RETURN TO SPORT

Gymnastics NSW Risk Assessment Template - Competitions

INTRODUCTION

It is critical that the resumption of sport and recreation proceeds carefully and methodically to minimise the risks of a resurgence of the virus.

PURPOSE AND STRUCTURE

The purpose of this guide is to provide clubs and other stakeholders with a basic tool to assist with risk assessment and minimisation in line with the broader framework for resumption of gymnastics in NSW in a COVID19 environment. These measures may be subject to change.

An appropriate risk matrix should be used to assess the severity of the identified risks and you should refer to your respective risk management procedures or WHS regulator for guidance on using a risk matrix. This document should be used in conjunction with existing risk management structures and systems and designed to complement under the safe resumption of gymnastics.

Areas to Consider	Risks	Risk Management Mitigation	Responsibility
	(what could happen or go wrong)	(what do you have/purpose to manage the risks)	(insert name)
Health of participants / athletes prior to activity	COVID-19 infection within group.	Check that no one is unwell before start of competition / as participants arrive. Keep a record of vulnerable participants – delay return to competition. Keep a record of who attends. Educate participants & coaches – use emails to members, update on website, use team/club communications and display materials around venue. Communicate Get in, Train & Get Out philosophy. Get in, Compete & Get Out.	





Controlled sporting activities	COVID-19 infection within group. Injury to participant.	Get in, Compete & Get Out Philosophy. Avoid unnecessary contact. Limit use of equipment and ensure equipment is cleaned after each training. (See equipment cleaning guide) Implement good hygiene practises at training. (Refer to hygiene resources) Ensure appropriate warm up and cool down as part of training. Ensure age and skill appropriate training. Ensure adequate athlete preparation in accordance with Gymnastics NSW Return to Sport Athlete Preparedness and Safety Guidelines has been implemented.	
Numbers of athletes/ participants in and around activity	Clubs / Coaches do not abide by the social distancing and group limits. COVID-19 infection within group.	Adopt mitigation/minimisation strategies as above. Educate participants & coaches – use emails to members, update your websites, use team communication channels and display materials around venue. Get in, Compete & Get Out Philosophy. Monitor to ensure there is adherence to social distancing and group limits. Spectators should be discouraged to limit the number of people.	
Social distancing (1.5m and 1 person per 4m2)	Participants are either unaware or don't abide by the social distancing rules. COVID-19 infection within the group.	Adopt mitigation/minimisation strategies as above. Educate participants – use emails to members, update your websites, use team communication channels and display materials around venue. Determine maximum number of athletes/participants based on venue size to allow distancing. Ensure no more than this maximum number is involved in any activity.	
Hygiene protocols (individuals, venue, facilities, equipment)	Participants are either unaware or aren't practising hygiene protocols. There are no cleaning facilities at the place of competition.	Adopt mitigation/minimisation strategies as above. Educate participants – use emails to members, update your websites, use team communication channels and display materials around venue. Implement good hygiene practises at training. (See Hygiene Education) Coaches should sanitise hands to elbows before and after spotting each athlete. Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities. Ask that participants bring their own hand sanitiser.	
Sporting equipment (controlled use)	COVID-19 infection within group.	Limit use of equipment and ensure equipment is cleaned after each training. (See Club Surface and Equipment Cleaning Guidelines) Implement good hygiene practises at training. (See Hygiene Education) Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities. Ask that participants bring their own hand sanitiser. Athletes must maintain exemplary personal hygiene, especially when using apparatus (sanitise before and after each routine/equipment use)	





