



TEMPLATE RISK ASSESSMENT FOR CHEERLEADING GYMS AND CLUBS

This document is a template Risk Assessment, created by SportCheer England to assist Cheerleading coaches and gym owners in their preparation for a return to training. It is designed to help think through the relevant risks associated with Covid-19 and how they might be mitigated. It does not provide a conclusive list of risks and Cheerleading coaches and gym owners will need to adapt, edit and add to the document according to their specific circumstances and resources. If you are working with Adaptive Abilities athletes, Special Athletes or an athlete that identifies as high risk, we recommend an individual Risk Assessment is made for each athlete and relevant measures put in place, including seeking appropriate medical advice/guidance.

We highly recommend you go through your Risk Assessment with your insurance company before returning to training and are confident that you are covered before proceeding with activities. It is also important to emphasise that a Risk Assessment is a live document, requiring constant review and amendment as situations arise and circumstances change.

It is critical that any Control Measures and Actions you state you will implement in the document are implemented, and that you have budgeted for the additional costs this will incur (such as cleaning products and PPE)

How to write a Risk Assessment

A Risk Assessment is a list of risks that you foresee potentially happening, an assessment of their severity, and a list of measures that you will put in place to either eradicate or mitigate the likelihood of the risk occurring.

The Likelihood and Severity scores have been left blank, as these rating depend very much on the individual measures you are able to put in place and the circumstances of your gym (location, resources, nature of your activity) The key code at the top of the Risk Assessment will help you decide the Action Level, and you must respond accordingly. If the Action Level is calculated to be high, then this is a strong indicator that immediate further action is required.

| | |
|-----------------------------|---------------------------------|
| Organisation/Company | |
| Nature of Activity | Cheerleading / Tumbling / Dance |
| Venue | |
| Assessed By | |
| Date of Assessment | |
| Review Date | |

KEY

| Likelihood | Severity |
|----------------------|---|
| 1. Very Unlikely | 1. Very Unlikely 1. Minor/First Aid |
| 2. Unlikely | 2. RIDDOR 3-Day |
| 3. Likely | 3. RIDDOR Major Injury |
| 4. Very Likely | 4. Death or very serious injury to one person |
| 5. Almost Inevitable | 5. Death or serious injury to many persons |

P=Probability of an injury, **S**=Likely severity should an injury occur, **R**=Risk rating (PxS)

Action Level

1- 4 LOW no further controls required

5- 7 MED – justify /review for each event day

8+ HIGH –immediate action/ further controls needed

| Potential Hazard/ Risk EXAMPLES | Consequence EXAMPLES | Who is at risk? EXAMPLES | Existing control measures EXAMPLES | P | S | R | Further Controls and Actions required EXAMPLES | P | S | R |
|--|---|---|--|----------|----------|----------|---|----------|----------|----------|
| <p>The venue will be inadequately prepared in terms of hygiene before activities return and during activities</p> <p>Staff are unprepared training and resource wise to undertake cleaning and sanitising of equipment and gym areas (including PPE)</p> | <p>Risk of infection is increased due to unclean surfaces harbouring germs.</p> | <p>Athletes Staff Coaches</p> | <p>Deep clean of venue by professional cleaners prior to return / staff to come in and clean equipment, clear and organize all gym areas, disinfect mats under instruction</p> <p>Maintenance of a robust daily cleaning schedule including monitoring and cleaning before, during and after sessions.</p> <p>Appropriate cleaning products and PPE purchased (both product type and quantity)</p> | | | | <p>Clear training / instructions to staff as to their role and responsibility in the preparation and cleaning of the gym and equipment.</p> <p>Additional contracts for staff outlining their roles and responsibilities.</p> <p>Purchase cleaning products and PPE</p> | | | |

