



# Step Forward Plan



## Welsh Gymnastics Team Sport Framework Action Plan

Version 1 – 29.03.21

*Please note this currently only applies to clubs and delivery providers in Wales.*

Working together  
for a safe return  
to gymnastics

British  
Gymnastics



ENGLISH  
GYMNASTICS

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## Introduction

The Welsh and British Gymnastics Team Sport Framework Action Plan has been developed as a result of detailed risk assessments specific to pair and group gymnastics activities (Team Sport) in alignment with the Return to Recreational Team Sport Framework.

This Action Plan outlines the additional controls approved to reduce the risk of transmission or contraction of the Coronavirus, to allow for identified activities to resume safely.

The disciplines which are covered within the Team Sport Framework Action Plan include:

- Acrobatic Gymnastics where gymnasts work together in pairs or groups of 3 or 4
- Aerobic Gymnastics with pairs, trios and groups of 5 working closely together
- Rhythmic Gymnastics in which groups of up to 6 gymnasts work together
- TeamGym where teams of up to 12 gymnasts are in close proximity
- Gymnastics for All (GfA) – Festival Display Groups where group sizes cannot exceed the current government guidelines (groups currently limited to 15 as per BG guidance).

All pair and group work in the identified disciplines is likely to involve direct physical contact and face to face proximity between gymnasts through choreography, dynamic and balance work and throwing and receiving of hand-held apparatus.

- **Acrobatic Gymnastics permitted activities for gymnasts:**

Physical contact & close-proximity during balance, dynamic, routine and choreography work.

- **Aerobic Gymnastics permitted activities for gymnasts:**

Physical contact & close-proximity during lifts, dynamic, routine and choreography work.

- **Rhythmic Gymnastics permitted activities for gymnasts:**

Physical contact & close-proximity during dynamic, routine and choreography work.

Hand-held apparatus transfer between gymnasts for throwing and receiving.

- **TeamGym permitted activities for gymnasts:**

Physical contact & close-proximity during balance, dynamic, routine and choreography work.

- **Festival Display Gymnastics permitted activities for gymnasts:**

Physical contact & close-proximity during balance, dynamic, routine and choreography work.

Hand-held apparatus transfer between gymnasts and through the use of props (if individually assigned).

Gymnastics providers wishing to resume pair and group work within the identified disciplines/activities must:

- **Have already satisfied the requirements as set out in the Welsh Government Return to Sport Guidance** and been operational for a **minimum of two weeks** maintaining the appropriate controls.
- Follow all further transmission mitigating control measures required as stipulated within the Welsh and British Gymnastics Team Sport Framework Action Plan.
- Educate staff and gymnasts (and their parents/guardians) in the required practices and controls as indicated within the Welsh and British Gymnastics Team Sport Framework Action Plan and associated risk assessments completed by the club/provider. Appropriate records for NHS Test and Trace must be kept.
- Ensure all gymnasts (and their parents/guardians) who wish to resume working in pairs and groups understand their responsibilities and abide by all control measures as outlined within the Welsh and British Gymnastics Team Sport Framework Action Plan. Prior to taking part in team activities, gymnasts must opt-in to this agreement, yet can opt out and stop team activity at any point.

### Action plan

The Welsh and British Gymnastics Team Sport Framework Action Plan has been developed through the completion of a rigorous risk assessment to put feasible control measures in place to limit the likelihood of transmission or contraction of Coronavirus. Clubs and delivery partners wishing to resume team sport activities (pair and group work) must follow the points within this action plan and be confident in their control measures to reduce the likelihood of getting or spreading the Coronavirus in their gymnastics environment.

Each individual gymnast must consider their own circumstances which includes but is not limited to personal underlying health conditions and the increased risk associated with taking part in pair and group work. All gymnasts (and their parents/guardians for those under the age of eighteen) must be given the option to opt into an agreement, with the controls as outlined within this action plan, accompanying code of behaviour and should have the comprehension of its seriousness, assuming the personal responsibility for their own, and be mindful of others health and safety.

A risk assessment must be completed and implemented by gymnastics delivery providers to include all control measures as indicated below. A sample risk assessment can be found [here](#) which includes eight sections. One to seven relate to standard activities within the gymnastics environment and section eight relating directly to team sport (pair and group work).

