Clubs, Regional and County Associations, recognised partners, and gymnastics delivery providers such as schools and leisure centres. Event organisers are accountable for ensuring appropriate and sufficient controls are in place at events, not only to reduce the risk of transmission or contraction of Covid-19, but also to safeguard and manage the wellbeing of all those involved in the event.

British Gymnastics has developed the following Risk Assessment Guidance. This Risk Assessment Guidance may be utilised in the formation of an organiser's own Risk Assessment(s) specific to event, location, and activity to both increase the rigor of control measures and corroborate existing control measures for gymnastics events. This specifies topic areas for appropriate control measures (to reduce the risk of the transmission or contraction of Covid-19) for event organisers for implementation at gymnastics events specific to the following settings:

- A. Events “behind closed doors” as an extension of regular training activity within a recognised gymnastics space (clubs, schools, leisure centres, or performance training venues).
- B. Events “behind closed doors” within a setting external to usual gymnastics spaces, clubs, or performance training venues.
And as extension to either of the above approaches (A or B):
- C. Events with the safe return of spectators (*subject to change pending further government guidance*).

Event organisers (and delivery partners) have a responsibility and are expected to:


- Follow all relevant national and local government guidance whilst continuing to adhere to gymnastics specific best practice as outlined within British Gymnastics policy and procedural documentation.

- Implement suitable transmission mitigating control measures required (droplet, population and fomite) as stipulated within the British Gymnastics Step Forward Plan, Team Sport Framework (if applicable), Return to Coach Contact Framework and the Return to Events Framework.
- Educate all potential participants (event delivery team, coaches, judges, volunteers, gymnasts and their parents/guardians and spectators where applicable) in the required practices and controls as indicated within the event risk assessments and keep appropriate records for the NHS Test and Trace system.
- Ensure (where external to a usual training setting) all who are likely to attend an event understand the inherently increased risks associated with attendance and are encouraged to make an assessment of personal risk specific to individual circumstances prior to agreeing to attend (in any capacity).

British Gymnastics Return to Events Framework Risk Assessment Guidance

This Covid-19 specific risk assessment guidance is for the return to delivering gymnastics events within a recognised indoor gymnastics environment.

Event organisers wishing to return to delivering gymnastics events must Risk Assess activity suitably and implement mitigating actions to reduce the overall risk of transmission or contraction of Covid-19 within the gymnastics event environment.

Risk Assessment Number:	Date of Assessment:	Additional Information check sheet/risk assessments may be required.			
Return to Events Framework Risk Assessment Guidance	01/11/2020	Substances Hazardous to Health:	<input checked="" type="checkbox"/>		
		Manual Handling:	<input checked="" type="checkbox"/>		
Task / Work Activity / Work Area Assessed:	Assessment carried out by:	Display Screen Equipment:	<input checked="" type="checkbox"/>		
Gymnastics competition and performance opportunity events	British Gymnastics Step Forward Plan Team Sport Framework working group and approved by Step Forward Project Board	New and Expectant Mothers:	<input checked="" type="checkbox"/>		
		Young Persons:	<input checked="" type="checkbox"/>		
		Covid-19:	<input checked="" type="checkbox"/>		

Risk Rating System

Worse Case Outcome					Likelihood					Risk Rating (Outcome x Likelihood)		
1	2	3	4	5	1	2	3	4	5	Low	Medium	High
No injury	Minor injury	Lost time injury	Severe injury	Fatality	Remote	Unlikely	Likely	Very Likely	Certain	1 – 4	5 – 12	13 – 25

Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Activity: Delivering gymnastics events (for event organisers) “behind closed doors” as an extension of regular training activity within a recognised gymnastics space (clubs, schools, leisure centres, or performance training venues) in-line with Covid-19 Government requirements for logistics and general operations, cleaning, hygiene & medical provision.						
A (i) - Delivering gymnastics events “behind closed doors” as an extension of regular training activity within a recognised gymnastics space (clubs, schools, leisure centres, or performance training venues) – <u>Overview</u>						
1.0 Gymnasts & Workforce (inclusive of Coaches, Staff, Judges & Volunteers)	Getting or spreading Coronavirus through close-proximity interaction with others within the indoor sporting environment or through physical contact with others or shared surfaces.	Existing measures within a British Gymnastics recognised training environment / gymnastics space to be upheld 1.0.01 Appropriate planning for the return to work (for coaches and staff) and return to training and activity (for gymnasts) as outlined within the Step Forward Plan resources. 1.0.02 Suitable symptom screening prior to travel or entry into the training venue as outlined within the Step Forward Plan resources. 1.0.03 Compliance with NHS Test & Trace as outlined within the Step Forward Plan resources. 1.0.04 Capacity and group size limits adhered to and Social Distancing measures to remain in place as within guidance for indoor sports training environments with reference and compliance to: <ul style="list-style-type: none"> • Current local and national government guidance • The British Gymnastics Step Forward Plan • The British Gymnastics Team Sport 	5	2	10	

