



NO1F –COVID19 - SAFE PREVENTION STATEMENT (FOR COACHES) 28.7.20

This document should be read in conjunction with [➤ Parent and Coaches Covid return to gym information packs](#)

This document serves to set out in greater detail how RDGC Ltd manages specific topics/risks that relate to our activities and provides an indication of the way in which our organisation monitors and measures health & safety performance to ensure that the provisions in place are suitable and sufficient.

RDGC Ltd ...

1. Has put in place a COVID 19 Officer and Operations Director to manage Covid day to day.
2. Has completed a Covid risk assessment before return to sport/activity and will monitor and review Covid risk assessments regularly and communicate this to coaches/employees.
3. Will provide to coaches/employees a Covid 19 consultation process to return staff and participants safely back.
4. Will make participants and staff aware of any hazards or risks whilst at work or participating and control these risks.
5. Will continue to consult and maintain good lines of communication, demonstrating its commitments to staff, customers and participants.
6. Will communicate any job role changes.
7. Will update health and safety measures and deliver and enforce controls.
8. Will COSHH control any chemicals and processes that are introduced to eradicate all Covid 19 spread of infection.
9. Will train our staff to ensure that they feel confident in all processes that have been put in place to protect you, your colleagues, the public and participants.
10. Will provide [RDGC Safety arrangement statements](#) to guide training in areas identified which need further controls in their Covid risk assessment.
11. Will train, review and monitor all Covid safety measures.
12. Will train COVID DIRECTORS AND COMMITTEE AS SENIOR COVID OFFICERS through the WSA/Right Directions Covid training as this is a recognised award from our governing body.
13. Will ensure all that UKCC staff and those working towards UKCC complete the COVID AWARENESS COURSE before returning to work.
14. Will record all training.
15. Will identify any new substances on site and train employees/coaches in a cleaning role as per COSHH – A risk assessment by RDGC.



16. Will provide, replace and pay for any PPE required ie when all other methods are inadequate to control exposure.
 - i) Acknowledge that minimum PPE for cleaning when a suspected Covid 19 person has been in the area is gloves and apron.
 - ii) Understand that further PPE may be necessary for cleaning in an area that a higher level of virus may be present. This may necessitate the need to protect the cleaner's eyes, mouth and nose. All suitable PPE will be provided. The local public health agency can advise further on this.
17. Has identified in its risk assessment where there is a need for face masks and shields and has taken guidance from our NGB, welsh government and consultation with staff.
18. Has identified whether equipment can be shared, how it should be cleaned and the deep cleaning processes necessary if someone falls ill with Covid 19. This information is provided in induction training on return to work.
19. Has an equipment management system in place which will monitor the allocation of equipment to bubbles and effectively manage a deep clean should Covid 19 be presented in a person linked to the Club.

Risk assessment RDGC Ltd responsibilities

20. RDGC has devised a thorough risk assessment which not only identifies risks but also looks to control measures.
21. In this process, RDGC identifies who is doing what and how, where and why they are doing it and what they are using. The risk assessor is a person who understand the tasks or activities and what also may develop to need to risk assess into the future. Ie disabilities
22. Our risk assessment process involves 5 steps: identify hazards, who may be harmed and how, evaluate risks and decide on precautions, record findings and implement them, review the risk assessment and update if necessary.
23. Our risk assessments are all recorded and available to view in the orange H&S risk assessment file. This can be viewed on request.

Considerations we have made of which staff need to ensure their understanding – these are only a few named in our risk assessment

24. Sanitising stations and key touch areas
25. New cleaning policies and cleaning routines
26. New clear and accessible signage
27. Increased supervision and staff numbers
28. Smaller ratios of children in session
29. Door systems to keep doors open or mechanisms to limit the need to touch doors to open
30. Number of waste bins and maintenance
31. Shorter class and session times
32. Booking procedures
33. Contactless payments



34. One-way directional systems and new evacuation routes – considering user journey of a special needs person
35. Review lockers, changing systems and drink areas
36. Review queuing systems
37. Reduce personal items brought into facility
38. Speak with clubs, coaches, NGB and stakeholders – share the love!