*(Control measures displayed in italics are repetitions from previously cited points)*

Key principles	Action plan for identified disciplines/activities
<p><b>Prior to activity</b></p>	<p><b>Club preparations:</b> British Gymnastics in conjunction with the Home Countries has worked hard to produce the Step Forward Plan which includes support, toolkits and resources for our clubs, workforce and members which follows relevant government guidelines allowing gymnastics to return safely.</p> <p>To ensure a safe return, all clubs are required to:</p> <ul style="list-style-type: none"> <li>• Complete a Covid-19 secure risk assessment and appoint a competent Covid-19 representative or Officer, who is responsible for ensuring the risk assessment is carried out and the control measures are in place and being adhered to.</li> <li>• Demonstrate increased hygiene protocols including frequent cleaning of equipment and hand washing or sanitising procedures throughout the club’s operations and sessions.</li> <li>• Meet the Welsh Government guidance for capacity within their sessions and comply with current social distancing regulations whilst ensuring British Gymnastics gymnast to coach/teacher ratios and safeguarding policies (and all other usual policies) are followed at all times.</li> <li>• Regularly communicate and publish information on adapted operating procedures and risk assessments that reduce the risks of transmission to all workforce, members and stakeholders.</li> </ul> <p>To support with the above, a ‘Reopening Summary Checklist and Self Declaration Template’ has been provided to all clubs.</p> <p>In addition to gymnastics specific guidance, clubs are encouraged to work proactively with their facility providers to follow venue specific guidance that is in place, define responsibilities between key stakeholders and keep communication channels open. This is to ensure all parties are confident with the measures in place to mitigate the risks to allow gymnastics activity to resume safely.</p> <p><b>Adherence to measures</b></p> <ul style="list-style-type: none"> <li>• British Gymnastics codes and standards of conduct</li> <li>• Covid-19 Code of Behaviour – appendix 6.2</li> <li>• All wishing to return to pair and group activity in identified disciplines must be given the option to do so to ensure they are comfortable with complying with the Code of Behaviours and accompanying Welsh and British Gymnastics Team Sport Framework Action Plan. Each individual must consider their own circumstances which includes but is not limited to personal underlying health conditions and the increased risk associated with taking part in pair and group work. All gymnasts must be given the option to opt into agreement with this code of behaviour and should have the comprehension of its seriousness, assuming the personal responsibility for their own whilst being mindful of others health.</li> </ul> <p>The club’s Covid-19 officer or representative should be informed immediately if anyone breaks the codes of behaviour, and proportionate action should be</p>

taken, with the result of repeat offence being removal them from the session/facility.

Control measures as outlined within the corresponding Team Sport Framework general risk assessment (sections 1-7) should be complied with (or similar suitable controls put in place) as standard.

#### **Pre- Attendance Official Symptom Check**

All participants (gymnasts, coaches, officials and volunteers) should check for symptoms of COVID-19. In line with Welsh Government Guidance if an individual displays symptoms and/or living in a household with a possible COVID-19 infection they should remain at home and follow Welsh Government guidance. In addition, any participants who have been asked to isolate by NHS Test and Trace because they are a contact of a known COVID-19 case must not exercise outside their home or garden and must not exercise with others.

#### **Pre-training screening**

Increased screening measures to be implemented for gymnasts working in pairs and groups:

- Prior to departure and travel to a training venue (within two hours of session start time), gymnasts to complete a self-screening survey to determine whether they can attend the training session. Gymnasts should not attend if they or someone in their household displays symptoms.
- Screening for symptoms prior to entry into the building/outdoor area.
- Anyone displaying any symptoms should not enter the space/venue.
- In line with Welsh Government Guidance if an individual is displaying symptoms and/or living in a household with a possible COVID-19 infection they should remain at home and follow Welsh Government guidance. In addition, any participants who have been asked to isolate by NHS Test and Trace because they are a contact of a known COVID-19 case must not exercise outside their home or garden and must not exercise with others.

Clubs have been provided with the following resources in the Step Forward Plan:

- Covid-19 Incident Report Form
- Tracking Covid-19 Symptoms and infections in your facility
- Visitor and contractor sign in sheet

Clubs must adopt, at a local level, an appropriate method of implementing the screening controls as outlined above and suitably record the data/results.