Communal facilities (controlled use) Competition Formats / Structure (duration restrictions)	The extent of hygiene protocols used by other groups is unknown. COVID-19 infection within group. The longer the period of time together, the increase in risk of virus transfer.	Limit the use of communal spaces – keep them closed where possible. Wipe down surfaces pre and post competition. Implement good hygiene practises at training. (See Hygiene Education) Place hand sanitiser / soap and water around the venue and in toilet / bathroom facilities. Ask that participants bring their own hand sanitiser. Participants should arrive at the venue ready to compete. Minimise unnecessary huddles of spectators. Spectators should be encouraged or directed to spread out and maintain social distance. Consideration should be given as to whether it is appropriate to serve food and drink at events, as this will likely encourage spectators to come into close proximity with each other. Adopt mitigation/minimisation strategies as above. Get in, Train & Get Out Philosophy. Adoption of format changes to minimise length of competition.
Coaching and support resources (controlled provisions)	Coaches are competitive and ignore guidelines.	Adopt new Policies for COVID – require members to abide by guidelines. Educate coaches on requirements. Direct coaches to training resources and fact sheets. Adopt mitigation/minimisation strategies as above.
Response procedures (presumed or known exposure response)	A participant notifies the Club/Competition Organiser that they or a family member has a suspected case of COVID-19. A participant notifies the Club/Competition Organiser that they or a family member has contracted COVID-19.	Keep an up to date record about the protocols that have been put in place to mitigate the risk of contracting coronavirus. Advise the affected member to follow NSW Department of Health procedures. Ensure regular education of members about the COVID protocols. Establish a Communication Plan outlining who needs to be advised if there is a suspected or positive case of coronavirus and who is responsible for doing that: - Local Health authority - Other competitors that have come into contact with the person concerned - Provide any support or assistance to the Department of Health as requested. Maintain protocols for returning to training following a positive case.



Response procedures (presumed or known exposure response)	A participant notifies the Club/Competition Organiser that they or a family member has a suspected case of COVID-19. A participant notifies the Club/Competition Organiser that they or a family member has contracted COVID-19.	Encourage all participants (including participants, coaches, officials, administrators, volunteers, parents and spectators) to subscribe to and appropriately use the Government's COVIDSafe app. Maintain a register of Participants (event organiser to implement a log or register to keep track of which participants are in attendance at all sessions), including venue entry and exit times and contact details. Adopt a system to record, store and, if required, share data, subject to privacy law.
Appointment of COVID-19 Safety Coordinator	Appointed COVID-19 Safety Coordinator becomes unavailable at event / unable or does not attend. COVID-19 Safety Coordinator not suitably resourced to fulfil role.	Ensure contingency plans established with clear delegation of authority and suitable alternative to fulfil position and duties for event. Ensure most suitably qualified person is appointed to role, with skills and knowledge to fulfil established roles and responsibilities. Provide training and support as required.
Management of unwell participants	COVID-19 or other illness infection within group.	If possible, identify with clear and unambiguous signage, a space that can be used to isolate staff or participants who become unwell at an activity and cannot leave immediately. The isolation area should be equipped with necessary PPE supplies to facilitate hand hygiene and respiratory etiquette. Ensure activity staff understand that participants who become unwell should be immediately isolated and given a clean disposable facemask to wear. Establish procedures to help unwell staff or participants leave the event as soon as possible and added protections for activity staff in such circumstances.
PPE & First Aid Kit	Health and hygiene protocols not followed. COVID-19 infection within group.	PPE including gloves, face masks and hand sanitiser available and in sufficient supply. Organisers and volunteers provided education and have an understanding of safe and appropriate usage. First aid kit will be available at the event (inclusive of rubber gloves). Designated first aid officer is to be identified and available and they are responsible for the cleaning down of treatment areas between each use. E.g. treatment tables.