Staff have a responsibility to

1. Participate actively in the consultation process provided by RDGC Ltd
2. Sign in and out of work
3. Attend all training
 - Changes to risk assessment
 - Familiarise yourselves with new signage, operations and cleaning processes
 - Follow all guidance given to participants and follow same control measures each shift including the handover put in place for coaches and participants. For example social distancing and directional routes around activity areas and the gym. **Help ensure consistency, portray a united message and give others confidence in our sector.**
4. Ensure you make yourselves aware of your permitted access areas and that of participants and the public so you can guide others.
5. Use the principle 'Get in, Train, Get out'
6. Observe all social guidance and government regulations ensuring that the gym is staffed appropriately with only essential attendees.

TEST TRACE & PROTECT responsibilities

7. Report immediately to line manager if you have Covid symptoms.
8. If you are feeling unwell and/or showing any of the Covid-19 symptoms (high temperature ie chest or back feels hot to touch or above 37.8), loss or change to your sense or taste, a new continuous cough for 60 mins or 3 times in 24 hours), you must not go to work or attend session.
9. If you become unwell whilst coaching or taking part in an activity (or at home) you **MUST** tell the Club's COVID OFFICER OR LINE MANAGER and inform them of the names of other people that you have come into contact with for the period that you have been coaching or participating (categorise information into more than 15 mins and less than 15 mins).
10. The Government has stated that you must **self-isolate for 7 days**. Everyone else in your **household must isolate for 14 days** and if more people in your household develop symptoms, they must isolate for a further 7 days from the start of their symptoms, even if this means isolation for more than 14 days.
11. **IF YOU SELF ISOLATE YOU MUST STAY AT HOME.**



12. Support the WELSH Government's 'TEST TRACE AND PROTECT' service and follow RDGC LTD's GDPR guidance with regards to sharing gymnasts' information with track and trace.
13. Report any near miss or occurrences relating to Covid 19 or any other matter.
14. Deliver and enforce Covid and H&S measures.
15. Have confidence in the processes to safeguard other coaches, participants and members of the public.
16. If someone doesn't follow the guidance, escalate your concerns to your Line manager who will consult a senior Covid RDGC Office . They will follow the protocol:

Any Person failing to comply with the temporary COVID 19 measures will be

- i) **Talked to, to help them understand the new restrictions**
- ii) **Given an explanation about the guidance and asked to comply as soon as possible**
- iii) **Notified that we are dealing with a national health emergency, stressing the importance of obeying the guidance**
- iv) **Given clear instruction of the importance of complying so that their actions and behaviours do not harm others**
- v) **Reminded that the measures are there to protect our NHS, our country and in particular the vulnerable.**

Failing to comply after all of the above measure have been taken, will result in being asked to leave and then when they are ready to comply to recontact for a place in the Club.

17. Ensure you understand what your bubble is in relation to the session you work and whom not to bubble with as you manage gymnasts on entry and exit. This will help when providing information to the 'Test, Trace and Protect' service (Welsh).

Cleaning and disinfecting

18. Follow health & safety procedures and wear PPE as instructed. Ensure you are aware of any changes in procedures by checking for any updates as you arrive on your shift.
19. Participate wherever possible and give feedback in the consultation process to enable RDGC to maintain safe measures and control practices.
20. Dispose of cleaning waste in accordance with the guidance and supervision of the COVID RDGC senior officer.
21. Waste from a Covid symptom person has additional control waste measures which must be followed in accordance with the [RDGC Safety arrangement statement in place for Covid 19 disposal of waste](#). RDGC Ltd will provide training for those involved in disposing waste.
22. A risk assessment and a [RDGC Safety arrangement statement is in place for Covid 19 cleaning regimes](#) and training will be provided for all those involved in a cleaning role.
23. Cleaning occurs as
 - i) Deep clean
 - ii) Daily clean
 - iii) Weekly clean



iv) Spot clean

Coaches need to be aware of these during their times in the gym and follow strict routines for a smooth start/ handover or end to each session.

24. The cleaning products have changed and are detailed within the [RDGC safety arrangement document for cleaning regimes](#). [This document and training provides the](#)

- i) New Products to use
- ii) How to clean
- iii) Frequency of cleaning
- iv) Frequently touched surfaces

25. The gym has been decluttered and items which are difficult to clean have been stored. Please seek guidance when planning for your sessions to include suitable Covid 19 safe cleaning items.