| Potential Hazard/ Risk EXAMPLES | Consequence EXAMPLES | Who is at risk? EXAMPLES | Existing control measures EXAMPLES | P | S | R | Further Controls and Actions required EXAMPLES | P | S | R |
|---|--|---|--|---|---|---|--|---|---|---|
| <p>Access to the venue:</p> <p>The venue won't be able to facilitate social distancing measures for athletes and parents accessing the gym and car parking facilities</p> | <p>Increased risk of infection transmission due to lack of social distancing</p> | <p>Athletes Parents / Guardians</p> | <p>Limit the number of participants in each class</p> <p>Parents / Guardians asked not to park and wait (drop off only)</p> <p>Introduce staggered start and finish times to reduce congestion and contact</p> <p>Parents should wait in their cars until the very last minute for drop off and pick up to avoid unnecessary contact</p> <p>A traffic flow for drop off and pick up will be established and communicated clearly to Parents / Guardians</p> <p>Signage will clearly indicate entrances and exits for cars and athletes</p> <p>Social distancing markers on the floor will show where athletes must wait to enter and how to move around the mat</p> <p>Stop all non-essential visitors</p> <p>Reduce the number of people in attendance at the gym</p> <p>Hand sanitiser stations on entry/exit and around the gym</p> | | | | <p>Monitor access points. Consider changing the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Decide how you will organise limited class sizes and inform athletes of their new class times</p> <p>Consider wet weather contingency if asking athletes to wait outside for long periods.</p> <p>Ensure all measures are clearly communicated to athletes and parents (say how you will do this – email, videos etc)</p> | | | |

| Potential Hazard/ Risk EXAMPLES | Consequence EXAMPLES | Who is at risk? EXAMPLES | Existing control measures EXAMPLES | P | S | R | Further Controls and Actions required EXAMPLES | P | S | R |
|---|---|------------------------------|---|---|---|---|--|---|---|---|
| The venue will be inadequately prepared for social distancing measures | Increased risk of infection due to lack of social distancing | Athletes Staff Coaches | Markers will be placed on the floor panels 2m apart and athletes will remain on their marker throughout the class Signage on the floor and walls will indicate the traffic flow for people moving around the gym All coaches and staff to be trained on all procedures | | | | Ensure markers are effective (not tape that will constantly peel off the floor) Create signage Ensure all measures are clearly communicated to athletes and parents. | | | |
| The venue will be inadequately prepared in terms of toilette facilities | Risk of infection is increased due to surfaces harbouring germs. Inability to maintain social distancing measures in the toilette facilities | Athletes Staff Coaches | Maintenance of a robust daily cleaning schedule including monitoring and cleaning toilet facilities before, during and after sessions. Max number of athletes using toilette facilities at the same time (number to be determined based on venue size) Signage on doors and walls reminding athletes to wash hands thoroughly using soap and water for 20 seconds. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Ask athletes to go to the toilet before they arrive at the gym to minimise the use of the washroom facilities | | | | Clear training / instructions to staff as to their role and responsibility in supervising and maintaining the cleaning of toilette facilities Create rota for regular cleaning Create signage Ensure soap is regularly refilled. Use alcohol-based hand sanitiser if soap and water is not available. Ensure all measures are clearly communicated to athletes and parents. Consider shorter sessions and therefore no break times. | | | |

