

Sudbury Gymnastics Club
Unit 7 Ballingdon Hill Industrial Estate
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Suffolk
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Sudbury Gymnastics Club Covid-19 Return to training strategy

Introduction

This document is to let you know what we have been doing to prepare for our return to training. It will explain what we are doing to keep everyone safe

We plan to do this in 4 phases which are included within this document by adopting this approach, we will stay within the government social distancing requirements and the following information has been added to our risk assessments and policies.

All staff have been sent and are aware of this new risk assessment and policies. Please take time to read this and please get your gymnasts to read or if you can tell them what their responsibilities will be.

The new policies have been added to the policies already displayed on the wall at the gymnastics centre.

Cleaning

Deep clean already done

Gym sprayed with decontamination formula (this will be done prior to our return and will be done every evening after training has finished each spray lasts 24 hours)

Deep clean of equipment every Monday before training on Monday by contract cleaners

- * Cleaners to come in every day 7.30am - 8.30am except Sundays. Toilets and viewing area to be cleaned and disinfected (all door handles, door frames, floor, and all areas in the toilets)**
- * Coaches on arrival to disinfect all equipment before use and then in between pieces as shown under headings coaches' responsibility and gymnast responsibility.**
- * COSHH regulations to be observed for cleaning product and hand sanitiser.**

Coaches Responsibility -

- * Must sanitise hands on arrival and departure
- * Must wear gloves and masks (will be provided)
- * when gymnasts arrive coaches must check temperature of gymnasts using the infrared thermometer provided
- * Must maintain social distancing - 2 metres away from gymnasts at all times (No supporting until further notice)
- * If first person to arrive you must sanitise all areas in viewing area, toilets and office with anti-viral wipes (will be provided)
- * If first person to arrive must sanitise all equipment that gymnasts will use (will be provided)
- * Temperature of coaches and gymnast must be taken at the beginning of the session
- * Last person in the gym needs to wipe down all surfaces in gym and viewing area and toilets
- * If for any reason a coach makes physical contact with a child, they need to throw away those gloves and put on new ones, washing or sanitising their hands first.

Programming for recreational 1 and 2 hour groups

We will probably be working to 1 person per sqm therefore approx. 45 people in the gym

When we return there will be a one way system around the gym to make sure people are always moving away from each other where possible.

On all pieces the 1 metre social distancing must be adhered to

Hand hygiene wash hands every time they go to the toilet and when changing pieces they must make sure equipment has been wiped down and that the gymnasts sanitise their hands before starting their next piece

There are also new covid policies in the staff hand book and new covid risk assessments in the risk assessment booklet I will be sending these out to everybody it needs to be read and the signed last page sent back to me from both please

Gymnasts

- * On arrival gymnasts must wait to enter observing 2 metre social distancing and they will enter the gym 1 at a time where their temperature will be taken by an infrared thermometer
- * Must be separated and work individually on pieces of apparatus
- * after each rotation gymnasts or coach must wipe down the surfaces they have used (Vault, Bars and Beam) it must be the surface they have used including beam surface and the actual bar including gloves and loops
- * On floor gymnasts can only do choreography and R&C must sanitise their hands before each routine and after each go (sanitiser supplied)
- * On tumble track gymnasts must sanitise hands each go, and they can only tumble on to mats in the pit, same for vault. Surface of the mats must be cleaned after they finish their rotation
- * At the end of the session the gymnasts will line up on the floor area by the emergency exit corridor observing 2 metre social distancing the coach will stand at the emergency door and when parent arrives gymnast will be called
- * Gymnasts for the next session cannot enter until the group before have all left
- * Must not share water bottles, food etc

Parents dropping off for training and picking up after training

- * If there is a group already training, parents and gymnasts must wait in their cars or outside in spaces directly in front of the building maintaining social distancing (2 metres)
- * Only one gymnast must enter at a time, the others must wait until asked to enter by the coach. While they are waiting to enter, they must observe social distancing rules (2 metres)
- * As Gymnasts enter their temperature will be taken by an infrared thermometer (no contact) if they have a temperature, they will not be able to train.
- * We have 2 medics that have agreed to help us that work with patients with covid 19 (a nurse and a doctor) if anyone shows symptoms or has a temperature it will be reported to them (they may contact you to advise)
- * Unfortunately no viewing except on 1-1 training or if agreed with coach (1 parent will have to stay because the coach cannot work in the gym without another adult present) any parent that stays must clean their chair and any fixtures and fittings that they have used (wipes will be provided)
- * Anyone showing symptoms of Covid -19 will be stopped from training and sent home and parents from that group must be advised as will the national track and trace programme.