Employees or coaches undertaking cleaning tasks must wear the PPE that is provided for your safety.

- 26. Ensure PPE remains in a good operational condition
- 27. Use chemicals in accordance with the COSHH risk assessment
- 28. Ensure chemicals are stored appropriately
- 29. Wash hands after using a substance
- 30. Feedback and speak up to inform your line manager of any issues
- 31. All cleaning products are provided by RDGC LTD. Do not use your own products to clean as our products have been suitably risk assessed for their appropriate use.
- 32. Ensure any items you bring to the gym such as pens, clipboard, planning files are cleaned after use and before travel and if these are stored in your car, cleaned before return you return to the gym with them.
- 33. Make yourself very aware of office equipment such as photocopiers that you can access and restricted areas or items that you are not to use in work.
- 34. Do not take items home or bring unauthorised items into gym as these could potentially infect the gym.
- 35. Do not arrive in clothing worn for long periods in other places. Wash your uniform in between your coaching sessions. Enter through controlled doors so that you can have your temperature checked and follow hand wash procedures. Ensure that if you used shared items such as ipads, you clean them with alcohol wipes immediately after use.
- 36. Do not hang around social areas or outside. Where meetings take place, social distancing and use of PPE must continue. If you sit on an item in a meeting or when coaching, please disinfect the item after use. Everyone who uses the item has a responsibility to identify that it has been used and cleaned after use. Ensure every item of equipment you use is listed on the daily equipment management system.
- 37. When leaving the venue, a system to close down, clean high-use contact points and hand wash before exit. Use of sanitiser before using door handles on entry if return to gym and avoid touching areas in transit.



PPE _ personal protective equipment

38. PPE is provided by RDGC LTD free of charge and should only be worn when all other measures are inadequate to control exposure. It protects only the wearer, while being at work. If it fails, PPE offers no protection at all.
39. You must ensure that it fits correctly and question whether it limits your ability to carry out your task.
40. You should understand what the minimum PPE that you need to wear is when a Covid person has been in an area.
41. Only trained COVID senior officers are to clean areas suspected of a higher level of infection of Covid 19 and dispose of the waste as trained and guided within the document [RDGC Safety arrangement statement in place for Covid 19 disposal of waste](#) and [RDGC Safety arrangement statement is in place for Covid 19 cleaning](#).
42. RDGC Ltd has identified in its risk assessment where there is a need for face masks and shields and has taken guidance from our NGB, Welsh Government and consulted with our staff.

Clubs - Equipment

43. RDGC Ltd has identified if equipment can be shared, cleaned and the deep cleaning processes that are necessary if someone falls ill with Covid 19.
44. RDGC Ltd has an equipment management system in place to monitor the allocation of equipment to bubbles and individuals and to manage a deep clean should Covid 19 be present in a person linked to the Club.
45. Everything touched must be cleaned regularly and the Club has a cleaning system that you must follow.
46. Ensure that if you take files into work, you clean them after the session and if they travel with you in the car, they are cleaned before returning them to the gym.
47. Ensure that if you collect an item from the store, it is cleaned before you return it. Storage areas have been identified that contain cleaned items and must have only clean items returned to these areas.
48. Always place the plastic covering over items in the store when they are clean and not in use, to limit the spread of the virus should it be airborne.
49. Always get a debriefing to ensure that you are happy and up to date with procedures.

Coaching

50. Keep up to date with guidance on social distancing and handwashing and understand how this guidance effects your coaching role.



51. Plan for social distancing and be creative so that your participants enjoy their new Covid sessions. Plenty of ideas are on the BG forward PROGRAMMES sections on their website.
52. Training group sizes must be adhered to in line with social distancing and follow entry, exit and paths to toilets as these have been risk assessed. Please be very aware of keeping sessions well planned, allowing time for cool downs so that exit times are not rushed but planned into your session time.
53. Keep records of lesson plans in chronological order and provide a copy 3 days in advance of each session or at weekly planning meetings. This to provide the necessary evidence for any PHO as required.