



## TEMPLATE RISK ASSESSMENT (COVID-19 ADAPTATIONS) FOR CHEERLEADING GYMS AND CLUBS UPDATED 01/12/2020

This updated template Risk Assessment has been created by SportCheer England to accompany the approved Return to Play Guidance Document (Sport Specific Action Plan) and in line with new Government guidance published on the 1<sup>st</sup> December 2020.

When updating your Risk Assessment to reflect the new tier system, it is critical that you refer to the specific Government guidance for your tier, as restrictions vary depending on your geographical location. SportCheer England will update their guidance to help coaches and gym owners understand how each tier level relates to the Return to Play Guidance Document to assist you with this. Government guidance: [www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers](http://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers)  
SportCheer England guidance: [www.sportcheerengland.org/coronavirus-hub](http://www.sportcheerengland.org/coronavirus-hub)

New additions or updates to the Risk Assessment are indicated throughout in **RED**

The template is designed to help you 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. You will need to add your own Action Level calculations.

If you are working with Adaptive Abilities athletes, Special Athletes or an athlete that identifies as high risk, we additionally 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)

**It is important to note that this template is solely for Covid-19 compliance (Covid-19 Adaptations) and does not cover other aspects of Risk Assessment that you should have for your club (such as safeguarding, equipment checks, emergency evacuation plans etc)**

## 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 Probability and Severity of a risk 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. To calculate your risk level, you must multiply the Probability (P) by the Severity (S). If the resulting Action Level is calculated to be high, then this is a strong indicator that immediate further action is required.

### 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= 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

P x S (2 x 5) = Risk Level 10  
If you look at the Action Level, this places this Potential Hazard/Risk in the HIGH category, meaning "immediate action/ further controls needed"

Having put the additional measure in place, such as daily Zoom meetings and trial sessions, you have further reduced the risk, so can lower the Probability. The Risk Rating is now 5 (MEDIUM)

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
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	2	5	10	Daily Zoom meetings to provide feedback and reviewing practices, using start, stop, keep.  Trial processes on test classes before rolling out to all classes.	1	5	5

Likelihood is Low because of the existing controls in place, but it's not a "1" as there is still risk staff may forget protocol

Severity is high as should someone catch Covid-19 there is potential to cause "Death or serious injury to many persons"

<b>Organisation/Company</b>	
<b>Nature of Activity</b>	Cheerleading / Tumbling / Dance
<b>Venue</b>	
<b>Assessed By</b>	
<b>Date of Assessment</b>	
<b>Review Date</b>	

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<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>			

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<p>Access to the venue: 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 in line with the RTP</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 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</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>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>			

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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 toilet facilities	Risk of infection is increased due to surfaces harbouring germs.  Inability to maintain social distancing measures in the toilet 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 toilet 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 toilet 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.			

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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 toilet 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.			
<b>New Risk Consideration</b> The venue will be inadequately ventilated	Increased risk of transmission demonstrated through new research	Athletes Coaches	Open windows and doors to allow airflow  Limit number of athletes and people in the building				Examine the building to see whether there are additional changes that could be made to increase airflow			
<b>New Risk Consideration</b> Coaches are unclear who is allowed back to training (children, Over 18's etc)	Risk of violating the latest Government guidance and breaking the law regarding group gatherings Violation of the guidelines puts the club and potentially the sport at risk of sanctions	Athletes Coaches The Cheerleading community at large SportCheer England	SportCheer England will provide updates via their website and social media to clarify what the latest guidance means for their athletes at each tier level.				Use the latest updates from SportCheer England to  Follow the latest Government guidance on the gov.org website  Regularly check for updates			
<b>New Risk Consideration</b> Staff and coaches will not know how many athletes are permitted in the gym at any one time to be compliant with government guidance and the RTP Guidance Document	Increased number of athletes further increases the risk of transmission  Violation of the guidelines puts the club and potentially the sport at risk of sanctions	Athletes Coaches The Cheerleading community at large SportCheer England	SportCheer England have a DCMS/Public Health England approved Return to Play Guidance Document. Capacity varies depending on your tier and also the size of your training space. The Return to Play Guidance Document includes guidance on how to calculate appropriate numbers for your space.				Use the RTP Guidance Document to calculate the appropriate numbers for classes  Follow the latest Government guidance on the gov.org website  Regularly check for updates			

