



RISK ASSESSMENT

DATE RISK ASSESSMENT PREPARED: Monday 18th January 2016

ACTIVITY: Key Steps Gymnastics Competition

VENUE DETAILS: Reddam Gymnastics, Reddam House Berkshire, Wokingham, Berkshire, RG41 5BG

HAZARDS	SEVERITY RATING	LIKELIHOOD RATING	CONTOL MEASURES	ADDITIONAL INFORMATION
<p>1. Facility Size</p> <p>Gym</p> <p>Is the facility of suitable size to safely run a n event for a maximum of 50+ individuals in each individual.</p>	<p>High</p>	<p>Low</p>	<ul style="list-style-type: none"> • Ensure that the number of participants remains below the maximum safe capacity for each gym • Ensure that we have the correct staff ratios for each gym. 	<ul style="list-style-type: none"> • Need to make sure that all people using the facility would be able to vacate the premises safely within 30 seconds in the event of the fire alarm sounding

<p>2. Adult experience / qualifications</p> <ul style="list-style-type: none"> • Staff experience 	<p>Medium High</p>	<p>Low</p>	<ul style="list-style-type: none"> • All coaches to be qualified gymnastics/trampoline coaches • Named event leader • Adequate staffing numbers available • Appropriate voluntary helpers used and fully briefed on their responsibilities • Police CRB check for all coaches and helpers under the Child Protection Act 	<ul style="list-style-type: none"> • There will be adequate support from qualified coaches and teachers suitable for adult to child ratios
<p>3. Evacuation of Premises</p> <ul style="list-style-type: none"> • Can the gymnasts exit the premises safely within 30 seconds 	<p>Medium High</p>	<p>Medium Low</p>	<ul style="list-style-type: none"> • Ensure all Fire exits are clearly marked • Ensure all fire exits are kept clear • Ensure all staff and gymnasts are aware of evacuation procedure on arrival 	<ul style="list-style-type: none"> • Highlight the assembly point location outside the premises
<p>4. Activities and procedures</p> <p>Key Steps Gymnastics Competition</p>			<ul style="list-style-type: none"> • Make sure gymnasts are wearing suitable clothing to safely participate in the session • Make sure all participants are medically fit to undertake the 	<ul style="list-style-type: none"> • Make sure any participants with medical conditions have a doctors note to

<ul style="list-style-type: none"> • Gymnasts inadequately prepared for the sessions • Injury due to inadequate clothing • Inappropriate groupings according to ability • Gymnasts injured whilst training • Not medically fit to participate • Lost gymnast 	<p>Medium High</p> <p>Medium</p> <p>Low</p> <p>Medium High</p> <p>High</p> <p>Medium</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Medium</p> <p>Low</p> <p>Low</p>	<p>session</p> <ul style="list-style-type: none"> • Establish warm up routine prior to training • Gymnastics instruction given by appropriately qualified coach • Gymnasts briefed on appropriate ways to carry equipment in the gym • All gymnasts briefed on emergency procedure arrangements • Gymnasts injured must be treated by a qualified first aider and then if necessary, accompanied to hospital by an adult 	<p>say they are physically fit enough to participate. Any medical provisions must be highlighted to the coach prior to commencement of the session.</p>
<p>5. Equipment</p> <ul style="list-style-type: none"> • Damaged equipment that is not safe to use and 	<p>Medium High</p>	<p>Low</p>	<ul style="list-style-type: none"> • Check all equipment prior to use • Make sure there are no sharp edges • Make sure bare wires are covered 	<ul style="list-style-type: none"> • Ensure that any equipment not being used is safely stored

could result in injury			<ul style="list-style-type: none"> • Check the working space for trip hazards • Ensure there is no damage to equipment that would deem it unsafe to use 	away and secured so there is no risk of equipment falling and causing injury.
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RISK ASSESSMENT REVIEWED BY: Stuart Woods (Coaching and Managing Director) DATE: 10/01/16