



RISK ASSESSMENT FOR AIRBORN ACADEMY

This document is a Risk Assessment, based on guidance from SportCheer England, to assist 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. For any participant identified as high risk, an individual Risk Assessment is required and relevant measures put in place, including seeking appropriate medical advice/guidance.

A Risk Assessment is a live document, requiring constant review and amendment as situations arise and circumstances change.

Calculating the Risk Assessment

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

The Likelihood and Severity scores are based on the individual measures we are able to put in place at Airborn Academy taking into account our circumstances (location, resources, nature of your activity). If the Action Level is calculated to be high, then immediate further action is required.



Operations/Work Activities covered by this assessment:	COVID-19: Implementing Protective Measures in Airborn Academy
Organisation	Airborn Flying CIC
Nature of Activity	Cheerleading / Tumbling / Freerunning / Aerial Skills
Venue	Airborn Academy
Assessed By	Academy Manager
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

Guidance note:

In all instances, all references to PPE include:

- Face mask
- Gloves
- Apron
- Eye protection - visor

Potential Hazard/ Risk	Consequence	Who is at risk?	Existing control measures	P	S	R	Further controls & actions required	P	S	R
Failure to follow National Government Guidelines	Risk of infection is increased.	Participants Staff Coaches	<p>Daily checks are made with the Government online guidance. Government guidance may be issued overnight, checks must be made prior to opening each day.</p> <p>Up to date guidance is distributed and communicated through the gym community via all means of social platforms</p> <p>Changes to H&S arrangements will be communicated to parents and participants via social media and website and reinforced via Senior Coaches and Academy Manager.</p>	2	2	4	<p>Academy Manager responsible for checking government guidance via; https://www.gov.uk/coronavirus or Antony Doyle in his absence,</p> <p>Government guidance relating to gyms is available via; https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-gyms-and-othereducational-settings</p>	2	2	4
Participants or staff identified as at increased risk and exposed to COVID-19.	Risk of infection is increased.	Participants Staff Coaches	<p>Participants who have been classed as clinically extremely vulnerable due to pre-existing medical conditions should not visit Airborn Academy.</p> <p>If a participant is deemed clinically vulnerable (but not clinically extremely vulnerable), parents (or participant if over the age of 18) MUST follow medical advice provided.</p> <p>Identify participants who are clinically extremely vulnerable and clinically vulnerable via the pre-booking system.</p> <p>Clinically vulnerable individuals are advised to take extra care in observing social distancing.</p>	2	2	4	<p>Government guidance is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerablepersons-from-covid-19/covid-19-guidance-onprotecting-people-most-likely-to-get-unwell-fromcoronavirus-shielding-young-peoples-version</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerablepersons-from-covid-19</p> <p>NHS guidelines is available via: https://www.nhs.uk/conditions/coronavirus-covid19/people-at-higher-risk-from-coronavirus/whos-athigher-risk-from-coronavirus/</p>	2	2	4

Potential Hazard/ Risk	Consequence	Who is at risk?	Existing control measures	P	S	R	Further controls & actions required	P	S	R
Staff / Participants living with a shielded or clinically vulnerable person.	Risk of infection is increased.	Participants Staff Coaches	Participants or staff living with someone who is clinically vulnerable (but non clinically extremely vulnerable), including those who are pregnant can attend if social distancing is adhered to, and they are able to understand and follow those instructions.	2	2	4	Government guidance on staying alert and safe (social distancing) for clinically vulnerable is available via: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people	2	2	4
Individuals within the same household as staff or participants symptomatic or confirmed case of COVID-19.	Risk of infection is increased.	Participants Staff Coaches	Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family. Academy Manager to monitor staff absence related to COVID-19.	2	3	6	NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via: https://www.nhs.uk/conditions/coronavirus-covid19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/	2	3	6
The venue will be inadequately prepared in terms of hygiene before activities return and during activities. Staff is unprepared training and resource wise to undertake cleaning and sanitising of equipment and gym areas (including PPE).	Risk of infection is increased due to unclean surfaces harboring germs.	Participants Staff Coaches	Deep clean of venue by professional cleaners prior to return / staff to come in and clean equipment, clear and organise all gym areas, disinfect mats under instruction. Maintenance of a robust daily cleaning schedule including monitoring and cleaning before, during and after sessions. Appropriate cleaning products and PPE purchased (both product type and quantity).	2	2	4	Clear training / instructions to staff as to their role and responsibility in the preparation and cleaning of the gym and equipment. Additional contracts for staff outlining their roles and responsibilities. Staff to not share equipment/ work spaces where possible i.e. own laptop, designated seat Social distancing maintained in offices – new layouts and guidance on can access offices.	2	2	4