		<ul style="list-style-type: none"> Framework (for pair and group activities) The British Gymnastics Return to Coach Contact Framework <p>1.0.05 Increased cleaning and hygiene measures to remain in place as within guidance for British Gymnastics recognised training environments and gymnastics spaces with reference and compliance to:</p> <ul style="list-style-type: none"> Current local and national government guidance The British Gymnastics Step Forward Plan The British Gymnastics Team Sport Framework (for pair and group activities) The British Gymnastics Return to Coach Contact Framework <p>1.0.06 Procedures remain in place and suitable workforce training and education regarding:</p> <ul style="list-style-type: none"> The isolation of anyone who begins to display symptoms of Covid-19 and actions required Emergency incidents and the application of first aid and further actions required 				
<p>A (ii) - Topic areas for new measures within a British Gymnastics recognised training environment to be upheld to safely deliver a gymnastics event “behind closed doors” as an extension of regular training activity within a recognised gymnastics space (clubs, schools, leisure centres, or performance training venues) – <u>Event specific planning</u></p>						
1.1	Gymnasts & Workforce (inclusive of Coaches, Staff, Judges & Volunteers)	Getting or spreading Coronavirus through close-proximity interaction with others within the indoor sporting environment or	<p>1.1.01 Scrutiny regarding essential workforce for the delivery of the event. Only the staff and workforce essential in the delivery of the event will be granted access to attend.</p> <p>1.1.02 Suitable education for gymnasts and workforce</p>	5	2	10

	<p>through physical contact with others or shared surfaces.</p>	<p>essential in the delivery of planned activities to promote compliance with points 1.0.01-1.0.06. Plan education for all attendees on points 1.0.01-1.0.06</p> <p>1.1.03 Suitable arrangements to comply with social distancing and hygiene measures for activities which are new for the delivery of the event. As extension, maintain existing social distancing & hygiene measures for any new activities specific to the event.</p> <p>1.1.04 Impact assessment on existing logistical and control measures subject to additions (as 1.1.03) and any changes in timetable as a result of event activity and suitable changes made to maximise safety. Scrutinise control measures as a result of event delivery and ensure changes are made where required to maximise safety.</p> <p>1.1.05 Consider the wider implications relating to staging an event. Accommodation, Catering, Travel & Transport for visiting gymnasts, coaches & officials. Ensure all event attendees are actively encouraged to adhere to best practice and current guidance.</p>				
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Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Activity: Delivering gymnastics events (for event organisers) “behind closed doors” within a setting external to usual gymnastics spaces, clubs, or performance training venues in-line with Covid-19 Government requirements for logistics and general operations, cleaning, hygiene & medical provision.						
B (i) - Delivering gymnastics events “behind closed doors” within a setting external to usual gymnastics spaces, clubs, or performance training venues – <u>Overview</u>						
2.0 Gymnasts & Workforce (inclusive of Coaches, Staff, Judges & Volunteers)	Getting or spreading Coronavirus through close-proximity interaction with others within the indoor sporting environment or through physical contact with others or shared surfaces.	2.0.01 As a new or temporary gymnastics environment, consideration must be given to all users of the venue and gymnastics activity areas with the key safety emphasis on: <ul style="list-style-type: none"> • Maintaining Social Distance • Increasing the level of personal protection (such as wearing a face covering) where social distancing cannot be maintained between users • Increasing hygiene and cleaning provision • Adequate ventilation 2.0.02 All considerations as set out in the Step Forward Plan resources must now also be considered for the new or temporary gymnastics environment of an event venue in collaboration with the event venue management. 2.0.03 Appoint a Covid-19 Officer to oversee planning, implementation, and maintenance of safety controls. 2.0.04 Event organisers must comply with the law and keep appropriate records for NHS Test & Trace. A QR Code is to be generated for the event specifically. 2.0.05 Agree the roles and responsibilities of event venue	5	2	10	