Athletes

Health & Hygiene Protocols	Health and hygiene protocols not followed. COVID-19 infection within group.	Check that no one is unwell before start of competition / as participants arrive. Keep a record of vulnerable participants – delay return to competition. Keep a record of who attends. Educate participants – use emails to members, update on website, use team/club communications and display materials around venue. Communicate Get in, Train & Get Out philosophy. Get in, Compete & Get Out. Adopt mitigation/minimisation strategies as above. Advises athletes on hygiene behaviours which will reduce risk of transmission; Adopt and communicate protocols to participants to stay home if they: a. Have any cold or flu-like symptoms; b. Have been in direct contact with a known case of COVID-19 in the previous 14 days; c. Have travelled internationally in the previous 14 days; or d. Are at a high risk from a health perspective, including the elderly and those with pre-existing medical heath conditions. Ensure safety and hygiene signage is clearly displayed around venue and in all appropriate areas. Hand sanitiser available for use before, during and after competition session. Full shower with soap before and after sport (preferably at home).
Health Protocols (athlete preparation and safety)	Injury to athlete.	Participants should gradually return to training and competition. Athletes, coaches and clubs educated on the GNSW Return to Competition: Athlete Preparation and Safety guidelines for safe return to athlete loading and to ensure adequate preparation for competition.
Athlete Social distancing - for gymnasts wherever practical	Participants are either unaware or don't abide by the social distancing rules. COVID-19 infection within the group.	Adopt mitigation/minimisation strategies as above. Educate participants — use emails to members, update your websites, use team communication channels and display materials around venue. Determine maximum number of athletes/participants based on venue size to allow distancing. Ensure no more than this maximum number is involved in any activity. Athletes to have designated marshalling / seating / waiting area between events. Groups not to have contact with other competing groups. Athletes to move to apparatus / equipment then return to designated area. Designated seating areas to observe social distancing.



Athlete Entry and Exit of venue/facility and access to Field of Play	Participants are either unaware or don't abide by the social distancing rules. COVID-19 infection within the group.	Management of venue entries and exits to ensure a seamless flow of participants and attendees through the venue and limit the risk of overlap and congestion, subject to maximum attendee number restrictions. Athletes or officials must not leave the field of play during the competition. Athletes and spectators are not permitted to mingle at any time during competition. All athletes are to keep all personal belongings and equipment with them in their designated seating area. No bags are to be left in the marshalling area as athletes are not permitted to leave the competition floor during the session. Where possible, utilising a different entry and exit point from the venue, which is also separate from spectators and other use. For example, could a Fire Exit that is adjacent to the Field of Play be used? Participants cannot enter the Field of Play or marshalling areas earlier than the designated time prior to their session or before the participants and officials of the previous session have departed. Waiting time should be minimised with people asked not to arrive more than 10 minutes before their session time. Athletes encouraged to wait in cars, until previous group has exited venue before entering. If an infrared thermometer is available, on arrival, participants over the age of 18 should have their temperature checked. Clear instructions displayed and signage to inform participants of the Health Risks of COVID-19 and rules of entry into the venue / facility. Hand sanitiser should be available at the entry of all facilities. Exit within 10-minutes of session completion abiding by social distancing requirements.	
Drop-off and Pick-up of Participants	Participants are either unaware or don't abide by the social distancing rules. COVID-19 infection within the group.	Adopt mitigation/minimisation strategies as above. Educate participants – use emails to members, update your websites, use team communication channels and display materials around venue. Develop venue specific drop-off and collection guidelines. Clear signage for drop-off and pick-up zones. Ensure no lingering and mingling within zones. Participants in all capacities are to arrive no earlier than 10-minutes prior to session - abiding by social distancing requirements. Athletes encouraged to wait in cars, until previous group has exited venue before entering.	



Competition Format	The longer the period of time together, the increase in risk of virus transfer.	Adopt mitigation/minimisation strategies as above. Get in, Train & Get Out Philosophy. Adoption of format changes, structure modified to ensure minimal session time. Format changes in place to abide by social distancing, participation limits, hygiene and venue restrictions. Stagger start and finish times to reduce the number of people onsite. Consider the different arrival times for participants and process of entry. Minimum 30 minutes between sessions to allow groups to depart/arrive without mixing and facilitate any cleaning required.	
Warm-Up Regulations and procedures	Social distancing not abided by. COVID-19 infection within the group.	Warm-Up during competition to be regulated to ensure social distancing. Restrictions in accordance to floor space to be implemented, limiting the number of athletes within the warm-up area based on competition run order. Designated times to be allocated to each warm-up group. No access to warmup floor outside designated warm-up time will be permitted.	
Start of Competition	Social distancing not abided by. COVID-19 infection within the group.	Athletes moving straight to the competition after warm-up has been completed, no mass gathering for the march on. Athletes not to line up and assemble at judges' tables, proceed directly to competition.	
During Competition	Social distancing not abided by. COVID-19 infection within the group.	Athletes to have designated marshalling / seating / waiting area between events. Groups not to have contact with other competing groups. Athletes to move to apparatus / equipment then return to designated area. Designated seating areas to observe social distancing. Athletes must maintain exemplary personal hygiene, especially when using apparatus (sanitise before and after each routine/equipment use). Athletes to remain within same competition group for duration of competition, for all events within competition. Athletes or officials must not leave the field of play during the competition. Athletes and spectators are not permitted to mingle at any time during competition.	
Physical Contact	Social distancing not abided by. COVID-19 infection within the group.	Adopt mitigation/minimisation strategies as above. Contact including handshake, huddles, high fives and other unnecessary contact is not permitted. Educate participants & coaches – use emails to members, update your websites, use team communication channels and display materials around venue. Monitor to ensure there is adherence to social distancing and group limits. Coach spotting permitted for safety. 'Move in, spot, move out' philosophy.	



