



Rhythmic Gymnastics Club – Worcester

Safety Guidance

Specific to the COVID-19 Pandemic

Version 3

Working together
for a safe return
to gymnastics

British
Gymnastics



Facilities - Operational Safety Guidance Checklist

Action	Responsible Party	Page	Completed
Clean (Facility) & related COSHH assessments	Training Venue	N/A	
Legionella Management	Training venue	N/A	
Boilers, Heating and Electrical Systems	Training venue	N/A	
Waste Management	Training venue	N/A	
Premises / Facilities – COVID Secure risk assessment	Training venue	N/A	
Safe operational procedures	RGC Worcester Head Coach and Welfare Officer	N/A	
COVID-19 symptoms	RGC Worcester Participating Gymnasts (Parents/Guardians)	3	✓
Training Schedules, Register & Training	RGC Worcester Coaches	3	✓
Cleaning of Equipment & Apparatus Checks	RGC Worcester and Participating Gymnasts / (Parents/Guardians)	4	✓
Social Distancing & Hand Hygiene – arrival & dispersal	RGC Worcester Head Coach and Welfare Officer	5	✓
Social Distancing & Hand Hygiene - during the session	RGC Worcester Head Coach	6	✓
First Aid & RIDDOR reporting	RGC Worcester Head Coach and Welfare Officer	7	✓
Evacuation	RGC Worcester Coaches	7	✓
General Arrangements	RGC Worcester Coaches and Parents/Guardians	7	✓
Safeguarding	Welfare Officers	8	✓
People with Specific Needs	RGC Worcester Head Coach and Welfare Officer	8	✓
Data protection	RGC Worcester	8	✓
Completion of COVID - Secure Risk Assessment	RGC Worcester Head Coach and Welfare Officer	8	✓

RGC Worcester COVID-19 Procedures.

This guide is to provide you, as Parents/Guardians additional information which RGC Worcester has put in place to protect your child/gymnast, the Coaches, and volunteers (Admin Assistants) during the COVID-19 pandemic.

Any non-COVID19 information can be found on the Club's website and within the existing Club information pack regarding membership and general arrangements.

If you have any questions or concerns, please contact either:

- Head Coach on rgcworchester@gmail.com or
- one of the Welfare Officers on rgcworchesterwelfare@hotmail.com.

COVID-19 Symptoms

We request that **YOUR CHILD/GYMNAST DOES NOT ATTEND THE GYM SESSION** if you or a member of your household have or have suspected symptoms of COVID-19 and isolate as per the Government guideline.

Upon arrival at the gym for the training session, the participating gymnast, Coach and Admin Assistant will have their temperature checked.

A participating gymnast, Coach and Admin Assistant will not be admitted into the training:

- If a high temperature (>37.9°) is identified or
- Evidence of a continuous cough.

All Coaches and Admin Assistants must inform the Head Coach immediately, if they have or have suspected symptoms of COVID-19 and isolate as per the Government guideline.

If during a training session, any participating gymnast, who appears to develop any symptom will be removed from the immediate area of training and the Emergency Contact will be contacted to collect them immediately. The participating gymnast supervised by an Admin Assistant will await collect outside.

We request that any participating gymnast is tested and the Head Coach or a Welfare Officer contacted to enable RGC Worcester to meet the requirements of the Government's NHS Test and Trace.

If any Coach or Admin Assistant appears to develop any symptoms, then they will remove themselves from the immediate training areas (Admin area) and away from any training gymnast. If the session cannot continue due to ratio and safeguarding requirements, Parents/Guardian will be informed to collect the participating gymnasts.

Any Coach or Admin Assistant will comply with the requirements of NHS Test and Trace and inform the Head Coach or a Welfare Officer of the results of their COVID test.

Training Schedules, Register & Training

Training will be a blended approach of online and physical training in the gym. Due to social distancing these sessions have been arranged to minimise different contact between training Groups.

The sessions have been created to manage occupancy levels and reduce, where possible class changeovers.

Example timetable:

Class	Tuesday	Wednesday	Thursday	Friday	Saturday
Recreational					Gym
L1/2		Online	Gym	Online	Gym
L3/4	Online	Gym		Gym	Online

The full times and schedule will be e-mailed to the Parents/Guardians of each gymnasts for their sessions.

Any Recreational Gymnast who wishes to change their session will only be approved by the Head Coach if there is capacity in the class.

Please note the schedule and times may change and be reviewed in line with any Government guidance.

Upon notification of a positive case of COVID-19, RGC Worcester will pause in gym training and revert to online for those within the training Group or those affected by the Coach's requirement to self-isolate in line with current Government guidelines.

