

# RISK ASSESSMENT



VENUE: Avian Dance Studios  
 NAME: Erin Madden  
 DATE: 16th July 2021

SEVERITY: WORST CASE OUTCOME

5	4	3	2	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury

LIKELIHOOD (OF WORST CASE OUTCOME)

5	4	3	2	1
Certain	Very likely	Likely	Unlikely	Remote

RISK RATING:  
 OUTCOME X LIKELIHOOD

13-25	5-12	1-4
High	Med	Low

HAZARDS		RISK TO:	CONTROL MEASURES IN PLACE	SEVERITY	LIKELIHOOD	RISK RATING	FURTHER ACTION REF:
Fire/ Emergencies	Injury or death caused by fire	All facility users	Coach aware of Avian's Fire Exits and meeting point.	5	1	5	
			Avian Dance Studios responsible for providing fire extinguishers, adequate signage for emergency exit routes and meeting points, scheduling of fire rehearsals.				7.
			Coach to complete visual checks of fire exits and accessible fire routes at the start of each session.				14.
			Coach to complete Monthly H&S checklist including Fire checks.				
			Coach to ensure club mobile phone accessible in all sessions in case of emergency (to call for emergency services and to access parental emergency contact details)				10.
			Registers taken at start of session and to be used to check everyone is present if evacuated. In parent and toddler classes, parents are asked to inform a coach if at any point they decide to take their child out of a session early, so an accurate register can be kept.				
COSSH	Injury due to consumption or improper use of substances e.g. cleaning products	All facility users	Avian Dance Studios responsible for labelling and secure storage of all substances on site e.g. cleaning products are locked away.	4	2	8	7.
			Coach to be alert to any other substances and to remove them/ report to Avian.				14.
			Parents and gymnasts encouraged to report anything they think is unsafe, and this will be resolved/raised with Avian.				
	Exposure to dust e.g. by using chalk	Gymnasts/ coaches	Gymnasts will be working at a low level not usually requiring chalk but where it is used, coach will ensure it is contained to a specific chalking up area.	2	2	4	
			Coach aware of the effect chalk may have on people's health particularly those with asthma etc. Coach to remind gymnasts to be sensible when chalking up (not clapping etc!)				
			Coach to ensure loose chalk is cleaned up at the end of a session.				

Equipment storage	Injury due to unsafe storage of equipment	Coaches/ other users	Only authorised coaches (Jolly Gymnastics and Avian) have access to store room.	3	2	6	
			Coach responsible for ensuring equipment stored neatly, securely and not stacked excessively high. Trampettes and springboards to be stored upright and not on side to prevent risk of falling. To ensure clear pathways to other equipment accessible by Avian.				
			Coach to ensure wooden equipment and matting kept away from heaters and checked for moisture, which may cause warping or separation of wooden laminations.				
			Coach to complete monthly H&S checklist including monitoring store room, and to raise any concerns about other equipment stored with Avian directly.				14.
Equipment assembly	Injury during manual handling	Coaches	Coach to ensure that pathways for moving equipment are clear before starting set up.	3	2	6	9.
			Coach has completed British Gymnastics manual handling training course and to utilise safe lifting and moving practices.				
Use of equipment	Injury due to incorrect assembly	Gymnasts /coaches	Assembly (and dismantling) to be completed by a Level 2 qualified coach, in line with manufacturer's instructions where provided.	3	2	6	
			Coach to visually check equipment before use every time.				
	Injury due to lack of proper maintenance	Gymnasts /coaches	Annual inspection to be performed by accredited company or equipment manufacturer once equipment 3 years old.	3	2	6	
			Coach to complete Monthly H&S checklist including check of key equipment areas. Any concerns to be actioned by taking equipment out of use immediately.				14.
	Injury due to inadequate matting	Gymnasts	Matting provided in line with manufacturers recommendations.	3	2	6	
			Coach to include matting provision within session plans and to reassess whether it is sufficient at time of set up, and continually throughout session.				
			Coach to consider level of activity, age and ability of children, height of equipment point at which gymnast may be at greatest risk, mat size, thickness and shock absorbency and preventing slip on the wooden floor.				
	Injury caused by incorrect use of equipment or a lack of supervision	Gymnasts	Gymnasts allowed into the dance studio by a coach.	3	2	6	
Level 2 Coach to be present at all times, ensuring safe and proper use of equipment.							
Skills to be taught from within the British Gymnastics coaching syllabus, always within the qualifications of a coach.							
British Gymnastics Coach: Gymnast ratios adhered to.							
In pre-school gymnastics sessions where a parent is present, parent is responsible for the behaviour of their child at all times but a coach will always be present to supervise and ensure safety. Parents informed of their responsibility at time of booking.							