		Minimised time in close proximity. Coach to sanitise hands to elbows before and after each time they spot.	
Athlete personal sport equipment	COVID-19 infection within group.	Place hand sanitiser / soap and water around the venue. Ask that participants bring their own hand sanitiser. Athletes must maintain exemplary personal hygiene, especially when using apparatus (sanitise before and after each routine/equipment use). Individually labelled water bottle & personal equipment is required to be brought with each athlete. There is to be no sharing of personal equipment or drink bottles. All athletes are to keep all personal belongings and equipment with them in their designated seating area. No bags are to be left in the marshalling area as athletes are not permitted to leave the competition floor during the session. Athletes to provide their own chalk for use at events. Athletes to provide their own spray bottle if required. No sharing of chalk or spray bottles permitted between athletes or coaches.	
End of Competition	Social distancing not abided by. COVID-19 infection within the group.	Groups exit the field of play one apparatus at a time and then exit the building. Participant departure within 10-minutes of session completion abiding by social distancing requirements. Club/Team/athlete Social Events at Venue not to be permitted. Athletes and participants must be dropped-off at designated Drop-off and Pick-up zones, maintaining social distancing at all times. Parents dropping-off and picking-up athletes should not linger in these zones. Designated club coach responsible to oversee safe drop-off and pick-up for their group of athletes. One coach, one group rule.	
Presentation / Award Ceremony	Social distancing not abided by. COVID-19 infection within the group.	Athletes to remain in their designated seating post competition, no mass gathering for award ceremonies. Award winners to be called from their seats to presentation podium. Presentations will be contactless and social distancing to be maintained between award recipients. Award winners will collect their awards from an award table. Athletes to return to their designated seating after receiving award.	
Equipment and apparatus cleaning between sessions	Participants are either unaware or aren't practising hygiene protocols. There are no cleaning facilities at the place of competition.	Equipment to be cleaned between groups as practical. Officials responsible for cleaning of their apparatus. Clean PPE and cleaning supplies to be provided. Athletes must maintain exemplary personal hygiene, especially when using apparatus (sanitise before and after each routine/equipment use). Athletes to supply own chalk and water bottles. All equipment to be cleaned and sanitised both prior to and after each session in accordance with the Club Surface and Equipment Cleaning Guidelines.	



Officials (Coaches and Judges)

