



Lunar Gymnastics Club

General Operational Risk Assessment

Steve Jenkins

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1. Guidelines for completing a Risk Assessment

1.1. What is a Risk Assessment?

Risk Assessments are simply a careful examination of what could cause harm to people. We do them so that you can assess whether you have taken enough precautions or need further precautions to prevent harm from occurring.

Members have a right to be protected from harm caused by “hazards” present in an activity.

In many instances straightforward measures can control risks.

1.2. What is a Hazard?

Hazards are anything that may cause harm such as:

- Tripping, falling, bones breaking from trauma or impact, contact or object impact, flying balls, slipping, exposure to hazardous environments or substances, injury from contact with machinery or equipment

Anything that may cause harm is a hazard. We assign a “Risk Level” to these hazards and record who might be exposed to them.

1.3. What is meant by ‘Risk Rating’?

‘Risk Rating’ is the calculation of probability multiplied by severity — this will give you a total rating that will determine how important this action is to address.

- Probability is the likelihood that somebody could be harmed.
- Severity is what type of harm could occur if an accident happened.

1.4. Risk Assessment Steps

All clubs are required to complete the following steps:

- What is the hazard?
- Who is at risk from these hazards and what accidents may result?
- What controls are already in place?
- Is the risk low, medium or high? (calculation - probability x severity)
- What further actions can be taken to prevent accidents and reduce the risk?

1.5. Risk Assessment (Why Do It?)

Every club has a responsibility to provide a safe environment for players, coaches, referees and spectators, not only to reduce the potential of injury but also to meet or exceed the minimum standard of care.

For your club to create a safe environment, you need to develop a plan. Sport safety planning and implementation isn’t hard, it’s common sense.

Sports should be safe and enjoyable. It will never be risk-free, but with good planning and doing a Risk Assessment, injuries can be prevented. It’s not hard, safety is the key.



2. Risk Assessment

The following section will document risks identified during general operations at Lunar Gymnastics Club. For clarity, risks will be grouped by risk category.

This risk assessment should also be referenced in all subsequent risk assessments conducted for specific events held at the gym.

For the purposes of assessment, the following scoring system will be used:

Risk Assessment Scoring Matrix					
Probability	1. Very Unlikely	2. Unlikely	3. Fairly Likely	4. Likely	5. Very Likely
Severity	1. Damage	2. Minor Injury	3. +3 Days / Hospitalised	4. Major Injury / Permanent Disability	5. Fatality
Rating (Probability x Severity)	1-3 Very Low	4-8 Low	9-15 Moderate	16-20 High	20> Very High

2.1. Participation in Gymnastics

2.1.1 Risk of Injury from the Participation in Gymnastics

Who is at Risk?		
Public	Coaches	Contractors
Yes	Yes	No

Risk Rating		
Probability	Severity	Rating
3	4	12

There are numerous risks of injury from participating in gymnastics including bruises, muscle strains, bad sprains, ligament damage and minor or major fractures. These risks can be minimised but cannot be entirely removed.

The main causes are as follows:

- Most injuries occur due to gymnast error. The gymnast losing special orientation or scaring (bailing) out of a move can often cause an element of a performance to go wrong. The latter is most dangerous and most difficult to anticipate.
- A coach may have to step in to catch a gymnast and 'break the fall' or to redirect their path to keep them out of danger. These are often split-second decisions and the coach is considering the safety of the gymnast above their personal risk of injury.



- Squad gymnasts, as they advance, are required to perform much harder and more dangerous skills and thus the risk is increased.
- Risk of coaches being hit by misplaced arms or legs tends to be a factor at all levels although the force will depend on the size of the gymnast's movement speed.

The risk of severe injury due to elements of performances 'going wrong' is very small in recreational gymnastics as the level of skills that are taught mean that it is very unlikely that recreational gymnasts would ever be performing a skill with the speed and height to create high enough impact forces to result in severe damage to the gymnast or coach.

2.1.1.1. Existing Controls

- Coaches should only support / spot skills for which they have had adequate training.
- Coaches should use reasonable judgement with regard to the size and weight of the gymnast they are spotting or supporting in relation to their own size and capabilities.
- Coaches should ensure they are on a stable surface whilst spotting or supporting gymnasts.
- Coaches should not spot or support gymnasts if they themselves have an existing injury that will affect their ability to do so.
- Coaches should ensure that thorough physical and cognitive preparation of the gymnast has taken place before attempting a skill or preparation exercise that requires them to spot or support.
- Coaches must be familiar with and apply the Equipment Safety procedures documented in the Health and Safety Policy.
- Coaches must ensure that gymnasts are only working on skills relevant to their gymnastics ability.