Making Payments

- * to make sure we keep the risk of infection down, payment if possible needs to be made online or pay with your card on the phone. If you need to come in to pay by card then you need to make arrangements with your coach. However, if you are entering the gym you need to observe social distancing and hygiene rules, cash payment will not be taken until further notice.

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Parents agreement to Codes of conduct and all Health and Safety requirements including covid 19

I/we _____ (name of parent/guardian/carer)

Have read and agree to the Sudbury Gymnastics Club Codes of conduct (appendix 1) for parent/guardian/carer and Gymnasts. I/we also agree to observe the policies and procedures that are on view including the new Covid 19 policies and guidelines (appendix 2) at Sudbury Gymnastics Club and uphold them.

i/we understand that if i/we breach any of these it could lead to further action deemed necessary.

Signed _____ (name of parent/guardian/carer)

Signed _____ (name of parent/guardian/carer)

Date _____

Appendix 1

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Sudbury Gymnastics Club Administration procedures *CODE OF CONDUCT* For Participants

We are fully committed to safeguarding and promoting the well being of all our members. We believe it is important that members, coaches, administrators and parent(s)/guardian(s)/carer(s) associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and share any concerns or complaints that they may have about any aspect of the Club with a Club Welfare Officer

As a member of Sudbury Gymnastics Club you are expected to abide by the following Club rules:

- All members must participate within the rules and respect coaches, judges and their decisions.
- All members must respect opponents and fellow Club members.
- Members should keep to agreed timings for training and competitions or inform their coach if they are going to be late.
- Members must wear suitable attire for training and events as agreed with the coach. Keep all long hair tied back. Remove all body jewellery.
- Members must pay any fees for training or events promptly.
- Members must not smoke, consume alcohol or take drugs of any kind whilst representing the Club at competitions or other events.
- Members should treat all equipment with respect.
- Members must inform their coach of any injury or illness they may have before the warm-up begins.
- Members should not eat or chew gum during a session.
- Members must not use bad language.

- Members should remain with coaches at the end of a session until collected by their parent(s)/guardian(s)/carer(s).

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Sudbury Gymnastics Club Administration Procedures BEHAVIOUR PROCEDURE for Participants

Introduction

Sudbury Gymnastics Club operates a code of conduct which is in line with the British Gymnastics suggested guidelines. There are procedures for several areas of which a code of conduct for participants is included. The procedure that follows is a disciplinary procedure that supports the code of conduct for participants:

Purpose

The main purpose of the behaviour procedure is to prevent:

- **Inappropriate behaviour by participants (rudeness, being disrespectful, physical and verbal abuse etc).**
- **Inappropriate language (swearing or inappropriate innuendo).**
- **Bullying (physically, mentally or verbally, either in person or via electronic media, inclusive of social networking sites).**
- **Any other breaches of the codes of conduct.**

Procedural Stages

Stage One: Should the code of conduct be breached, the coach will remind the gymnast and the parent(s)/guardian(s)/carer(s) of the gymnast of the code of conduct and inform them of where their behaviour is in breach of this, checking that they fully understand. The coach should then inform the gymnast of the procedure which will follow if the negative behaviour continues.

Stage Two: Should the code of conduct be breached again, the coach (with a witness, preferably a Welfare Officer) will reprimand the participant appropriately by issuing a first strike system, whereby a record will be kept of the incident and the parent(s)/guardian(s)/carer(s) of the participant will also be informed. The reprimand will be signed by the parent(s)/guardian(s)/carer(s) and the gymnast and kept on a secure file at the gym with a copy passed to the parent(s)/guardian(s)/carer(s). This **first strike** will be live on the gymnasts file for 6 months.

Stage Three: If the participant is in breach a third time, a meeting will be called between the participant, the coach, the parent(s)/guardian(s)/carer(s), and a Welfare Officer to discuss the issues and a plan will be put in place to help combat the participants negative behaviour. A second strike will be issued and minute-ed. This reprimand will be signed by the parent(s)/guardian(s)/carer(s) and the gymnast and kept on a secure file at the gym with a copy passed to the parent(s)/guardian(s)/carer(s). This **second strike** will be live on the gymnasts file for 6 months.

Stage Four: If there is another breach, a **third strike** will be issued and the participant suspended for a period of time (to be determined in agreement with the Head Coach, Welfare Officer, and or other parties involved). Notification will be given in writing to the participant's parent(s)/guardian(s)/carer(s).