A register will be kept for all session to enable RGC Worcester to comply with the NHS Test and Trace requirement, if required.

If your child/gymnast is not attending a session, please keep the Club informed as per the usual arrangements.

Cleaning of Equipment & Apparatus Checks

All participating gymnasts are to use their own equipment. RGC Worcester will not provide any equipment for established gymnasts to use.

Apparatus Required for Training Sessions:

All Gymnasts:

ROPE



BALL



HOOP



RIBBON



Squad Gymnasts:

As above plus CLUBS



All apparatus checks and cleaning must be carried out by the participating gymnast or Parent/Guardian to ensure that there is no damage and suitable for use. If there are any queries around what apparatus is required, please e-mail the Head Coach. Gymnasts must not share equipment.

To enable social distancing and minimise the potential of contact transmission, the use of the Training Carpet will be restricted.

All gymnasts are requested to bring a small training mat



for the gymnast's own use.

Cleaning of the hall is the responsibility of the training venue and any issues will be reported immediately.

The First Aid kit and Admin items will be cleaned by the Coach or Admin Assistant at the start and end of each session using wipes suitable for surface cleaning.

Cleaning wipes will be available for Coaches and Admin Assistants as required.

Social Distancing & Hand Hygiene

Arrival and dispersal

All participating gymnasts are to arrive at the time they are due to train.

Drop off

- ✓ All participating gymnasts, Parents/Guardians are to queue outside the Fire Exits maintaining social distancing.
- ✓ All participating gymnast to bring only the equipment and apparatus needed for the session which **must fit in one large bag or box per gymnast** (except hoop).



- ✓ All participating gymnasts will enter the gym using the designated Entry Point of the training venue.
- ✓ **All participating gymnasts will have their temperature taken prior to entry** by an Admin Assistant. ***Any concerns or a high temperature is recorded, the Admin Assistant will inform the accompanying PARENT/GUARDIAN to take the gymnast home.***
- ✓ Participating gymnasts must not be left alone to wait or enter the training session.
- ✓ All participating gymnasts must use hand sanitiser on entering the training hall.
- ✓ All practicing gymnasts will move around the gym in a one-way system to place their training bags in the dedicated areas
- ✓ Participating gymnasts are not permitted to use the changing room lockers at the Training venue (if available). Shoes and any personal belongings must be placed in their bag.

Pick Up

- ✓ All Parents/Guardians are to queue outside the designated Exit Points maintaining social distancing.
- ✓ All gymnasts leaving the gym, will be dismissed to a Parent/Guardian, or nominated adult (by prior arrangement) using the designated Exit point.
- ✓ Hand sanitiser to be used on leaving.
- ✓ **Parents/Guardians must ensure that they collect their child/gymnast on time** (unless the Coach has been notified of the delay due to an emergency).

RGC Worcester encourages that only one accompanies the participating gymnasts at drop off and pick up.

RGC Worcester requests that Gymnasts, Parents and Guardians do not meet outside the Training Venue earlier or later than required for their session.

No Parent/Guardian will be allowed in the training hall, unless in an emergency.

Admin Queries

Any queries or concerns should be directed in the first instance via e-mail to the Head Coach on rgcworcester@gmail.com or one of the Welfare Officers on rgcworcesterwelfare@hotmail.com.

If required, a message can be left with a member of the Administrative Team, who will always be outside maintaining social distancing. No payments or monies will be taken at the gym.

Admin Assistants will remain for the duration of their agreed sessions, maintain social distancing.

During the session

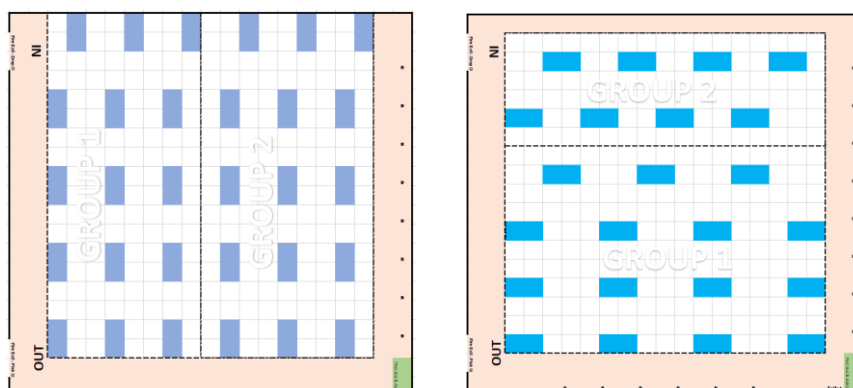
Due to the current situation, viewing of any indoor session including a child's taster session has been suspended.