2.1.1.2. Further Actions Required

None identified.

2.1.2 Risk of Injury to Coaches Demonstrating Skills

Who is at Risk?		
Public	Coaches	Contractors
No	Yes	No

Risk Rating		
Probability	Severity	Rating
2	4	8

In the instance that Coaches choose to demonstrate a gymnastics skill as part of their coaching, please refer directly to the Risk Assessment that applies to Participation in Gymnastics as the same guidelines apply. See section 2.1.1

2.1.2.1. Existing Controls

See Section 2.1.1.1



2.1.2.2. Further Actions Required

See Section 2.1.1.2

2.1.3 Risk of Injury Resulting from Faulty Equipment

Who is at Risk?		
Public	Coaches	Contractors
Yes	Yes	No

Risk Rating		
Probability	Severity	Rating
1	4	4

This is considered minimal at Lunar Gymnastics Club, but measures are still taken to further avoid the risk.

2.1.3.1. Existing Controls

- All equipment at Lunar Gymnastics Club is checked daily to ensure it is correctly and safely erected.
- It is the job and responsibility of the Club Coaches to check and make safe the various items of equipment before it is used.
- Coaches know and understand the correct set up of equipment and are aware
- of the inherent dangers of faulty equipment or set ups.
- All of the equipment used by Lunar Gymnastics Club is of a high standard and
- is regularly checked, thus minimising risk in this area.
- All members of the team are trained to report any defects they notice in equipment to a more senior member of the team. Equipment that is damaged or that is deemed to represent unacceptable risk is taken out of use immediately. Please refer to the Equipment Check section in the Health and Safety Policy.
- For any item of equipment that has an expiry date; the date is monitored and the item in question is decommissioned when it has reached its end of life.

2.1.3.2. Further Actions Required

None identified.

2.1.4 Risk of Overuse Injuries

Who is at Risk?		
Public	Coaches	Contractors
Yes	Yes	No

Risk Rating		
Probability	Severity	Rating
2	2	4



Participants can suffer overuse injuries, coaches in particular are at risk when spotting a number of repetitions of the same or similar skill. These are rarely serious, but they may need time to heal.

2.1.4.1. Existing Controls

- Coaches should balance supporting and spotting skills with preparation exercises that the gymnasts can perform without physical assistance.
- As far as possible coaches should avoid high repetitions of complete skills – if the gymnast requires supporting for a skill over a long period of time for many repetitions then the gymnast may not be fully ready to perform the skill and the best course of action may be to return to earlier preparation exercises.
- Some gymnastics skills do benefit from repeated support from the coach – in particular those that require an understanding of complex timing. Such skills, whilst they may require coach support over a period of time, should be balanced with appropriate non-contact drills and preparation exercises to minimise the risk of overuse injury to the coach.
- Coaches should review any supporting techniques that they find uncomfortable and seek advice from a more experienced coach if necessary.
- Coaches should stop the activity if it becomes uncomfortable for them, this is for the safety of gymnasts as well.
- Coaches should avoid bearing the full weight of a gymnast where it is not necessary to do so (mainly for gymnasts over a certain size, age and weight).

2.1.4.2. Further Actions Required

None Identified.

2.2. Facility

2.2.1 Risk of Injury due to Inadequate Lighting

Who is at Risk?		
Public	Coaches	Contractors
Yes	Yes	Yes

Risk Rating		
Probability	Severity	Rating
1	2	2

It is important to ensure that all areas of the gym are well lit to avoid injury due to poor visibility of potential hazards.

2.2.1.1. Existing Controls

- All areas of the gym are well lit.
- All lights are checked regularly and when required bulbs are replaced in a timely manner.



2.2.1.2. Further Actions Required

None identified.

2.2.2 Risk of Injury due to Low Temperatures

Who is at Risk?		
Public	Coaches	Contractors
Yes	Yes	Yes

Risk Rating		
Probability	Severity	Rating
1	2	2

Lunar Gymnastics Club has a responsibility to ensure that the temperature in the gym is kept at an appropriate level at all times whilst the facility is in use. Current guidelines are that a minimum of 16 degrees Celsius must be maintained.

In addition, all areas must be well ventilated.

2.2.2.1. Existing Controls

- There are a number of heaters in the gym which are used to maintain the minimum required temperature.
- If necessary, additional heaters are brought in to the gym to maintain the minimum temperature. These are well protected to ensure that there is no risk to anyone through accidental contact.
- When the gym becomes warm during summer months, the main roller door to the gym is opened to increase ventilation.
- The gym is large and well ventilated at all times. The roller doors can be opened to increase ventilation should it be required.
- The temperature in the gym is monitored to ensure that the club operates within existing guidelines.