<p>Access to the venue:</p> <p>The venue is required to facilitate social distancing measures for Participants and parents accessing the gym and car parking facilities</p>	<p>Increased risk of infection transmission due to lack of social distancing</p>	<p>Participants 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 participants.</p> <p>Social distancing markers on the floor will show where Participants must wait to enter and how to move around the Academy and training space.</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>2</p>	<p>2</p>	<p>4</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 to organise limited class sizes and inform participants of their new class times.</p> <p>Consider wet weather contingency if asking participants to wait outside for long periods.</p> <p>Ensure all measures are clearly communicated to participants and parents (communicate how we will do this – email, videos, detailed on website).</p>	<p>2</p>	<p>2</p>	<p>4</p>
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Potential Hazard/ Risk	Consequence	Who is at risk?	Existing control measures	P	S	R	Further controls & actions required	P	S	R
COVID-19 transmission via the physical gym environment.	Increased risk of infection.	Participants Staff Coaches	<p>Cleaning regime reviewed to provide extra attention to hand contact points, surfaces and toilet spaces ensuring they are cleaned throughout the gym day.</p> <p>Increased cleaning regime – floor and equipment needs to be cleaned before and after use.</p> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors MUST not be propped open.</p> <p>Bins for tissues to be emptied throughout the day.</p> <p>Interim cleaning during the gym day of hand contact points.</p>	2	2	4	<p>Academy Manager responsible for checking stocks cleaning products and resources are available.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting to be followed: https://www.gov.uk/government/publications/covid-19decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> - Fire risk - Impede emergency exit routes - Trip hazard <p>All staff briefed on cleaning process and rota.</p> <p>Check lists in place for all processes and communicated to staff, clearly recorded.</p>	2	2	4

Potential Hazard/ Risk	Consequence	Who is at risk?	Existing control measures	P	S	R	Further controls & actions required	P	S	R
Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.	Increased risk of infection.	Participants Staff Coaches	Local supply chains MUST be used to source PPE, cleaning materials and hygiene products. Ensure a secure supply chain to be in place for essential supplies prior to reopening. Discuss with cleaning staff and coaches to ensure processes are in place for the supply of materials and provision of service.	2	2	4	Academy Manager responsible for checking stock of PPE, cleaning materials and hygiene products and re-ordering and sourcing suitable stock.	2	2	4
Inadequate management of suppliers, contractors and visitors (non-participants) increasing risk of COVID-19 transmission.	Increased risk of infection.	Visitors Contractors Suppliers	Avoid and discourage any unnecessary visitors to site. Avoid any contractor works unless emergency or essential. Review reception area of gym, including method of signing in, perspex barrier, social distance and instruction signs, only online payment. Review and implement adaptations to reception area. Parent/Guardians can only enter the building when accompanying a smaller child for safety reasons. All contact will be over the phone or via email. Key procedures for working in the gym environment and COVID-19 controls discussed with visitors / contractors on arrival.	2	2	4	Academy Manager, to conduct contractor induction and maintain a record. Academy Manager to review and implement adaptations to reception area. Cleaning induction form completed with cleaner on arrival at site and a record maintained.	2	2	4

Potential Hazard/ Risk	Consequence	Who is at risk?	Existing control measures	P	S	R	Further controls & actions required	P	S	R
The venue will be inadequately prepared for fire evacuation whilst maintaining social distancing measures,	Increased risk of infection	Participants Staff Coaches	Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) communicated to all staff via email, online virtual meetings.	2	2	4	The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.	2	2	4
The venue will be inadequately prepared for social distancing measures	Increased risk of infection due to lack of social distancing.	Participants Staff Coaches	Markers will be placed on the floor panels 6ft apart and participants 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.	2	2	4	Ensure markers are effective (not tape that will constantly peel off the floor). Create signage. Ensure all measures are clearly communicated to participants and parents.	2	2	4
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.	Participants Staff Coaches	Maintenance of a robust daily cleaning schedule including monitoring and cleaning toilet facilities before, during and after sessions. One participant to use the toilet at a time. Signage on doors and walls reminding participants 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. Request participants to go to the toilet before they arrive at the gym to minimise the use of the washroom facilities.	2	2	4	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, including bins regularly emptied. Create signage. Ensure soap and paper towels are regularly refilled. Ensure all measures are clearly communicated to Participants and parents. Consider shorter sessions and less break times.	2	2	4

