

# Risk Assessment

Activity Assessed: Gymnastic Britannia Courses

Assessment Date: 19-09-2020

Assessment Reference: Covidrisk

Name of Assessor: Paul V Kaye - Rebound Therapy International Ltd.

Type of Assessment: Covid

Review Date: 19-10-2021

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	Exposure to covid	Vulnerable Trainees and Tutors. Vulnerable groups may be at increased risk of increased mortality.	Tutors and trainees are screened for vulnerabilities and not accepted onto the course if they have been advised to shield. Tutors and trainees are expected to abide by government guidelines regarding social distancing.	2	2	4	Low				
2	Equipment	Trainees and Tutors Contact with potentially cross contaminated equipment may transmit infection.	There should be a full clean and decontamination of the area and equipment before the training course commences. This is the responsibility of the course organiser. Equipment used on the course should be cleaned in between use using sprays and cloths. This will be done by the course organiser or by someone to whom he or she has delegated the task. After the course has finished for the day, all equipment to be cleaned using spray and cloths. Touch points of training equipment are cleaned after use, this will be performed by the tutor or course organiser, using spray and cloths. This is in addition to the cleaning schedule above	1	1	1	Low				
			There should be no sharing of personal equipment such as telephones, laptops, pens etc. and all course trainees will be advised to use the same chair throughout the day.								

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3	Contacts on client premises.	Trainees and Tutors Potential for cross-infection at client premises.	Tutors are instructed to abide by government guidelines regarding social distancing and avoid shaking hands, hugs and other personal contacts. Where the distancing guidelines cannot be achieved, a face covering is to be worn that covers the nose and mouth. Tutors are instructed that where any client contact may have been made or surfaces touched or handled, they must sanitise their hands before continuing with their work. Tutors should carry hand sanitiser with them and allow it to be used by clients who may not otherwise have access to it. Tutors are instructed that they must observe any additional on-site hygiene controls as demanded by the client.	1	1	1	Low				
4	Food and drink.	Trainees and Tutors Potential for cross-infection at client premises	Tutors are instructed to politely refrain from consuming beverages and food products that are offered by trainees, due to the risks associated with cross contamination. Tutors are encouraged to prepare food and drink at home and carry it with them through the working day, avoiding the need to visit take away outlets and potential exposure to infection.	1	1	1	Low				

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5	Personal hygiene.	<p>Trainees and Tutors</p> <p>Risk of infection being passed from contacts or with contaminated premises and equipment.</p>	<p>Tutors are instructed to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds. Sanitiser has been provided.</p> <p>Tutors are instructed not to touch their eyes, nose or mouth, if their hands are not clean.</p> <p>Trainees and tutors are instructed that a disposable tissue, should be used when coughing and or sneezing then put into bag and binned or pocketed until that procedure can be followed.</p> <p>Tutors are instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action.</p>	1	1	1	Low				
6	Contact with customers or clients	<p>Tutors, trainees and client staff</p> <p>Risk of infection being passed from contacts or with contaminated premises and equipment.</p>	<p>When entering the premises, tutors must ask whether anyone has been diagnosed with COVID-19 or has been required to self-isolate. Anyone who has been required to self isolate should not be allowed to attend the course, and additional social distancing and hygiene measures should be considered if there is any suspicion that the virus may have been passed on to others present. to be undertaken.</p> <p>Tutors and trainees are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.</p>	1	1	1	low				

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			<p>Tutors' and required to, and trainees are advised to change clothing daily and shower once they are home to help remove any potential contamination risk.</p> <p>We have altered our training strategies to ensure that tutors and trainees don't touch, and remain socially distanced during practical sessions.</p> <p>Tutors will have video clips on their laptop of all exercises where candidates need to learn physical support techniques. Trainees will watch these clips rather than physically take part if they are not able to work with someone who they are in a designated bubble with.</p> <p>Course organisers will be asked if they can provide a screen for the tutor to plug laptop into in order to help facilitate compliance with social distancing guidelines.</p> <p>Trainees will also receive copies of the videos by email after the course.</p>								
7	Failure to follow Government guidelines	<p>Trainees and Tutors</p> <p>Failure to follow Government guidelines could lead to the spread of coronavirus infection amongst themselves and anyone they come into contact with</p>	<p>The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance.</p> <p>Our arrangements and procedures are reviewed daily in the light of additional Government guidance as published at Gov.uk/Coronavirus.</p> <p>We continue to operate because the service we provide falls into the Government's category of essential activities. None of our tutors or mobile workforce are in the vulnerable or at risk categories. Where we are aware</p>	1	1	1	Low				