2.2.2.2. Further Actions Required

None identified.

2.2.3 Risk of Injury due to Inadequate Space

Who is at Risk?		
Public	Coaches	Contractors
Yes	Yes	No

Risk Rating		
Probability	Severity	Rating
1	2	2

It is necessary to ensure that all equipment is positioned so that there is sufficient space for each activity that the equipment will be used for to minimise the risk of accidental contact



whilst the equipment is in use and for coaching staff to be able to sufficiently support gymnasts where appropriate.

2.2.3.1. Existing Controls

- Lunar Gymnastics Club are fortunate to have a large facility with plenty of space.
- Each item of equipment has been carefully positioned to both minimise risk and maximise the available space.
- When new equipment is obtained the positioning is carefully considered to minimise risk.

2.2.3.2. Further Actions Required

None identified.

2.2.4 Risk of Injury Due to a Fall on Stairs

Who is at Risk?		
Public	Coaches	Contractors
Yes	Yes	Yes

Risk Rating		
Probability	Severity	Rating
1	2	2

2.2.4.1. Existing Controls

- There are two sets of stairs in the gym. Both sets are well lit, have good grip on the stair treads and have sturdy handrails.

2.2.4.2. Further Actions Required

None identified.

2.2.5 Risk of Injury due to Fire

Who is at Risk?		
Public	Coaches	Contractors
Yes	Yes	Yes

Risk Rating		
Probability	Severity	Rating
1	2	2

There are two areas of the gym that pose a potential fire risk; the kitchen area which houses a cooker and a microwave and when additional heaters are required to maintain a minimum temperature in the gym.

Additionally, all electrical equipment poses a further fire risk however this is considered to be minimal due to following PAT testing guidelines.



2.2.5.1. Existing Controls

- A fire risk assessment has been conducted by the local fire department.
- Appropriate fire extinguishers are located in strategic positions around the gym.
- All fire exits are clearly marked with directions to the exits positioned all around the gym.
- Emergency lighting is in place and regularly checked.
- All fire doors are kept closed at all times.
- The fire evacuation procedure is clearly documented and displayed.
- A fire assembly point has been identified and is clearly displayed in the gym.
- A register of all people in the gym is maintained for all sessions.
- There is a fire safety policy which is regularly reviewed
- All electrical equipment is PAT tested according to guidelines.

2.2.5.2. Further Actions Required

None identified.

2.2.6 Slip, Trip, Fall Hazards

Who is at Risk?		
Public	Coaches	Contractors
Yes	Yes	Yes

Risk Rating		
Probability	Severity	Rating
2	2	4

Due to the nature of gymnastics equipment and set up there are many uneven surfaces in the gymnastics environment. Any uneven surface or step represents a certain risk that someone could trip, fall, stub a foot etc.

In addition, gymnast's personal property can be left scattered across changing facilities which poses a further risk of slipping or tripping.

It is the responsibility of all members of the Coaching team to maintain the safest possible environment for coaching and training gymnastics.

2.2.6.1. Existing Controls

- Coaches should ensure they know and understand the correct set up of equipment and are aware of the inherent dangers of placing equipment thoughtlessly.
- Coaches should assess the safety of set ups with regard to themselves as well as the safety of participants.
- Coaches are to ensure that the gymnasts take responsibility for their personal belongings and that all items are stored appropriately to minimise risk.
- Gymnasts and coaches move around the gym in a controlled manner, with running only as part of the training.



2.2.6.2. Further Actions Required

None identified.

2.2.7 Electrical Hazards

Who is at Risk?		
Public	Coaches	Contractors
Yes	Yes	Yes

Risk Rating		
Probability	Severity	Rating
1	2	2

Lunar Gymnastics Club has a responsibility to ensure that all electrical equipment that is used in the gym e.g. kettle, fridge, laptops etc. is safe to use.

2.2.7.1. Existing Controls

- All electrical equipment is PAT tested in accordance with guidelines.
- There are no trailing cables in the gym.
- All electrical appliances, with the exception of the fridge and freezer are turned off when the gym closes.

2.2.7.2. Further Actions Required

None identified.

2.2.8 Risk of Injury due to Contact with Dangerous Substances

Who is at Risk?		
Public	Coaches	Contractors
Yes	Yes	Yes

Risk Rating		
Probability	Severity	Rating
1	2	2

Contact with dangerous substances e.g. cleaning materials must be minimised.

2.2.8.1. Existing Controls

- All dangerous substances are kept locked away.