Gymnastics activity	Injury caused by lack of warm up or unsuitable activities	Gymnasts	Level 2 qualified coach to plan all sessions and be present, ensuring that a warm up is included, suitable to the level of activity.	3	2	6	
			Code of Conduct states that gymnasts arriving late, after Warm Up, will not be able to take part.				
			Coach to consider age, stage of development and ability of gymnasts as well as any individual needs when planning sessions. Activities will be adapted at the time if they appear unsuitable.				
			Suitable cool down to take place at the end of all sessions.				
	Injury due to inappropriate dress	Gymnasts /coaches	British Gymnastics Policies for safe dress will be adhered to and Jolly Gymnastics Code of Conduct states what is required.	3	2	6	
			Coach to monitor safe dress e.g. jewellery and hair tied back at start of session.				
	Injury when physically supporting gymnasts (strain due to manual handling/ lifting their weight)	Coaches	Gymnastics equipment is of a recreational level and therefore is not particularly high. Level of gymnastics will be recreational and gymnasts will be young and therefore relatively small.	3	3	9	
			Gymnasts will not move onto advanced skills until physically and mentally prepared for them, reducing the need for physical lifting per se, rather guiding and helping with shaping.				
			Coach will use recognised British Gymnastics practices to support gymnasts and set up 'preps' using equipment rather than coach support wherever possible.				
			Coach has completed British Gymnastics manual handling training course and to utilise safe lifting and moving practices.				
Injury resulting from standing on blocks or 'working from height' to support gymnasts	Coaches	Based on the above level of activity, it is not expected that coaches will need to stand on blocks in order to support them.	3	1	3		
		Coach to ensure adequate matting if situation arises where it is necessary to work from height.					
Injury resulting from excessive flexibility or strength training	Gymnasts	Level of gymnastics will be recreational. A qualified Level 2 Coach will plan sessions and ensure that any flexibility or strength training included is appropriate to level, age and development stage of participants.	3	1	3		
		Further to British Gymnastics' policies, Jolly Gymnastics has policy in place regarding Stretching, communicated on the website and upon joining.					
	Risks relating to the use of specific equipment	Gymnasts	If using the rope, coach to set activities which are suitable for the child's ability, ensure they are supervised and that there is suitable matting. When not in use, rope to be tied to one side so it cannot be climbed.	3	2	6	
Illness	Dehydration, exhaustion or associated conditions due to exercise	Gymnasts /coaches	Upon booking, gymnasts are encouraged to bring a drink with them and will be given regular opportunities to take a break.	3	2	6	
			Coach will monitor wellbeing of participants and ensure that they take rest when needed, and that if they appear unwell a parent is contacted.				

			Activity will be of a suitable level for recreational gymnasts including complete beginners, and new gymnasts will be monitored to ensure activities are within their abilities.				
	Risk of heat-related illness if facility not kept at comfortable workable temperature	All facility users	Coach to complete H&S checklist which includes monitoring temperature of facility. Any issues with heating to be raised with Avian.	3	2	6	14.
			Jolly Gymnastics to communicate with parents in event of hot or cold weather i.e. advise bringing lots of fluids or warmer clothes, sessions to be cancelled in case of unmanageable extremes.				
	General illness or sickness caught at gymnastics or elsewhere	All facility users	Coach to check with gymnasts how they are feeling at the start of the session and parents asked to communicate any wellbeing concerns which may affect their child's gymnastics.	2	4	8	
			Code of Conduct asks parents not to bring children who are unwell or have been sick within 48 hours.				
		All facility users	In case of illness, parents of pre-school aged children will be present and responsible.				
			Parents of school-aged children are able to leave premises providing up to date emergency contact information was provided at time of booking.				10.
		Coaches will provide next of kin as emergency contact - coach to contact them if necessary.					
Duty of care to children	Child does not arrive safely at gym from home	Gymnasts	Children should not be travelling to the gym or moving around in the car park on their own. Policies and Procedures communicated to parents upon booking state that parents are required to bring children aged under 16 into Avian Dance Studios' building and wait with them in Reception until handed over to a coach.	5	1	5	
	Parent does not arrive to pick up child at end of session	Gymnasts	Children will be handed over to a responsible adult in Reception at the end of the session. No-one under the age of 16 will be permitted to leave the Dance Studios or make their own way home without an adult and this is communicated to parents at the time of booking.	5	1	5	
			Parental contact details are held in case a parent does not arrive, and an additional adult (e.g. another parent will be asked to stay on site so the child and coach are not left alone.				10.
	Risk of losing child within class	Gymnasts	Within school-aged classes, to avoid the need to leave Studio 2, children are asked to use the toilet before the session starts. Where they do need to go to the toilet, they are required to ask a coach who can check that they return safely.	5	1	5	
			Within pre-school aged classes where parents do not participate as part of the class, they are required to stay on site to assist with trips to the toilet or for any other reason where a gymnast may need to leave the dance studio. This is communicated at time of booking.				
			Within pre-school aged classes where a parent is present in the studio, they are informed at time of booking that they are				