Potential Hazard/ Risk	Consequence	Who is at risk?	Existing control measures	P	S	R	Further controls & actions required	P	S	R
The venue will be inadequately prepared in terms of participants changing into kit or shoes.	Risk of infection is increased due to surfaces harbouring germs. Inability to maintain social distancing measures. Increased risk of infection due to lack of social distancing.	Participants	Lower cubby holes will be available for use but cleaned after each session. Participants will be asked to come to class already changed with no bags and only bring, shoes, water and inhalers. Spray the bottom of shoes With santiser on arrival.	2	2	4	Ensure all measures are clearly communicated to participants and parents.	2	2	4
The activity/class timetable will not allow for safe social distancing between classes entering and exiting the Reception area / Parent Area and Gym space area.	Risk of infection is increased.	Participants 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.	2	2	4	Ensure all measures are clearly communicated to coaches, participants and parents.	2	2	4
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. Required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying; <ul style="list-style-type: none"> • Before leaving home • On arrival at gym • After using the toilet • After breaks / sporting activities • Before eating any food (inc. snacks) • Before leaving the Academy No spotting, handshakes, hugs.	2	2	4	Daily Zoom meetings to provide feedback and reviewing practices, using start, stop, keep. Trial processes on test classes before rolling out to all classes. Create action flowchart.	2	2	4

Potential Hazard/ Risk	Consequence	Who is at risk?	Existing control measures	P	S	R	Further controls & actions required	P	S	R
Staff and coaches will not know what to do if an participant or coach 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.	Participants Staff Coaches	Training to identify key COVID-19 symptoms. Use a thermometer to assess if there is a temperature of 37.8 or greater. Flowchart of appropriate action steps (following NHS guidelines) to be put up around the gym, and training provided for coaches and staff. Example: If a participant develops a high temperature or a persistent cough while at the gym, they should: <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 Academy until period of self-isolation completed. - All participants in the same session as that participant will be asked to return home immediately and self-isolate for 14 days. Staff to clean all areas where the Participant has been, following their removal from the Academy, wearing PPE and under instruction.	2	3	6	Symptomatic participant will be moved to the isolation area in the Media Suite until parent arrives: <ul style="list-style-type: none"> - Supervision provided in the isolation area. - A window opened for ventilation. - Access to a separate bathroom. - A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom if used). - Signage displayed to indicate the isolation area advising "no entry". - A record MUST be kept of everyone the person has been in contact with for 14 days. Government guidance relating to cleaning and waste management in non-healthcare setting will be followed, available via: https://www.gov.uk/government/publications/covid-19-cleaning-and-waste-management	2	3	6
Potential Hazard/ Risk	Consequence	Who is at risk?	Existing control measures	P	S	R	Further controls & actions required	P	S	R

<p>Participants will be unclear on how to behave in class, and do not understand or follow the social distancing measures, markers and traffic flow created.</p>	<p>Participants increasing their risk of infection, or the spread of an infection to themselves or others.</p>	<p>Participants Staff Coaches Parents</p>	<p>Younger classes to not be included in the timetable for participants 6 years and younger. Do you agree with this?</p> <p>For cheerleading, these classes can continue online.</p> <p>All attending participants 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 contact which includes stunting, pyramids, spotting, handshakes, hi5's or hugs.</p> <p>Signage on walls and markers on the floor to indicate instructions participants should follow.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Create clear communication channels and ensure all attending participants have received the information before attending.</p> <p>Consider further measures, such as limiting the amount of time a participant can be on site, eg, 2 hours.</p>	<p>2</p>	<p>2</p>	<p>4</p>
<p>Participants do not follow hygiene requirements as set out in the government guidelines (regarding handwashing, coughing into elbow etc)</p>	<p>Participants increasing their risk of infection, or the spread of an infection to themselves or others</p>	<p>Participants Staff Coaches</p>	<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 participants ahead of their return.</p> <p>Coaches to remind participants about hygiene at the start of every class.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Create signage</p> <p>Ensure there are tissues, bins and hand sanitiser available.</p>	<p>2</p>	<p>3</p>	<p>6</p>