#### **Test and Trace**

Processes must be in place for full adherence with NHS Test & Trace record keeping and any health authority or government guidance given.

All clubs must keep a temporary record of all customers, staff, volunteers and visitors entering their facility. Data should include name, telephone numbers, dates and times of entry and exit. Data protection policies must also be updated accordingly and communicated. Avoid people entering the facility who are not taking part in activity.

### **Travel to Training**

Travel arrangements to and from training should be considered, with all government guidance adhered to. Public transport should be avoided and travel by car should only be shared with people from within one household. A face covering must be worn when using public transport (please ensure you follow current exemptions).

### **Arrival at Space/Venues**

Clubs should:

- Define walkways into and out of the space/building using appropriate signage.
- Define walkways into, out of and around the gym, and ensure everyone understands them.
- Implement one-way systems or appropriate safeguards to ensure social distancing can be adhered to
- Clearly allocate and communicate designated arrival and departure times to avoid large numbers of people congregating at cross over times.

All gymnasts are made aware of the increase in transmission risk associated with the return to pair and group work. Clubs and coaches must make all gymnasts (and parents / guardians) aware that they are opting into any activities related to the return to pair and group work and that they can withdraw at any time.

All gymnasts working in group and team activities MUST adhere to government guidance externally to the gymnastics setting, following all social distancing controls in public settings and adhering to the relevant current guidance within households or social interactions and self-isolation periods following travel abroad.

Social distancing should be maintained between all users of facilities including individuals, groups\*, teams\*, teachers, trainers and coaches unless users come from the same household or to manage needs on account of a disability or specific additional need when additional mitigation to reduce transmission risk will be essential.

\*Unless working on specific team/group activities in the identified disciplines.

Gymnastics delivery providers wishing to resume pair and group work (in teams) within the identified disciplines/activities must be operational for a minimum of two weeks maintaining Covid-19 secure measures prior to beginning team activities.

	<p>All individual gymnasts must train independently for a minimum of two weeks before working in a pair and/or group.</p> <p>Communicate and make available all plans regarding the resumption of teamwork activities:</p> <ul style="list-style-type: none"> <li>• Make available the relevant outcomes of risk assessments and agree procedures and actions with staff, coaches, volunteers, gymnasts and parents/guardians.</li> <li>• Work closely with venue management (if in a hired space) to agree responsibilities and actions.</li> <li>• Keep all members and the local gymnastics community aware of club activity and adherence to very strict control measures.</li> </ul> <p>Personal belongings should be suitably stored to ensure multiple people are not making physical contact with other's belongings. Social distancing must be maintained when depositing or gathering personal belongings.</p> <p>Before &amp; after working in pairs and groups gymnasts must follow good hand hygiene practices.</p>
<p><b>During activity</b></p>	<p><b>Social distancing during activity (training)</b></p> <p>Initial pairs and groups can be ascertained by controlling a group of a maximum of eight gymnasts that have close-proximity contact with each other when working specifically on the identified pair and group activities.</p> <p>All gymnasts should be assigned a fixed partnership and/or group to allow close contact activities. The pairs and groups should be pre-defined to reduce the number of contacts any one person has.</p> <p>All gymnasts and coaches to be educated on the importance of staying with their fixed pairs or groups and ONLY performing identified activities.</p> <p>Keep a clear record for 21 days for NHS Test and Trace purposes of all pairs and groups.</p> <p>When not working specifically on team or group activity within the identified disciplines, fixed pairs and groups of gymnasts must then continue to adhere to social distancing and all other guidance.</p> <p>Physical contact should be avoided throughout the session whilst not working in identified activities. Planning should be sensitive to only allow working in close proximity for the necessary length of time.</p> <p>Avoid unpredictable activities where contact might be unavoidable. Coaches should plan suitable sessions to the level of ability of gymnasts. Activity planned and delivered should be appropriate for socially distanced coaching.</p> <p>Social distancing must always be adhered to with no permitted contact between coaches and gymnasts. For elite athletes who require close spotting</p>

or supporting as part of preparations for a major competition, approval must be sought from the Welsh Gymnastics Performance Director by emailing: [Performance@welshgymnastics.org](mailto:Performance@welshgymnastics.org).