Stage Five: The participant will only be allowed to return in agreement that a further breach of the codes of conduct will result in permanent exclusion.

Appeal

Should the gymnast or parent(s)/guardian(s)/carer(s) feel that the disciplinary action taken by the Club at any time leading up to and including stage five is unreasonable, the process of appeal is to be made in writing to the Directors Committee who will respond within five working days.

Appendix 1 continued...

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Sudbury Gymnastics Club **Administration procedures** *CODE OF CONDUCT* **For Parents / Guardians / Carers**

- Encourage your child to learn the rules and participate within them.
- Discourage challenging / arguing with officials.
- Publicly accept officials / coaches judgements.
- Help your child to recognise good performance, not just results.
- Set a good example by recognising good sportsmanship and applauding the good performances of all.
- Encourage not force your child to do sport.
- Always ensure your child is dressed appropriately for the activity and has plenty to drink.
- Keep the Club informed if your child is ill or unable to attend sessions.
- Endeavour to establish good communications with the Club, coaches and officials for the benefit of all.
- Share any concerns or complaints about any aspect of the Club through the approved channels. (see complaints procedure).
- Use correct and proper language at all times.
- Never punish or belittle a child for poor performance or making mistakes.
- Always collect your child promptly at the end of a session.
- Support your child's involvement and help them to enjoy their sport.
- Not to undermine coaches authority in any way.
- Not to belittle or make disrespectful remarks about other children, parents or officials / coaches.

Failure on any of these could lead to suspension of membership

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Sudbury Gymnastics Club Administration Procedures

BEHAVIOUR PROCEDURE for Parents / Guardians / Carers

Introduction

Sudbury Gymnastics Club operates a code of conduct, which is in line with the British Gymnastics suggested guidelines. There are procedures for several areas of which a code of conduct for parents is included. The procedure that follows is a disciplinary procedure that supports the code of conduct for parents:

Purpose

The main purpose of the disciplinary procedure is to prevent:

- **Inappropriate behaviour by parent(s)/guardian(s)/carer(s) (rudeness, being disrespectful, physical or verbal abuse, malicious gossip, and any action that could be construed as insightful).**
- **Inappropriate language (swearing or inappropriate innuendo).**
- **Bullying of a gymnast, coach or Club member (physically, mentally or verbally, either in person or via electronic media, inclusive of social networking sites).**
- **Undermining a coach which could lead to any of the above issues, or a serious breach of health and safety.**
- **Any other breaches of the codes of conduct.**

Procedural Stages

Stage One: Should the code of conduct be breached, the coach will remind the parent(s)/guardian(s)/carer(s) of the guidelines and inform them of where their behaviour is in breach of this. A member of staff should then give the parent(s)/guardian(s)/carer(s) a copy of the code of conduct and inform them of the procedure which will follow if the negative behaviour continues.

Stage Two: Should the code of conduct be breached again, the coach (with a witness, preferably a Welfare Officer) will reprimand the parent(s)/guardian(s)/carer(s) appropriately by issuing a first strike system, whereby a record will be kept of the incident. The reprimand will be signed by the parent(s)/guardian(s)/carer(s) and kept on a secure file at the gym with a copy passed to the parent(s)/guardian(s)/carer(s). This **first strike** will be live on the incident report file for 6 months.

Stage Three: If the parent(s)/guardian(s)/carer(s) is in breach a third time, a meeting will be called between the parent(s)/guardian(s)/carer(s), Directors, coach and a Welfare Officer to discuss the issues and a plan will be put in place to help combat the parent(s)/guardian(s)/carer(s) negative behaviour. A second strike will be issued and minute-ed. This reprimand will be signed by the parent(s)/guardian(s)/carer(s) and kept on a secure file at the gym with a copy passed to the parent(s)/guardian(s)/carer(s). This **second strike** will be live on the incident report file for 6 months.

Stage Four: If there is another breach, a **third strike** will be issued and the parent(s)/guardian(s)/carer(s) suspended from the gymnastics centre for a period of time (to be determined in agreement with the Directors, Head Coach, Welfare Officer, and or other parties involved). Notification will be given in writing to the parent(s)/guardian(s)/carer(s).

Stage Five: The parent(s)/guardian(s)/carer(s) will only be allowed to return in agreement that a further breach of the codes of conduct will result in permanent exclusion.