			responsible for their child/ren at all times and cannot leave them unattended e.g. to make a phone call or use the toilet.				
	Risk of a coach abusing a child in any way within sessions	Gymnasts	All coaches and volunteers working directly with the children to have the relevant level of BG membership, DBS and Safeguarding training.	4	1	4	
In line with BG Policy, a minimum of 2 responsible adults (the coach and one other) will be in the studio at any time to be witness to any behaviour relating to the children.							
Safeguarding and reporting procedures in place including appointment of Club Welfare Officer.							
	Risk that other users of the facility pose to children	Gymnasts	Avian Dance School responsible for ensuring safe practices within their classes within the same building, DBS checks etc.	5	1	5	7.
Visitors to facility will all be parents of children within classes (no public viewing or access).							
Parents responsible for supervising children in the shared-use Reception area before session starts, and until handed over to a coach in the Studio.							
Jolly Gymnastics recommends gymnasts arrive ready to train, to avoid using the shared changing facilities unless necessary and we ask that a parent supervises them if they do need to change.							
Communication with gymnasts	Risk to minors including young coaches of being groomed or abused by coaches contacting them outside of the gym including on Social Media / Risk to coaches of allegations being made.	Gymnasts/ young coaches	In line with British Gymnastics Policies, Jolly Gymnastics will not hold contact details for them directly but instead will usually make any contact via parents.	4	1	4	
			If absolutely necessary to contact a young person directly e.g. regarding volunteering or coaching, a parent and/or Club Welfare Officer will be copied in.				
			Jolly Gymnastics' Social Media pages are public pages which anyone can view and are not closed groups. Staff not to add any young people or gymnasts on personal media pages and will not respond to messages received from young people.				
Communication with parents	Risk to parents of inappropriate contact from coaches or other parents on social media / Risk to coaches of allegations being made.	Parents/ coaches	In normal circumstances, staff will not connect with parents on personal media pages (there may be exceptions due to prior relationships). Recommend staff to have private accounts so limited information is available to those they have not connected with.	3	1	3	17.
			A Facebook Messenger group for parents to chat to each other, make friends and offer support to each other can be accessed via request only - with Erin Madden approving each individual. Erin and the Welfare Officer are in the group. On joining the group, parents are reminded to be kind, respect confidentiality of what is discussed and ensure what they post is appropriate, including images. They are reminded reminded to check their profile privacy settings.				
Photography	Risks to children surrounding having their photos taken without	Gymnasts/ young people	Jolly Gymnastics to respect consent given (or not given) at time of booking. Club to ensure that photos are only taken and used for purposes in line with consent given.	4	2	8	

	their consent or knowledge		British Gymnastics Photography policy adhered to and Club's own policy in place.				
			As part of Policies and Procedures shared at time of booking, parents asked to be mindful not to take any photographs or classes which include any children other than their own. If a parent wants to take a photo of their child, they are asked to do so with coach consent at a time when other gymnasts are taken to one side so not to be included.				
			Coach to be vigilant to anyone taking images without permission and ask them to stop.				
Information on Website/Social Media	Risk of images of children on website being used by other adults inappropriately and without consent	Gymnasts	In line with British Gymnastics policies, Jolly Gymnastics to ensure photos stored and shared are appropriate, e.g. that positioning or dress of gymnasts could not be misused by others.	4	1	4	
	Personal information identifying gymnasts being obtained from Social Media	Gymnasts	Jolly Gymnastics to ensure that no names of children to be posted in captions with photographs on social media, to prevent anyone being able to identify a child.	5	1	5	
			Jolly Gymnastics will not livestream any footage of our sessions (at the time of a session) so not to identify the time that any gymnast takes part at our venue.				
Other belongings	Loss of belongings or tampering by other member of the public	All facility users	Coach to ensure that gymnasts do not bring many belongings into class with them - they will be able to leave most things with parents. Any clothes e.g. shoes and jackets to be left in the changing room.	2	1	2	
			Where they need to bring valuables into the studio, there are boxes within the session they can keep them in where members of the public will not have access.				
Slips, trips and falls	Risk of injury due to trip hazards e.g. uneven floor surfaces, personal property left around gym	All facility users	Avian responsible for checking and maintaining flooring throughout facility (i.e. is level, clean, carpet not rucked etc). Jolly Gymnastics coach to raise any concerns immediately and put space out of use.	2	3	6	7.
			Coach to warn gymnasts and parents in the gym about different surfaces e.g. height changes between matting,				
			Coach to ensure that any clothing etc is stored in changing room or at side of studio and not left as a trip hazard near apparatus.				
	Slip or trip due to inadequate lighting levels	All facility users	Avian responsible for providing adequate lighting.	2	3	6	7.
			Coach to raise any concerns and make facility users aware.				
First aid provision	Injury caused or made worse by a lack of a suitably qualified First Aider	All facility users	A Level 2 coach with up to date First Aid qualification must be present at all sessions.	4	2	6	
			Coach has access to mobile phone and venue address, to be able to contact Emergency Services if necessary.				
			In case of injury, parents of preschool aged children will be present.				
			Parents of school-aged children are able to leave premises providing up to date emergency contact information was provided at time of booking.				10.