Participating gymnasts have been 'Grouped' to minimise the number of gymnasts per session to enable social distancing and not exceeding 15 gymnasts per coach.

Layout of the training floor will vary due to the activity being undertaken. All sessions plan provides clear pathways for participating gymnasts to access the toilets and maintain social distancing, whilst training.

Coaches will maintain social distancing throughout the session and no physical contact will take place unless to administer first aid.

The examples below are not to scale and subject to change:



Coaches will instruct the participating gymnasts on the position of their training mat and equipment to minimise crossover when collecting training equipment.

Any welfare breaks will be staggered, with hand-washing facilities available by the training venue, in addition to hand sanitiser available at the Admin desk.

All Coaches, Participating Gymnasts, and Admin Assistant to use a tissue and wash their hands or use hand sanitiser after coughing, sneezing, and blowing your nose.

Sessions planned will minimise any crossovers and participating gymnasts will be advised not to pass apparatus/equipment to other participating gymnasts.

Any misbehaviour or misconduct by the participating gymnast and failing to social distance will be reported to the parent/guardian.

First Aid & RIDDOR reporting

In addition to the general first aid and emergency arrangements. All first aiders are familiarised with COVID-19 symptoms and will contact the participating gymnast's emergency contact to collect, if required.

First aid kit will be cleaned at the start and end of each session with non-latex/nitrile gloves and hand sanitiser included.

Where possible, First Aiders will maintain social distancing when treating an injured person, however social distancing cannot be maintained the First Aider will ensure suitable hygiene precautions are in place before and after treatment, including washing hands or hand sanitiser.

Any RIDDOR reportable incident will be completed in line with government and the Health and Safety Executives (HSE) guidelines

General Arrangements

All general Club information can be found on the website (<https://www.rgc-worcester.com>)

It is the responsibility of the Parent/Guardian to ensure the appropriate arrangements are in place regarding to dropping off and picking up and inform the Head Coach of any changes.

However, as participating gymnasts return to indoor training, a reminder that members are expected to:

- Always wear the correct sports attire e.g. leotard, RG Worcester training top, shorts, sports leggings.
- Keep all long hair tied back in a bun.
- Not wear a watch or jewellery during training. If jewellery e.g. earrings cannot be removed by the gymnasts or Parent/Guardian, then they must be taped over prior to training.
- Bring water appropriate for the duration of the session. Currently there are no facilities for refilling water bottles.

Evacuation

In the event of an emergency evacuation, participating gymnasts will be directed out of the training hall by the Coaches and Admin Assistant.

RGC Worcester will adhere to all emergency arrangements provided by the Training Venue and will socially distance, if safe to do so at the relevant Assembly Point.

Safeguarding

All Safeguarding Policy remains in place and available on the Club's website.

All Coaches to discuss with the participating gymnast (considering any younger gymnasts) any concerns or worries they may have returning to the gym and the changes in the gym.

All Coaches to be aware of changes in behaviour and interaction with other gymnasts.

Coaches are to encourage socially distanced conversations between themselves and the participating gymnasts and the gymnasts as a training Group.

If a Gymnast, Parent or Guardian has any queries or concerns, then speak to one of the Welfare Officers:

✂ Jo Whittaker ✂ Elle Gwatkin or ✂ Emma Pearson

People with specific needs

COVID-19 has impacted some individuals more than other due to their ethnicity or existing health conditions.

If your child/gymnast is likely to be at a higher risk, then please contact the Head Coach or a Welfare Officer for a further discussion to identify if an individual risk assessment is required.

Data Protection

RGC Worcester will not record any information on whether any participating gymnast, Coach or Admin Assistant have symptoms or have tested positive.

In the case of an RGC Worcester child/gymnast, Coach or Admin Assistant having a positive test result for COVID-19 and to participate in the NHS Test and Trace:

- The Parent/Guardian; Coach or Admin Assistant to provide the e-mail address of the RGC Worcester Welfare Officers (rgcworcesterwelfare@hotmail.com) to the NHS Test and Trace.
- The Parent/Guardian; Coach or Admin Assistant must notify RGC Worcester Welfare Officers via e-mail of their positive result and that the e-mail contact has been provided.
- Upon contact from NHS Test and Trace, a Welfare Officer will provide the details of participating gymnasts; Coaches and Admin Assistant, who were present during the classes within the past 7 days including the contact number of the first emergency contact held on record.

Upon notification of a positive case of COVID-19, RGC Worcester will pause in gym training and revert to online for those within the training Group for a minimum of 7 days.

COVID Secure Risk assessment

The COVID Secure Risk Assessment has been completed in accordance with the Providers of grassroots sports and gym/leisure facilities.