		<p>management, contractors, partners, and the event organiser(s) (including welfare and cleaning management).</p> <p>2.0.06 Devise or adopt and implement a participant’s code of behaviour to outline all responsibilities and standards and plan for suitable signage to act as reminder.</p> <p>2.0.07 Scrutinise the users essential for the delivery of the event to limit attendance to essential workforce and participants only.</p> <p>2.0.08 Adherence to guidance within the British Gymnastics Return to Elite Sport Guidelines, Team Sport Framework, Return to Coach Contact Framework and Step Forward Plan resources specific for all gymnastics activity.</p> <p>2.0.09 Ensure the General Safety Certificate (where applicable – usually where venues have accommodation for 10,000+ spectators) is in place for the venue following the implementation of planning for a Covid-19-secure environment and all standard Health & Safety law is adhered to.</p> <p>2.0.10 Clearly communicate the inherently increased risks associated with attending an event and outline the key controls which will limit the likelihood of the spread and contraction of Covid-19 at the event.</p>				
B (ii) - Topic areas for delivering gymnastics events “behind closed doors” within a setting external to usual gymnastics spaces, clubs, or performance training venues – <u>Event specific planning</u>						
2.1 Gymnasts & Workforce (inclusive of Coaches,	Getting or spreading Coronavirus through close-proximity interaction with	2.1.01 In collaboration with event venue management assess the maximum total occupancy and <u>capacity</u> giving consideration firstly to safe ventilation, secondly to gymnastics specific activity and then to all potential users	5	2	10	