			Coaches will provide next of kin as emergency contact - coach to contact them if necessary.				
			On booking a class, parents confirm that they know no reason why it would be unsafe for their child to participate in gymnastics and they consent for Jolly Gymnastics coaches to act in loco-parentis and make any medical decisions required in an emergency situation.				
			Coach to ensure a written report of all accidents and near-misses, which will be regularly reviewed so steps can be put in place to reduce the likelihood of a future accident.				
	Injury caused or made worse by lack of/ unsuitable First Aid equipment	All facility users	Jolly Gymnastics will provide its own First Aid kit which will be held securely in a labelled box in the store room of Studio 2.	4	2	6	
			A full contents list will be held with the kit. Coach to complete monthly H&S Checklist including checking contents and dates of First Aid items.				14.
Disability/ Individual needs	Liability and injury caused by unknown medical conditions	Gymnasts/ coaches	Parents are required to notify the club of any medical conditions as part of their booking form, in order for the club to support their child and make sessions safe and enjoyable. Parents are made aware that it is their responsibility to provide this information and consent to participation in gymnastics on the grounds that they know no reason it would be unsafe to do so.	5	1	5	
			In any case where a coach becomes aware of the presence of a medical condition we have no written record of, they will discuss this with the parent to help them understand the need to risk assess particular conditions and how we can best support/safeguard.				
	Risk posed by individual allergies	Gymnasts/ coaches	Where an individual informs us they have an allergy, an individual risk assessment will be completed and a Care Plan put in place to detail what we should do in case of an emergency. This will be completed by working together with the parent and a medical professional where necessary.	5	2	10	3, 4.
			Food will not be allowed within the dance studio itself but may be consumed in Reception. Food e.g. sweets will not be given to gymnasts e.g. at Christmas or Easter without prior parental consent				
	Risk posed by asthma	Gymnasts/ coaches	Where an individual informs us they have asthma or require an inhaler, an individual risk assessment will be completed and a Care Plan put in place to detail what we should do in case of an emergency. This will be completed by working together with the parent and a medical professional where necessary.	5	2	10	
Risk posed to individuals with other disabilities/ individual needs	Gymnasts/ coaches	Disability Awareness Add on Module completed.	5	2	10		
		Where an individual has a medical condition which may mean gymnastics poses them an additional risk, we will work through this information with the individual and complete an additional risk assessment/ make adjustments to working practices. Further information may need to be sought from a medical professional.					