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Health & Hygiene Protocols	Health and hygiene protocols not followed. COVID-19 infection within group.	Check that no one is unwell before start of competition / as participants arrive. Keep a record of vulnerable participants – delay return to competition. Keep a record of who attends. Educate participants – use emails to members, update on website, use team/club communications and display materials around venue. Communicate Get in, Train & Get Out philosophy. Get in, Compete & Get Out. Adopt mitigation/minimisation strategies as above. Advises athletes on hygiene behaviours which will reduce risk of transmission; Adopt and communicate protocols to participants to stay home if they: a. Have any cold or flu-like symptoms; b. Have been in direct contact with a known case of COVID-19 in the previous 14 days; c. Have travelled internationally in the previous 14 days; or d. Are at a high risk from a health perspective, including the elderly and those with pre-existing medical heath conditions. Ensure safety and hygiene signage is clearly displayed around venue and in all appropriate areas. Hand sanitiser available for use before, during and after competition session. Full shower with soap before and after sport (preferably at home).
Official Social distancing	Participants are either unaware or don't abide by the social distancing rules. COVID-19 infection within the group.	Adopt mitigation/minimisation strategies as above. Educate participants – use emails to members, update your websites, use team communication channels and display materials around venue. Determine maximum number based on venue size to allow distancing. Ensure no more than this maximum number is involved in any activity. Limit of 1 coach per club per group to keep total number of participants to only what is safely required. Coach spotting permitted for safety. 'Move in, spot, move out' philosophy. Minimised time in close proximity. Coach to sanitise hands to elbows before and after each time they spot. Minimum judging panel requirements only. Reduced total officials on Field of Play. Maximum number of officials decided by the size and space available per Gymsport /apparatus. Judge seating placements to be modified as practicable to achieve physical distancing. Athletes not to line up and assemble at judges' tables, proceed directly to competition.



Number of Officials in and around activity	Clubs / Coaches do not abide by the social distancing and group limits. COVID-19 infection within group.	requirements. Adopt mitigation/minimisation strategies as above. Educate participants & coaches – use emails to members, update your websites, use team communication channels and display materials around venue. Get in, Compete & Get Out Philosophy. Monitor to ensure there is adherence to social distancing and group limits. Only essential participants should attend activities (coaches and officials) and numbers should be limited to the minimum required to support the participant. Limit of 1 coach per club per group to keep total number of participants to only what is safely required. Coaches are to remain with only one group – cannot move between groups within competition session, care taken to consider the crossover of officials between groups. Minimum judging panel requirements only. Reduced total officials on Field of Play. Maximum number of officials decided by the size and space available per Gymsport /apparatus.	
Official Entry and Exit of venue/facility and access to Field of Play	Participants are either unaware or don't abide by the social distancing rules. COVID-19 infection within the group.	Management of venue entries and exits to ensure a seamless flow of participants and attendees through the venue and limit the risk of overlap and congestion, subject to maximum attendee number restrictions. Athletes or officials must not leave the field of play during the competition. Officials and spectators are not permitted to mingle at any time during competition. Where possible, utilising a different entry and exit point from the venue, which is also separate from spectators and other use. For example, could a Fire Exit that is adjacent to the Field of Play be used? Participants cannot enter the Field of Play or marshalling areas earlier than the designated time prior to their session or before the participants and officials of the previous session have departed. Waiting time should be minimised with people asked not to arrive more than 10 minutes before their session time. Officials encouraged to wait in cars, until previous group has exited venue before entering. If an infrared thermometer is available, on arrival, participants over the age of 18 should have their temperature checked. Clear instructions displayed and signage to inform participants of the Health Risks of COVID-19 and rules of entry into the venue / facility. Hand sanitiser should be available at the entry of all facilities. Exit within 10-minutes of session completion abiding by social distancing	