Staff, Judges & Volunteers)	others within the indoor sporting environment or through physical contact with others or shared surfaces.	<p>(gymnasts, coaches, judges, officials, volunteers etc). Calculated capacity will not be exceeded at any stage in the delivery of the event.</p> <p>2.1.02 In collaboration with event venue management map the venue with specific consideration for social distancing to be implemented and maintained at all times by all users detailing:</p> <ul style="list-style-type: none"> • Safe logistics, set-up and positioning of equipment and gymnastics apparatus • Safe arrivals / collection, “drop-off” and car parking and screening for symptoms • Safe entry and walk-ways for access • Safe navigation of the venue • Safe use of toilets and changing rooms and storage of personal belongings • Safe access to the gymnastics sport performance and warm-up areas and suitable accreditation and registration • Safe “self-isolation” of any user who begins to display Coronavirus symptoms • Safe distance for ceremonies • Safe pack down and logistics <p>Social Distancing measures to be in place at all times between all users and suitable signage to support adherence to measures.</p> <p>2.1.03 In collaboration with event venue management consider the provision of hand washing and or sanitising facilities throughout the venue and within the gymnastics activity areas to meet the needs of event risk assessment controls. Appropriate hand washing and hand sanitising stations to be placed in specific areas with suitable signage to support adherence to measures.</p> <p>2.1.04 In collaboration with event venue management</p>				
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		<p>agree upon the requirement for face-coverings for all user groups based on the likelihood of interaction. Face coverings to be worn where social distancing is not guaranteed between users (during all movement/circulation on site).</p> <p>2.1.05 In collaboration with event venue management agree upon the requirement for cleaning across the venue with an emphasis on increased cleaning frequency and a focus on high-touch surfaces. Devise and implement a cleaning plan to uphold the controls within activity or function specific risk assessments (to include pre-event cleaning). Consideration to: COSHH, cleaning procedure, suitable training & safe cleaning product storage.</p> <p>2.1.06 Where required, in collaboration with discipline specific technical representatives, equipment and apparatus suppliers, event venue management and contractors confirm the rigging (set-up) method statements and suitable controls required by staff, contractors, coaches etc... during the erecting of equipment and apparatus necessary for the delivery of the event to comply with current government guidance relating to hygiene and face coverings. Risk Assessments and Method Statements for all activities as part of the event should be submitted in good time for scrutinization by the organiser.</p> <p>2.1.07 All activities associated with the event must comply with Covid-19-Secure protocols. Accommodation, Catering, Ceremonies, Logistics, Meetings, Presentation & Transport should all comply with the current government guidance in relation to safety measures. Suitable plans for achieving all the associated event activities considering good systems and practice to comply</p>				
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		<p>with current guidance.</p> <p>2.1.08 Event medical provision to be provided for participants (and other users) with suitably trained first-aid staffing (in addition to the Covid-19 officer, with Covid-19 protocol and suitable Covid-19 specific first aid risk assessment). First aid provision identified in agreement with event venue management with suitable training and risk assessment.</p> <p>2.1.09 Scheduling (rig/set-up, competition, de-rig/pack-away) must consider capacity, group size and ratios and be considered in alignment with all controls in section 2.1. Phased schedule planning to account for all considerations: capacity, cleaning, hygiene, logistics, staggered entry, gymnastics specific activity, exit and emergency egress etc.</p> <p>2.1.10 Communication planning to outline to all potential attendees the controls, methods and systems that need to be followed. Devise a communications plan to outline the controls which will be put in place including the education of users in relation to any of the controls, processes, logistics, travel & transport, and their personal responsibility (compliance with the Code of Behaviour). This should include any training necessary for officials, staff, and workforce to safely carry out their role at the event.</p>				
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Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Activity: Delivering gymnastics events (for event organisers) with the safe return of spectators in-line with Covid-19 Government requirements for logistics and general operations, cleaning, hygiene & medical provision.						
C (i) – Delivering gymnastics events with the safe return of spectators – <u>Overview</u>						
Section three is to be used as an extension to section one or section two specific to event venue circumstances (being either an existing gymnastics environment [section one] or external to such, requiring the planning of new gymnastics specific Covid-19 protocols [section two]).						
3.0 Gymnasts, Workforce (inclusive of Coaches, Staff, Judges & Volunteers) & Spectators	Getting or spreading Coronavirus through close-proximity interaction with others within the indoor sport spectator environment or through physical contact with others or shared surfaces.	3.0.01 Specific consideration must be given to spectators and staff managing spectators with the key safety emphasis on: <ul style="list-style-type: none"> • Maintaining Social Distance • Increasing the level of personal protection (such as wearing a face covering) where social distancing cannot be maintained between users • Increasing hygiene and cleaning provision 3.0.02 In collaboration with event venue management, considerations, guidance and actions as set out in government guidance and industry relevant guidance – such as the Sports Grounds Safety Authority (SGSA) Supplementary Guidance to the Green Guide (SG02 – Planning for Social Distancing at Sports Grounds) must be brought to fruition through careful planning and implementation. 3.0.03 Ensure entry procedures include the suitable level of screening for Coronavirus symptoms, security, and suitable signage (including the event/venue QR code for scanning	5	2	10	

		<p>by spectators).</p> <p>3.0.04 Event organisers must comply with the law and keep appropriate records for NHS Test & Trace (of all spectators).</p> <p>3.0.05 Agree the roles and responsibilities of event venue management, contractors, partners, and the event organiser(s) specific to the admittance of spectators – this must include: marketing & communications, sales, pre-event communications, the methods and responsibilities of on-site people management and emergency procedures.</p> <p>3.0.06 Create a clear ticketing sales, refunds and cancellation policy and implement a decision-making structure to modify, restrict, postpone, or cancel the event and relevant communications planning suitable for spectators prior to tickets going on-sale.</p> <p>3.0.07 Devise or adopt and implement a spectator’s code of behaviour to outline all responsibilities and standards and plan for suitable signage to act as reminder.</p> <p>3.0.08 Streamline the staff and workforce essential for the delivery of the event with spectators and limit attendance to essential workforce only.</p> <p>3.0.09 Adherence to current local and national government guidance and Public Health England (PHE) guidance specific to events and the safe return of spectators. Approval may have to be sought from Local Authorities, Local PHE or Local HSE offices prior to delivery of events.</p> <p>3.0.10 Ensure the General Safety Certificate (where applicable – usually where venues have accommodation for 10,000+ spectators) is in place for the venue following the implementation of planning for a Covid-19-secure environment and all standard Health & Safety law is</p>				
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		<p>adhered to – specifically for the safe return of spectators).</p> <p>3.0.12 Clearly communicate the inherently increased risks associated with attending an event and outline the key controls which will limit the likelihood of the spread and contraction of Coronavirus at the event. A particular emphasis on the importance of each spectator making suitable assessment of risk based on personal circumstances to make a judgement on attendance.</p>				
C (ii) - Topic areas for delivering gymnastics events with the safe return of spectators - <u>Event specific planning</u>						
<p>3.1</p> <p>Gymnasts, Workforce (inclusive of Coaches, Staff, Judges & Volunteers) & Spectators</p>	<p>Getting or spreading Coronavirus through close-proximity interaction with others within the indoor sport spectator environment or through physical contact with others or shared surfaces.</p>	<p>3.1.01 In collaboration with event venue management assess the maximum total occupancy and safe spectator capacity; giving consideration to travel and transport, entry, movement, and flow of people (circulation), all accessible spaces, restricted seating capacity (for social distancing), safe egress and emergency egress.</p> <p>Calculated spectator capacity will not be exceeded at any stage in the delivery of the event.</p> <p>3.1.02 In collaboration with event venue management map the venue with specific consideration for social distancing for spectators which is to be implemented and maintained at all times by all users detailing:</p> <ul style="list-style-type: none"> • Safe travel, transport, and car parking • Safe arrivals, screening for symptoms, ticket checks and security • Safe entry / departure access • Safe use of toilets • Safe access to the spectator seating areas • Safe protocol for movement on site (circulation) between the seating areas, facilities and catering and merchandise provision (if applicable) 	5	2	10	