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<p><b>New Risk Consideration</b> Athletes will not know the new rules regarding the wearing of masks.</p> <p>The latest Government guidance (01/12/20) clearly states masks should <i>not</i> be worn for sport and physical activity, but that people should where possible and practical wear them in the gym if not actively participating in the sport (moving through hallways etc)</p>	<p>Risk of violating the latest Government guidance regarding masks</p> <p>Violation of the guidelines puts the club and potentially the sport at risk of sanctions</p>	<p>Athletes Coaches The Cheerleading community at large SportCheer England</p>	<p>Remind athletes when and where masks should be worn through emails to parents prior to training</p> <p>Create posters to put around the building reminding people</p> <p>Coaches to remind athletes to either put on or remove a mask, depending on what they are doing.</p>				<p>Stay up to date with the latest Government guidance and RTP information from SportCheer England regarding masks, as this may be subject to change.</p>			
<p>The activity/class timetable will not allow for safe social distancing between teams entering and exiting the floor / hallways / gym</p>	<p>Increased risk of infection due to lack of social distancing</p>	<p>Athletes Staff Coaches Parents / Guardians</p>	<p>Introduce staggered start and finish times to reduce congestion and contact</p> <p>Reduce the number of classes offered to allow time for required cleaning between classes</p>				<p>Ensure all measures are clearly communicated to athletes and parents.</p>			
<p>Staff and coaches will not know how to keep themselves safe from exposure to COVID-19</p>	<p>Staff and coaches increasing their risk of infection, or the spread of an infection to themselves or others</p>	<p>Staff Coaches</p>	<p>Clear training and communication with staff on their roles, protocol and any PPE measures.</p> <p>No spotting, handshakes, hi5's or hugs</p>				<p>Daily Zoom meetings to provide feedback and reviewing practices, using start, stop, keep.</p> <p>Trial processes on test classes before rolling out to all classes.</p>			

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<p>Staff and coaches will not know what to do if an athlete or parent presents with Covid-19 symptoms</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>	<p>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</p>	<p>Athletes Staff Coaches Parents</p>	<p>Assign a COVID Officer</p> <p>Training to identify signs</p> <p>Flowchart of appropriate action steps (NHS guidelines) to be put up around the gym, and training provided for coaches</p> <p>Example: (see next page) If an athlete develops a high temperature or a persistent cough while at the gym, they should: -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> <p>Staff to clean all areas where the athlete has been, following their removal from the gym, wearing PPE and under instruction.</p>				<p>Create action flow chart</p> <p>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.</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>			

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<p><b>UPDATE TO EXISTING MEASURES</b></p> <p>An athlete or staff member who has been to the gym tests positive for Covid-19</p>	High increased risk of infection to athletes, staff and coaches	Athletes Staff Coaches	<p>Use the Government website to generate a QR Code for the venue</p> <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 relevant details.</p> <p>Make clear to athletes and staff who have been in contact with the effected athlete that they must not attend the gym and isolate for 14 days</p>				<p>Ensure your gym has a QR Code clearly displayed for people to scan on entry</p> <p>Use the latest updates from SportCheer England to</p> <p>Follow the latest Government guidance on the gov.org website</p> <p>Regularly check for updates</p>			
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 attending athletes are sent clear guidance on the measures that will be in place.</p> <p>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 with instructions</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.</p>			

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Athletes do not follow hygiene requirements as set out in the government guidelines and RTP Guidance Document (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	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.  Messaging regarding hygiene requirements are sent to athletes ahead of their return  Coaches to remind athletes about hygiene at the start of class				Create signage  Ensure there are tissues, bins and hand sanitiser available.			
<b>UPDATE TO EXISTING MEASURES</b> 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  <b>The level of distancing required is determined by both tier level, age of participants and RTP Roadmap. Use these documents to determine required risk mitigations</b>				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 time  Stay up to date with the latest Government guidance			
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 (including planning for things like no spotting of tumbling skills etc)			

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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			
An athlete injures themselves during training, requiring medical assistance	Increased risk of infection, or the spread of an infection between the athlete and attending first aider	Athletes First Aider	First aiders will be equipped with adequate PPE (facemasks, gloves, mouth shield for CPR)  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  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>				Ensure all athletes contact details and medical notes are up to date and readily accessible on location			

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<p><b>New Risk Consideration</b> An athlete wants to travel to practice from a different tier</p>	<p>Potential violation of the law regarding moving between tiers</p>	<p>Athletes Coaches</p>	<p>SportCheer England will provide updates via their website and social media to clarify what the latest guidance means for their athletes at each tier level.</p> <p>Update athletes outside the training venue's tier area as to whether they can attend</p>				<p>Use the latest updates from SportCheer England to</p> <p>Follow the latest Government guidance on the gov.org website</p> <p>Regularly check for updates and update athletes as appropriate</p>			
<p><b>New Risk Consideration</b> Coaches will not know when they are able to move to the next Road Map level on the RTP Guidance Document</p>	<p>Risk of violating the latest Government guidance and breaking the law regarding group gatherings</p> <p>Violation of the guidelines puts the club and potentially the sport at risk of sanctions</p>	<p>Athletes Coaches The Cheerleading community at large SportCheer England</p>	<p>SportCheer England will provide updates via their website and social media to clarify what the latest guidance means for their athletes at each tier level.</p> <p>Call or email SportCheer England when considering a move to a new Road Map level to discuss whether this is appropriate</p>				<p>Use the latest updates from SportCheer England to</p> <p>Follow the latest Government guidance on the gov.org website</p> <p>Regularly check for updates</p>			