Appeal

Should the parent(s)/guardian(s)/carer(s) feel that the disciplinary action taken by the Club at any time leading up to and including stage five is unreasonable, the process of appeal is to be made in writing to the Directors Committee, who will respond within five working days.

* Any incidents deemed to be severe may bypass any of the stages outlined, and will be dealt with accordingly, which may include police intervention.

Appendix 2

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Covid 19 policies

Handwashing Policy

To wash your hands:

You should wash your hands for the amount of time it takes to sing "Happy Birthday" twice (around 20 seconds):

1. Wet your hands with water.
 2. Apply enough soap to cover your hands.
 3. Rub your hands together.
 4. Use 1 hand to rub the back of the other hand and clean in between the fingers. Do the same with the other hand.
 5. Rub your hands together and clean in between your fingers.
 6. Rub the back of your fingers against your palms.
 7. Rub your thumb using your other hand. Do the same with the other thumb.
 8. Rub the tips of your fingers on the palm of your other hand. Do the same with other hand.
 9. Rinse your hands with water.
 10. Dry your hands completely with a disposable towel.
 11. Use the disposable towel to turn off the tap.
- If you do not have immediate access to soap and water, then use alcohol-based hand sanitiser.

Appendix 2 continued....

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Covid 19 policies Self-Isolating Policy

This is an example of a procedure that may be followed in a workplace environment if Coronavirus is suspected. It's simply an illustration. Your workplace may require different action to be taken.

If you've come into work and start to feel unwell with symptoms that could be Coronavirus – such as a high temperature, continual coughing or a sudden loss of taste or smell -you should:

1. Collect your belongings and go home as quickly as possible. Use the most direct route, staying as far from other people as you can. Try not to touch anything.
2. As soon as you're out of the building and away from other people, use your mobile to contact your manager and tell them that you think you may have the Coronavirus.
3. Your manager will want to know who you've spoken to and which areas of the workplace you've been into. They will need all surfaces in all these areas and anything you may have touched to be cleaned and disinfected. This will include high contact areas, such as washrooms.
4. The current advice for people who think they may have Coronavirus (26th May 2020) is that you should NOT go to your doctors or to a hospital. You should go online and check the current government guidance or use the NHS 111 Online Coronavirus Service for advice. The current advice is to stay at home and self-isolate for 7 days.
5. After 7 days you can stop self-isolating if your symptoms have gone, or if you just have a cough or changes to your sense of smell or taste – these symptoms can last for weeks after the infection has gone.
6. You'll need to keep self-isolating if you have any other symptoms (such as a high temperature, runny nose, feeling sick or diarrhoea). You shouldn't stop self-isolating until these symptoms have gone.
7. You'll need to keep your manager updated on how you are and what you've been advised to do.
8. Your manager will inform your colleagues. If any of your colleagues feel there's a chance that they may have been infected they will need to self-isolate for 14 days (because it can take 14 days for symptoms to appear). If the symptoms appear within these 14 days, they will then need to self-isolate for 7 days from the appearance of the symptoms.

Don't forget that symptoms such as a high temperature or coughing could be for something other than Coronavirus, but it's best to be on the safe side.

Appendix 2 continued....

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Covid 19 policies

Social Distancing Policy

Introduction

The Social Distancing Policy of Sudbury Gymnastics Club is to be adopted while the restrictions of the Coronavirus remain in place. It applies to anyone coming into the workplace in any capacity, including employees at all levels. It has been created to ensure, so far as it is reasonably practicable, that work will be carried out in our workplace with a commitment to protecting everyone who comes onto the premises.

This policy has the full support of the Directors.

In implementing this commitment to manage social distancing properly we will:

1. Carry out a COVID-19 risk assessment. Before restarting work on site we will ensure the safety of the workplace by carrying out a risk assessment and letting our employees know the results of the risk assessment.
2. Encourage employees to work at home wherever possible.
3. Encourage employees to walk to work where possible and provide additional parking areas for bikes to allow more employees to cycle to work.
4. Employees should not use public transport.
5. Stagger arrival and leaving times and provide floor markings, so that employees maintain a 2-metre distance when entering the building if arriving around the same time as others. (We will be providing hand-sanitiser for use before and after using the entry security pad. Alternatively, we will deactivate the security pad.)
6. Use clear signage to ensure visitors follow the same procedure as employees, after using door entry system.
7. Use signage to remind employees and visitors of social distancing guidance.
8. Introduce a safe walking route consisting of a one-way system around the corridors and floor area and ensure employees workstations are sited at least 2 metres away from the walking route.
9. Restrict use of the lift to one person at a time. And provide hand sanitiser for use before and after using the press buttons. Prioritise people with disabilities to use the lift.