2.2.8.2. Further Actions Required

None identified.



3. Summary of the Risk Assessment

3.1. Main Identified Risks

- General risk of injury including bruises, muscle strains, bad sprains, ligament damage and minor or major fractures.
- Overuse Injuries.
- Risks of Injury resulting from the Gymnastics Environment such as injury from tripping, falling or unintended contact with apparatus.
- Risk of injury resulting from faulty equipment.

Accidents cannot themselves be completely avoided, though the risk of accidents occurring can be minimised through the above measures. The risk of injury occurring due to an accident can also be minimised through above measures. Injuries that occur as a result of an element performance 'going wrong' are difficult to anticipate.

3.2. Summary of Existing Measures

- Coaches should follow the guidelines in the Risk Assessment for participation in gymnastics in order to minimise the risk of injury to both gymnasts and themselves.
- All coaches and helpers should be made aware of the risks involved by making the risk assessment readily available to them.
- Ensuring that coaches are taught safe handling techniques and do not undertake any lifting or handling for which they have not received training.
- Ensuring that gymnasts are taken through the correct progressions and can perform the pre-requisite skills prior to performing the skill being learned.
- Ensuring coaches are sufficiently qualified for the skills they are teaching
- Ensuring coaches only work within their level of qualification unless supervised by a more senior coach who is qualified to the level of the skill being taught.
- Coaches and helpers should seek assistance when they need it.
- Coaches and helpers should not attempt to undertake any task that they are not comfortable with.
- Coaches and helpers should take all reasonable steps to ensure their own safety and the safety of those around them when moving equipment around the gym or in and out of the store cupboard. This includes the wearing of shoes during rigging and de-rigging the gymnastics set up.
- Coaches and helpers should report any defects or problems with equipment and ensure that damaged or faulty equipment is not used by either gymnasts, coaches or helpers.
- Coaches and helpers should expect and demand a high level of discipline during training and classes.
- Coaches and helpers should expect and demand appropriate dress and compliance with the policy on jewellery.

Lunar Gymnastics Club do not consider the level of sport at their facility is life threatening except where there may be a medical reason that the coach is not aware of. Coaches and helpers have a legal obligation to ensure the Club know of any such problem that they become



aware of. If there is a medical problem that is aggravated by involvement in the sport, the coach or helper must advise Lunar Gymnastics Club and enter a process to risk-assess, mitigate the issue and ultimately decide whether or not to continue with their duties and role.

Lunar Gymnastics Club do not accept responsibility for injuries that occur as a result of a coach or helper acting contrary to instruction, whether direct or implied. This includes incidents when a coach or helper has performed or attempted to perform a duty before instruction has been given or against the instructions of a senior member of staff.

Coaches and helpers are all made aware of the gym rules and are expected to follow and enforce them. Coaches or helpers who are found to be breaking club rules may face disciplinary action.

This document has not been prepared in order to alarm coaches or helpers but is a requirement of Health and Safety rules and regulations. The risk assessment and its summary are regularly checked to ensure it is correct and complete. It is also checked by other members of the Lunar Gymnastics Club Management Committee.

4. Risk Matrix

Risk Matrix				
Risk Number	Risk Title	Probability	Severity	Rating
2.1 Participation in Gymnastics				
2.1.1	Risk of Injury from the Participation in Gymnastics	3	4	12
2.1.2	Risk of Injury to Coaches Demonstrating Skills	2	4	8
2.1.3	Risk of Injury Resulting from Faulty Equipment	1	4	4
2.1.4	Risk of Overuse Injuries	2	2	4
2.2 Facility				
2.2.1	Risk of Injury due to Inadequate Lighting	1	2	2
2.2.2	Risk of Injury due to Low Temperature	1	2	2
2.2.3	Risk of Injury due to Inadequate Space	1	2	2
2.2.4	Risk of Injury Due to a Fall on Stairs	1	2	2
2.2.5	Risk of Injury due to Fire	1	2	2
2.2.6	Slip, Trip, Fall Hazards	2	2	4
2.2.7	Electrical Hazards	1	2	2
2.2.8	Risk of Injury due to Contact with Dangerous Substances	1	2	2



5. Probability / Severity Grid

Probability	5	Very Likely	0	0	0	0	0
	4	Likely	0	0	0	0	0
	3	Fairly Likely	0	0	0	1	0
	2	Unlikely	0	2	0	1	0
	1	Very Unlikely	0	7	0	1	0
			Damage	Minor Injury	Days Hospitalised (3+)	Major Injury / Permanent Disability	Fatality
			1	2	3	4	5
			Severity				