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			<p>of this for any of our staff or tutors, they will not be having contact with the public and will work at home if that is possible.</p> <p>Tutors and staff with family members in at risk categories, or we believe their circumstances to have changed, are instructed to inform the office team without delay.</p>								
8	Uninformed persons	<p>Trainees and Tutors</p> <p>Uninformed persons who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government policy on essential working could compromise our arrangements and jeopardise the health of others.</p>	<p>Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance. Every tutor and member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place. We have shared with our customers, by email and or phone, the arrangements we have in place and how we would expect them to cooperate with our tutors at their premises.</p> <p>Schools and venues where we will be running training courses are requested to provide a copy of their Covid 19 Risk Assessment prior to the course taking place.</p>	1	1	1	Low				
9	Travel and vehicles.	<p>Trainees and Tutors</p> <p>Spread of infection from vehicles and during travel</p>	<p>Public transport will only be used by our tutors where absolutely essential. Tutors are instructed on avoiding contact with surfaces, distancing and hand washing as per Government guidelines. If a second tutor is required for any part of the course, they will</p>	1	1	1	Low				

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			travel separately unless they live in the same household or are in a designated work bubble with that person.								
10	Personal protective equipment (PPE).	Trainees and Tutors Contact with potentially cross contaminated PPE may transmit infection.	Where personal protective equipment is offered for use by a client it must be politely declined, and tutors must only use their own equipment. Personal protective equipment is required to remain PERSONAL to the person to whom it belongs. Trainees are instructed not to borrow from colleagues. Tutors and trainees are advised to wear personal protective equipment if and when deemed necessary. If it may have become contaminated it must be bagged and the contamination notified to management of the training course venue.	1	1	1	Low				
11	First Aid	Trainees and Tutors. There are increased risks of COVID virus transmission during provision of first aid and CPR.	Although there may be heightened concerns around first aid, this will continue as normal, with the below aspects to be used when needed: Gloves and Resus masks for emergency first aid should be available at the course venue for use by qualified first aiders. Face masks for general first aid. Resuscitation Council UK has provided specific guidance on CPR delivery. First aiders should be familiar with this. Where it is not possible to maintain a safe social distance from an individual, disposable gloves and a disposable plastic apron should be used.	1	1	1	Low				

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			<p>Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.</p> <p>The use of a fluid repellent surgical face mask (FRSM / Type IIR) are recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. When using a fluid repellent surgical face mask, users should have been instructed to mould the metal strap of the mask over the bridge of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.</p> <p>All first aiders are instructed to clean their hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.</p> <p>Spill-kit should be used for blood and bodily fluids.</p>								
12	Training	<p>Trainees and Tutors</p> <p>Untrained personnel who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government guidelines on essential working could compromise our arrangements and affect the health of others.</p>	<p>All trainees and tutors should have read their respective Covid19 risk assessment.</p> <p>Our tutors will each have a copy of this risk assessment with them on courses and will go through its content with clients during the introduction of the course while the country is still considered to be at Covid Level 2 or above.</p> <p>All trainees and tutors are required to inform course venue management of any breaches of protocol as per the arrangements to protect themselves and members of the public from</p>	1	1	1	Low				

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			COVID-19.								
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# Risk Assessment Information

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk.

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score:  $L \times S = R$ .

For example if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as '1' due to the low frequency of the activity being performed. However as injuries as a result of falls from height can be serious (even from relatively short distances) then we can rate the severity as a '4'. Using the calculation we multiply  $1 \times 4 = 4$ . This produces a 'Very Low' Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly has to change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to '5', reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at '4'. Again using the calculation we multiply  $5 \times 4 = 20$ . This returns a Risk Rating of High on the Risk Rating Key.

## Likelihood and Severity Key:

Likelihood		Severity	
Rating	Guide words	Rating	Guide words
1	Extremely unlikely	1	No/Minor harm
2	Unlikely	2	Moderate harm
3	Likely	3	Serious harm
4	Extremely likely	4	Major harm
5	Almost certain	5	Catastrophic

## Risk Rating Key:

Score	Risk Level	Description
1-4	Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
15-20	High	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
20+	Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

**Definitions:**

<b>Risk Assessment</b>	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment.
<b>Hazard</b>	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
<b>Harm</b>	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
<b>Likelihood</b>	The chance that a hazard realises its potential to cause harm.
<b>Severity</b>	Extent of injury, damage etc.
<b>Risk</b>	The probability of a hazard actually causing harm.
<b>Controls</b>	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.