10. Restrict access between areas. Where a person needs to consult with someone in a different area, where possible, emails, or phones are to be used.

11. Ensure the relevant software is available to conduct meetings remotely.

Where person-to-person meetings are essential, they will be limited to a maximum of 4 people present at one time, and social distancing will be maintained throughout. Hand sanitiser will be provided, but on no account must pens or other objects be shared.

12. Ensure workstations enable people to maintain at least 2-metres distance from each other -where possible, working back to back or side-to-side, rather than facing each other. We may consider using screens where necessary, depending on how many employees return to the workplace.

13. Stagger break times and encourage employees to bring in their own drinks and packed lunches to avoid the use of the kitchen area. Where the kitchen area is to be used, it will be used by one person at a time. We may need to implement a booking system to avoid queuing into the work area.

14. Introduce a queuing system for use of the toilet facilities to ensure social distancing is maintained.

Responsibility for implementing this Social Distancing Policy Statement rests with the Directors. The management team endorses this policy statement and is fully committed to its implementation.

This Social Distancing Policy Statement will be regularly reviewed and updated as necessary to remain aligned to government guidelines.

Appendix 2 continued....

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Covid 19 policies

Hygiene Policy

To wash your hands:

You should wash your hands for the amount of time it takes to sing "Happy Birthday" twice (around 20 seconds):

1. Wet your hands with water.
 2. Apply enough soap to cover your hands.
 3. Rub your hands together.
 4. Use 1 hand to rub the back of the other hand and clean in between the fingers. Do the same with the other hand.
 5. Rub your hands together and clean in between your fingers.
 6. Rub the back of your fingers against your palms.
 7. Rub your thumb using your other hand. Do the same with the other thumb.
 8. Rub the tips of your fingers on the palm of your other hand. Do the same with other hand.
 9. Rinse your hands with water.
 10. Dry your hands completely with a disposable towel.
 11. Use the disposable towel to turn off the tap.
- If you do not have immediate access to soap and water, then use alcohol-based hand sanitiser. Hygiene Policy (Sample)

This is an example containing suggestions of actions that may be taken in a workplace environment to increase hygiene. It's by no means an exhaustive list -simply an illustration.

Introduction

The Hygiene Policy of [Organisation Name] is to be adopted while the restrictions of the Coronavirus remain in place. It has been created to ensure, so far as it is reasonably practicable, that work will be carried out in our workplace with a commitment to protecting the health of everyone who comes onto the premises.

This policy has the full support of the Directors.

It's important that a high level of hygiene is maintained at all times, but this is of particular importance at the current time, as the Coronavirus is known to spread through coughs and sneezes and to remain on surfaces for up to 72 hours, allowing it to be easily picked up and spread.

In implementing this commitment to manage hygiene we will:

1.!

Provide hand sanitiser. Hand sanitiser is provided on entry to the building, at the top and bottom of staircases, in each washroom area and in each kitchen area. Additionally, each employee has been provided with a bottle on their desk.

2.!

Implement a handwashing procedure. And encourage employees to wash their hands thoroughly after going to the toilet/washroom, before and after eating or handling food and after sneezing or coughing and blowing their noses.

3.!

Display posters with hygiene advice. Such as: Cough/sneeze into your sleeves, preferably into your elbows. If a tissue is used, discard it properly and clean/sanitize your hands immediately. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected. Wash your hands before and after treating an open wound or touching an animal.

4.!

Use an online signing in and out system. We will be signing in and out using the working from home online system.

5.!

Increase the cleaning frequency of washroom and kitchen areas, as well as frequently touched things such as, handrails, door handles, entry keypad and lift controls.

6.!

Provide additional cleaning products to allow increased cleaning of workstations, and items such as telephones, screens and keyboards. These should be cleaned each evening.

7.!

Ensure windows are opened to increase ventilation.

:

We are at this time recommending the use of face masks or other face coverings. We feel it to be beneficial to our employees. Our risk assessment shows that increased hygiene and social distancing are good steps to manage the spread of Coronavirus. However, any employee or visitor who wishes to use this type of protection, may do so.

Responsibility for implementing this Hygiene Policy Statement rests with the Directors. The management team endorses this policy statement and is fully committed to its implementation.

This Hygiene Policy Statement will be regularly reviewed and updated as necessary to remain aligned to government guidelines.