| Potential Hazard/ Risk EXAMPLES | Consequence EXAMPLES | Who is at risk? EXAMPLES | Existing control measures EXAMPLES | P | S | R | Further Controls and Actions required EXAMPLES | P | S | R |
|---|--|--|---|---|---|---|--|---|---|---|
| The venue will be inadequately prepared in terms of changing facilities | Risk of infection is increased due to surfaces harbouring germs. Inability to maintain social distancing measures in the toilette facilities | Athletes | Changing facilities will be closed. Athletes will be asked to come to class already changed. | | | | Ensure all measures are clearly communicated to athletes and parents. | | | |
| The activity/class timetable will not allow for safe social distancing between teams entering and exiting the floor / hallways / gym | Increased risk of infection due to lack of social distancing | Athletes Staff Coaches Parents / Guardians | Introduce staggered start and finish times to reduce congestion and contact Reduce the number of classes offered to allow time for required cleaning between classes | | | | Ensure all measures are clearly communicated to athletes and parents. | | | |
| Staff and coaches will not know how to keep themselves safe from exposure to COVID-19 | Staff and coaches increasing their risk of infection, or the spread of an infection to themselves or others | Staff Coaches | Clear training and communication with staff on their roles, protocol and any PPE measures. No spotting, handshakes, hi5's or hugs | | | | Daily Zoom meetings to provide feedback and reviewing practices, using start, stop, keep. Trial processes on test classes before rolling out to all classes. | | | |
| Staff and coaches will not know what to do if an athlete or parent presents with Covid-19 symptoms https://www.nhs.uk/conditions/coronavirus-covid-19/ | Potential transmission of COVID-19, resulting in people contracting the virus. Heightened risk to the individual if they are not treated in a timely manner | Athletes Staff Coaches Parents | Training to identify signs Flowchart of appropriate action steps (following NHS guidelines) to be put up around the gym, and training provided for coaches and staff. Example: If an athlete develops a high temperature or a persistent | | | | Create action flow chart Identify a location within the gym where an athlete or staff member can safely isolate until someone is able to collect them / a medical professional can assess them. | | | |

| Potential Hazard/ Risk EXAMPLES | Consequence EXAMPLES | Who is at risk? EXAMPLES | Existing control measures EXAMPLES | P | S | R | Further Controls and Actions required EXAMPLES | P | S | R |
|--|---|--------------------------------|--|---|---|---|--|---|---|---|
| | | | <p>cough while at the gym, they should:</p> <ul style="list-style-type: none"> -Return home immediately -Avoid touching anything -They must then follow the guidance on self-isolation and not return to the gym until their period of self-isolation has been completed. -All athletes in the same session as that athlete will be asked to return home immediately and self-isolate for 14 days <p>Staff to clean all areas where the athlete has been, following their removal from the gym, wearing PPE and under instruction.</p> | | | | <p>Provide training to ensure coaches and staff are confident in identifying symptoms and the protocol for dealing with such a situation.</p> <p>Communicate clearly to athletes and parents that if they show any signs of Covid-19 they are to stay home and isolate for 14 days (as per NHS guidelines)</p> | | | |
| An athlete or staff member who has been to the gym tests positive for Covid-19 | High increased risk of infection to athletes, staff and coaches | Athletes Staff Coaches | <p>Ensure all athletes contact details are up to date for contact tracing and contact all those who had been in the gym with the infected person.</p> <p>Use the NHS track and trace service to inform them of the incident and provide any relevant details.</p> <p>Make clear to athletes and staff who have been in contact with the affected athlete that they must not attend the gym and isolate for 14 days</p> | | | | | | | |

| Potential Hazard/ Risk EXAMPLES | Consequence EXAMPLES | Who is at risk? EXAMPLES | Existing control measures EXAMPLES | P | S | R | Further Controls and Actions required EXAMPLES | P | S | R |
|--|--|--------------------------------|--|---|---|---|---|---|---|---|
| Athletes will be unclear on how to behave in class, and do not understand or follow the social distancing measures, markers and traffic flow created | Athletes increasing their risk of infection, or the spread of an infection to themselves or others | Athletes Staff Coaches | <p>All younger classes – mini, tiny, youth classes to stay online.</p> <p>Any athlete 7 years and younger to continue taking classes online.</p> <p>All attending athletes are sent clear guidance on the measures that will be in place. Instructional videos showing how the space is to be navigated, hygiene measures etc</p> <p>No stunting, pyramids, spotting, handshakes, hi5's or hugs</p> <p>Signage on walls and markers on the floor to indicate instructions athletes should follow</p> | | | | <p>Create clear communication channels and ensure all attending athletes have received the information before attending</p> <p>Consider further measures, such as limiting the amount of time an athlete can be on site. 2 hours?</p> | | | |
| Athletes do not follow hygiene requirements as set out in the government guidelines (regarding handwashing, coughing into elbow etc) | Athletes increasing their risk of infection, or the spread of an infection to themselves or others | Athletes Staff Coaches | <p>Additional signage reinforcing measures such as handwashing, coughing into elbow and the 'Catch It. Bin It. Kill It' message to be put up around the gym.</p> <p>Messaging regarding hygiene requirements are sent to athletes ahead of their return</p> <p>Coaches to remind athletes about hygiene at the start of class</p> | | | | <p>Create signage</p> <p>Ensure there are tissues, bins and hand sanitiser available.</p> | | | |