			For specific medical conditions where British Gymnastics provides advice (e.g. Down Syndrome, Dwarfism, Detaching Retina, Fused Spine), British Gymnastics guidance will be followed and participation advised against where it could be unsafe.				
Lone working	Injury or vulnerability to others when working alone, with no one to witness or support	Coaches	During sessions, an additional adult will always be present (a parent will be asked to stay inside the studio if there is no second coach).	3	2	6	
			Coach to carry phone at all times so someone can be contacted if needed when arriving at the Studios or setting up equipment on own. Recommended that coaches lock the door when working alone but this is at their discretion.				
Home Gymnastics	Risk of injury relating to practicing of gymnastics skills at home, where there is less space, safety equipment and lack of coaching.	Gymnasts/ those accessing social media	Activities might be shared with parents on social media and via email, which can be completed at home. Activities will either be endorsed British Gymnastics activity programmes (e.g. Jump Into Gymnastics, Core Proficiency Awards, FUNdamentals) or our own exercises directly derived from these programmes. All activities will be suitable for recreational level gymnasts, and will be based on foundations of fitness and conditioning. Activities will be set by suitably qualified coaches, at the level of the gymnasts concerned.	4	2	8	1, 2.
			Where necessary, a link will be provided to a disclaimer informing parents of their responsibility to: <ul style="list-style-type: none"> <li>- supervise participation at all times and ensure appropriate for ability level</li> <li>- ensure adequate space for activity, with a safe surface</li> <li>- avoid using furniture as large equipment</li> <li>- complete a warm up including pulse raiser</li> </ul>				
			British Gymnastics have confirmed that Public Liability Insurance will cover such activities, even though gymnasts do not yet have individual British Gymnastics membership (because classes have not yet begun).				
			Within club policies, we notify parents that we do not recommend the purchase or use of large equipment such as beams or bars.				
Special sessions: Parties or Holiday sessions	Risks associated with non-members or those who are new to the sport having a go	All facility users	Coach to ensure that new participants are aware of rules, such as what to do if they shout stop, what they can go on, what they should do if they need to leave to go to the toilet etc.	3	3	9	
			Level of activity to be reduced slightly, and explained in a way that non-members will understand. Coach to check understanding.				
	Insurance of having non-members	Gymnasts	Participants without British Gymnastics membership and insurance to be covered by Club Liability Insurance. Also to take out Block Booking Registration to provide cover.				
	Variations to normal dress in sessions e.g. fancy dress or shorts and t-shirt	Gymnasts	Usual code of dress to apply - advised on booking that no buckles, zips etc and hair to be tied back. No jewellery. Recommended not to wear tights as may slip on floor. Coach to assess dress before starting session and address any hazards.				





FURTHER ACTIONS IDENTIFIED		RESPONSIBLE (NAME)	TARGET DATE	DATE COMPLETED
1.	Share a disclaimer re: doing gymnastics at home during Coronavirus Lockdown period on website downloads page and link to it in any future social media posts/ emails about home activity.	Erin	April 2020	11/4/2020
2.	Include information regarding Club's position on Home Gymnastics generally, and considerations to ensure safety at home, within Policies and Procedures.	Erin	May 2020	10/6/2020
3.	Seek advice on best practice regarding participants who use inhalers or epi-pens within the gym; i.e. where they should be stored, who should administer them?	Erin	May 2020	8/6/2020
4.	Include a statement about allergies (the consumption of food onsite, being mindful about nuts etc although our inability to guarantee a completely nut free environment) within policies and procedures.	Erin	May 2020	7/6/2020
5.	Attend British Gymnastics online Webinar about Club Policies and Procedures, and ensure we have considered all areas.	Erin	May 2020	
6.	Attend British Gymnastics online Webinar about Health and Safety: Reopening your facility during the Coronavirus pandemic.	Erin	June 2020	15/6/2020
7.	Written Service Level Agreement with Avian Dance Studios to confirm who is responsible for what, and to confirm their policies and procedures.	Erin	June 2020	19/6/2020
8.	Finalise Health and Safety Policy Statement and Safety Arrangements document.	Erin	July 2020	
9.	Organise an equipment assembly rehearsal (with additional help) before sessions commence to ensure all equipment can be safely moved on own and otherwise to organise trolley or additional volunteers to assist.	Erin	Aug 2020	Aug 2020
10.	Put in place a back-up to access Emergency Contact details should the phone/ Google Drive be inaccessible.	Erin	Sept 2020	Sept 2020
11.	Consider additional activities which may be offered in the future and assess any specific risks associated: <ul style="list-style-type: none"> <li>- Competitions</li> <li>- Holiday sessions</li> <li>- Birthday parties</li> </ul>	Erin	Oct 2020	Jan 2021
12.	Draft Staff Handbook and Induction Procedures in preparation for any staff or volunteers coming on board (to include Health and Safety)	Erin	When relevant	
13.	Add to risk assessments considerations for young people as coaches (if in this position in the future), for instance risk of injury caused by inexperience of any young/ unqualified volunteers, and vulnerability of young coaches themselves.	Erin	When relevant	
14.	Review Monthly H&S Checklist and add any additional checks needed in response to accidents and learnings.	Erin	Jan 2021	July 2021
15.	Review BG's People Management Club Support section on GymNet to update Risk Assessments/Policies in preparation for any staff or volunteers coming on board (NB: currently none) for instance Lone Working Policy and Manual Handling Guidance.	Erin	When relevant	
16.	Review BG Health and Safety Management System and incorporate any updated guidance into Risk Assessments/ Policies.	Erin	Aug 2021	