Potential Hazard/ Risk	Consequence	Who is at risk?	Existing control measures	P	S	R	Further controls & actions required	P	S	R
During classes participants will be unable to maintain social distancing.	Participants increasing their risk of infection, or the spread of an infection to themselves or others.	Participants	Social distancing markers on the floor will show participants how to move around the gym and where to train on the floor and tumble track. Ensure equipment unable to be used is clearly marked not in use. Social distancing rules will be communicated to participants prior to attending.	2	2	4	Monitor and adjust any measures that are not working to make more effective. Create signage, maps and markers. Communicate social distancing rules with participants ahead of attendance.	2	2	4
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.	Participants 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 or visors).	2	2	4	Plan effective training and delivery strategies. Lesson plan sessions.	2	2	4
The storage of bags, shoes and water bottles etc. will increase the risk of infection transmission.	Increased risk of spreading infection	Participants Staff Coaches	Participants will be asked to bring the minimum required with them and to come dressed for class. Water bottles to be kept to the side of the floor next to the participant in their designated space.	2	2	4	Ask participants to clearly mark water bottles with their name.	2	2	4
An area where a participant presenting with Covid-19 / confirmed Covid-19 has been requires sanitising.	Potential transmission of Covid-19, resulting in people contracting the virus.	Participants Staff Coaches	Area to be evacuated and then either cleaned by staff in appropriate PPE or by professional cleaners.	2	3	6	Daily checking of the government website for updates and directive on any new required or recommended measures.	2	3	6

Potential Hazard/ Risk	Consequence	Who is at risk?	Existing control measures	P	S	R	Further controls & actions required	P	S	R
A participant injures themselves during training, requiring medical assistance.	Increased risk of infection, or the spread of an infection between the participant and attending first aider.	Participants First Aider	<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 Participant, the coach must call the parent for collection or in the case of emergency, 999.</p> <p>Coaches will have participants contact details and medical notes readily accessible on online registration system to either call parents or assist paramedics with information.</p>	2	3	6	<p>Ensure all participants contact details and medical notes are up to date and readily accessible on location.</p> <p>Refresher First Aid training to incorporate changes due to Covid-19.</p> <p>Academy Manager to ensure suitable PPE available for First Aider and participant to protect themselves whilst administering.</p>	2	3	6
A coach and participant wish to conduct a 1:1 session, creating associated Safeguarding and Health and Safety	<p>A participant 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 participant.</p> <p>The participant is injured or becomes unwell and the coach requires assistance.</p>	Participant Coach	<p>Appropriate safeguard measures are put in place for this circumstance:</p> <p>2 adults will always be present. Either 2 coaches or 1 coach and the Academy Manager.</p>	2	2	4	No further measures required.	2	2	4

Potential Hazard/ Risk	Consequence	Who is at risk?	Existing control measures	P	S	R	Further controls & actions required	P	S	R
Cross over of participants from one Cheer team / Bubble to another Cheer team / Bubble.	Participants increasing their risk of infection, or the spread of an infection to themselves or others.	Participants Staff Coaches	<p>Social distancing markers on the floor will show participants how to move around the gym and where to train on the floor and tumble track.</p> <p>All participants to follow participant hand sanitizing procedures prior to and post class sessions.</p> <p>Ensure equipment to be used during a class is cleaned prior to use and the Covid-19 cleaning schedule set in place is followed and adhered to</p> <p>Social distancing rules will be communicated to participants prior to attending and during classes</p> <p>Coaches and staff to pre-plan how they will deliver classes in order to maintain social distancing.</p> <p>Athlete's assigned to Cheer Teams (bubbles). Athlete's to attend Cheer Tumble class within their own Cheer Teams (bubbles)</p> <p>No contact which includes stunting, pyramids, spotting, handshakes, hi5's or hugs during classes and when participants are within the Facility</p>	2	2	4	<p>Monitor and adjust any measures that are not working to make more effective.</p> <p>Assess, update and amend Covid-19 cleaning procedure</p> <p>Create signage, maps and markers.</p> <p>Communicate social distancing rules with participants ahead of attendance.</p> <p>Follow all Gov. & PHE guidelines set</p>	2	2	4