| Potential Hazard/ Risk EXAMPLES | Consequence EXAMPLES | Who is at risk? EXAMPLES | Existing control measures EXAMPLES | P | S | R | Further Controls and Actions required EXAMPLES | P | S | R |
|---|--|------------------------------|---|---|---|---|---|---|---|---|
| During classes athletes will be unable to maintain social distancing | Athletes increasing their risk of infection, or the spread of an infection to themselves or others | Athletes | Social distancing markers on the floor will show athletes how to move around the gym and where to train on the mat. Social distancing rules will be communicated to athletes prior to attending | | | | Monitor and adjust any measures that are not working to make more effective. Create signage, maps and markers Communicate social distancing rules with athletes ahead of attendance | | | |
| During classes coaches will be unable to maintain social distancing | Coaches increasing their risk of infection, or the spread of an infection to themselves or others | Athletes Staff Coaches | Coaches and staff to pre-plan how they will deliver classes in order to maintain social distancing. If appropriate, PPE to be worn (such as masks) | | | | Plan effective training and delivery strategies | | | |
| The storage of bags, shoes and water bottles etc will increase the risk of infection transmission | Increased risk of spreading infection | Athletes Staff Coaches | Athletes will be asked to bring the minimum required with them and to come dressed for class. Water bottles to be kept on the floor next to the athlete in their designated space / Water bottles to be kept at the front of the mat on designated markers No eating in the gym | | | | Ask athletes to clearly mark water bottles with their name | | | |
| An area where an athlete presenting with Covid-19 / confirmed Covid-19 has been requires sanitising | Potential transmission of Covid-19, resulting in people contracting the virus | Athletes Staff Coaches | Area to be evacuated and then either cleaned by staff in appropriate PPE or professional cleaners | | | | Daily checking of the government website for updates and directive on any new required or recommended measures | | | |

| | | | | | | | | | |
|--|---|---------------------------------|--|--|--|--|--|--|--|
| <p>An athlete injures themselves during training, requiring medical assistance</p> | <p>Increased risk of infection, or the spread of an infection between the athlete and attending first aider</p> | <p>Athletes First Aider</p> | <p>First aiders will be equipped with adequate PPE (facemasks, gloves, mouth shield for CPR)</p> <p>If a First Aider feels uncomfortable to approach the injured athlete, the coach must call the parent for collection or in the case of emergency, 999</p> <p>Coaches will have athletes contact details and medical notes readily accessible on location to either call parents or assist paramedics with information. <i>(Please check your GDPR policy as to how you will achieve this)</i></p> | | | <p>Ensure all athletes contact details and medical notes are up to date and readily accessible on location</p> | | | |
| <p>A coach and athlete wish to conduct a 1:1 session, creating associated Safeguarding and Health and Safety</p> | <p>An athlete is placed in a vulnerable position by being alone with a coach/ A coach is placed in a vulnerable position by being alone with an athlete</p> <p>The athlete is injured or becomes unwell and the coach requires assistance</p> | <p>Athlete Coach</p> | <p>We highly recommend the following safeguard measures are put in place for this circumstance:</p> <p>2 adults will always be present. Either 2 coaches or 1 coach and 1 parent</p> | | | <p>No further measures required</p> | | | |

This Risk assessment was created by SportCheer England
Special thanks to Kimberley Ramsay (All Star Cheerleading NZ) and Jane Usher (Phoenix Stars Cheerleaders UK) for their contributions