		<ul style="list-style-type: none"> • Safe positioning and use of catering and merchandise provision (if applicable) with a preference for contact free transactions • Safe seating and areas for inclusion and disability requirements • Safe “self-isolation” of any user who begins to display Coronavirus symptoms <p>Social Distancing measures are to be maintained at all times between all users and suitable signage to support adherence to measures.</p> <p>3.1.03 In collaboration with event venue management consider the provision of hand washing and or sanitising facilities throughout the venue for spectators to meet the needs of specific activity risk assessment controls. Appropriate hand washing and hand sanitising stations to be in specific areas, with suitable signage to support adherence to measures.</p> <p>3.1.04 In collaboration with event venue management agree upon the requirement for face-coverings for all user groups based on the likelihood of interaction between users. Face coverings to be worn where social distancing is not guaranteed between users (during all movement/circulation on site).</p> <p>3.1.05 In collaboration with event venue management agree upon the requirement for cleaning across the venue with an emphasis on increased cleaning frequency and a focus on high-touch surfaces. Devise and implement a cleaning plan (to include pre-event cleaning requirements) to uphold the controls within activity or function specific risk assessments with the focus on the introduction of spectators.</p> <p>3.1.06 In collaboration with equipment suppliers, event</p>				
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		<p>venue management and contractors confirm the operational processes and suitable controls required by staff, contractors, coaches, volunteers etc. during the delivery of the event to comply with current government guidance relating to hygiene and face coverings (as 3.1.04 – face coverings to be worn where social distancing cannot be guaranteed).</p> <p>Risk Assessments and Method Statements for all activities within spectator accessible areas as part of the event should be submitted in good time.</p> <p>3.1.07 All activities associated with the event must comply with Covid-19-Secure protocols. Catering, Logistics, Merchandise, Presentation, Ticketing & Transport should all comply with the current government guidance in relation to safety measures. Suitable plans for achieving all the spectator associated event activities considering good systems and practice to comply with current guidance.</p> <p>3.1.08 Event medical provision to be provided for spectators with suitably trained first-aid staffing (in addition to the Covid-19 Officer). First aid provision for spectators identified in agreement with event venue management with suitable training and risk assessment. Ambulance provision (if applicable) to comply with spectator number requirements.</p> <p>3.1.09 Scheduling (symptom screening, ticket and security checks, entry, competition/event, phased egress etc) must take into account capacity, flow rate (movement of people on site) and be considered in alignment with all controls in section 3.1. Phased schedule planning to account for all considerations: spectator capacity, cleaning of spectator areas, hygiene, logistics, phased and time staggered entry and exit and emergency egress etc.</p>				
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		<p>3.1.10 Communication planning to outline to all potential spectator attendees the controls, methods and systems that need to be followed.</p> <p>Devise a communications plan to outline the controls which will be put in place including the education or advice/guidance for spectators in relation to any of the controls, processes, logistics, travel & transport, and their personal responsibility (compliance with the Spectator's Code of Behaviour).</p>				
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