During Competition	Social distancing not abided by. COVID-19 infection within the group.	Coaches to have designated marshalling / seating / waiting area while not coaching between events. Groups not to have contact with other competing groups. Coaches are to remain with only one group – cannot move between groups within competition session, care taken to consider the cross over of officials between groups. Designated seating areas to observe social distancing. Coach spotting permitted for safety. 'Move in, spot, move out' philosophy. Minimised time in close proximity. Coach to sanitise hands to elbows before and after each time they spot. Contact including handshake, huddles, high fives and other unneccessary contact is not permitted. Educate participants & coaches – use emails to members, update your websites, use team communication channels and display materials around venue. Officials must not leave the field of play during the competition. Officials and spectators are not permitted to mingle at any time during competition. Judge seating placements to be modified as practicable. Physical distancing to apply to judging panels where the minimum government restrictions must be implemented. If officials are to judge multiple sessions in the same day, consistent groupings of judges on judging panels are to be applied (i.e. judges to stay on the same event – panels not to change and judges not to be moved between apparatus).	
Volunteer Education	Social distancing not abided by. Competition guidelines not followed. COVID-19 infection within the group.	Return to Sport Guidelines. Fact Sheets. Hygiene and health information. Facilitate COVID-19 education for volunteers, officials and administrators. Event briefing to be sent out digitally to officials prior to event day with event information which outlines special conditions or practices that will take place during the event.	
End of Competition	Social distancing not abided by. COVID-19 infection within the group.	Groups exit the field of play one apparatus at a time and then exit the building. Participant departure within 10-minutes of session completion abiding by social distancing requirements. Club/Team/athlete Social Events at Venue not to be permitted. Athletes and participants must be dropped-off at designated Drop-off and Pick-up zones, maintaining social distancing at all times. Parents dropping-off and picking-up athletes should not linger in these zones. Designated club coach responsible to oversee safe drop-off and pick-up for their group of athletes. One coach, one group rule.	
Score Collation & Results Management	Social distancing not abided by. COVID-19 infection within the group.	Scorers to operate within a venue subject to maintaining physical distancing requirements and observing good personal hygiene/hand washing practices. Scoring computers to be cleaned between users. Cleaned in accordance with hygiene requirements before and after each competition session.	



		Judges are required to supply all necessary judging items. This includes, but is not limited to, pens/pencils, blank paper, judging sheets.	
Equipment and apparatus cleaning between sessions	Participants are either unaware or aren't practising hygiene protocols. There are no cleaning facilities at the place of competition.	Equipment to be cleaned between groups as practical. Officials responsible for cleaning of their apparatus. Clean PPE and cleaning supplies to be provided. All equipment to be cleaned and sanitised both prior to and after each session in accordance with the Club Surface and Equipment Cleaning Guidelines.	
Event ushers and Access Control	Social distancing not abided by. Health and hygiene protocols not followed. COVID-19 infection within group.	Adopt mitigation/minimisation strategies as above. Personal will be supplied with appropriate PPE, including face masks, gloves and access to hand sanitiser. Clear education and instruction provided to control participant movement, social distancing and entry and exit protocols.	

Spectators

Spectators (controlled access and distancing)	Too many people attending competition means that social distancing can't be implemented. COVID-19 infection within the group.	Adopt new Policies for COVID – require members to abide by guidelines. Promote the need to limit the number of parents / carers attending competition. Only essential participants should attend activities (i.e. parents/guardians of participants) and numbers should be limited to the minimum required to support the participant; and Young participants should be accompanied by not more than one parent or guardian, if possible. Educate participants and parents – use emails to members, update websites, use team communication channels and display materials around venue. Determine maximum number of spectators based on venue size to allow distancing.	
Spectator Social Distancing	Participants are either unaware or don't abide by the social distancing rules. COVID-19 infection within the group.	Ensure no more than this maximum number attends any activity. Adopt mitigation/minimisation strategies as above. Where spectators are permitted within all safety, hygiene and in compliance with government guidelines and restrictions, they must follow social distancing requirements and regulations. Spectator seating must be clearly marked to indicate available seats meeting social distancing requirements. Encourage individuals to be respectful of shared space, minimise time spent in these areas and observe physical distancing measures. Monitored to ensure maximum capacity is not exceeded. Strategy and communication in place to keep to guidelines.	



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	Designated Entry & Exit Point. Management of venue entries and exits to ensure a
	seamless flow of participants and attendees through the venue and limit the risk
	of overlap and congestion, subject to maximum attendee number restrictions.
	Spectators must not mingle or enter any athlete or official zones. Participant and
	spectator groups to remain separate at all times.
	Spectators where allowed, cannot enter the spectator viewing area prior to 10
Spectator Vanue Assess	mins before the session time.
Spectator Venue Access	Government resources prominently displayed in facilities and at entry points,
	including handwashing and personal infection control advice.
	Clear instructions displayed and signage to inform participants of the Health Risks
	of COVID-19 and rules of entry into the venue / facility.
	Hand sanitiser should be available at the entry of all facilities.
	If Not-Permitted - parent/guardian may drop off and collect child from outside
	venue at designated collection spot maintaining social distancing.