Any participants (coaches and gymnasts) not actively taking part in pair/group work must maintain social distancing, including in any communal areas/break out spaces.

Social distancing should be maintained between all users of facilities including individuals, groups\*, teams\*, teachers, trainers and coaches unless users come from the same household or to manage needs on account of a disability or specific additional need when additional mitigation to reduce transmission risk will be essential.

\*Unless working on specific team/group activities in the identified disciplines.

### **Social Distancing during breaks/post routines**

Any participants (coaches and gymnasts) not actively taking part in pair/group work must maintain social distancing, including in any communal areas/break out spaces.

Personal belongings should be suitably stored to ensure multiple people are not making physical contact with other's belongings. Social distancing must be maintained when depositing or gathering personal belongings.

No sharing of personal belongings e.g. water bottles, towels, clothing.

### **Use of Equipment**

Review the use of hand equipment with the associated cleaning needs and risks according to the materials they are made of and any cleaning related instructions. Where possible plan to prioritise apparatus free activities or activities with wooden or plastic equipment (e.g.) blocks that can be easily sanitised.

It is recommended that communal chalk bowls be removed, and gymnasts should use their own chalk, in a clearly labelled container and not share the chalk with anybody else. This chalk should be kept in their possession and not left in the gym. If you wish to remove chalk from your sessions, you should follow the guidelines as set out by Welsh/British Gymnastics cleaning schedule. You would need to satisfy yourself that if you remove the use of chalk, gymnasts can still safely carry out the activity or find an alternative product.

### **Hand-held Apparatus Transfer**

For non-teamwork disciplines and other activities – hand-held equipment and personal equipment must not be shared. Each gymnast must have their own equipment (rhythmic apparatus, conditioning aids including ankle weights, elastic bands, rollers etc).

For identified teamwork disciplines and specific teamwork activities– where hand-held equipment needs to be transferred for skill development or routine completion, clubs should ensure that the equipment is sanitised frequently

and not shared between different groups. Gymnasts should wash or sanitise their hands regularly when sharing equipment in permitted activities.

The use of props within festival/display groups should be avoided unless allocated specifically to individuals and not shared between or touched by multiple users.

Hand-held personal equipment for personal use must not be shared. Each gymnast must have their own equipment (rhythmic apparatus, conditioning aids including ankle weights, elastic bands, rollers etc).

### **Workforce (Staff, Coaches & Volunteers)**

Where possible coaches and gymnasts should remain with the same group to limit the risk of transmission.

Gymnasts and coaches should be discouraged to touch their face, mouth, nose or eyes and practice good hand hygiene.

As far as possible, where workers are split into teams or shift groups, they should remain in those groups to limit contact and therefore limit the risk of transmission.

Please follow current face covering advice for staff, coaches and volunteers.

Staff, coaches and volunteers should adhere to social distancing guidelines, therefore would not need additional PPE to Face Coverings. PPE would be recommended for cleaning and first aid purposes and this should be with a fluid repellent mask, gloves and aprons.

Abide by local health authority guidance and if required liaise directly to ensure compliance.

Venue capacity and group size must be calculated and controlled to safely allow operation under the current government guidance.

All clubs, coaches and gymnasts must abide by the Code of Behaviour which supports the return to close contact for the identified disciplines and activities.

*The club's Covid-19 officer or representative should be informed immediately if anyone breaks the codes of behaviour, and proportionate action should be taken, with the result of repeat offence being removal of them from the session/facility.*

### **Shouting**

All workforce & participants are encouraged to not raise their voices and clubs should refrain from playing loud music which might encourage people to raise their voices. This is to help reduce the risk associated with droplet transmission.

	<p><b>Injury Treatment</b></p> <p>First aiders should familiarise themselves with the symptoms of Covid-19 and ensure that PPE (a fluid repellent mask, gloves and aprons) is well stocked and they are up to date with current best practices.</p> <p>Where possible first aiders should maintain social distancing measures, where treatment of an injured person allows this, however in an emergency, close contact is permitted to administer first aid treatment.</p> <ul style="list-style-type: none"> <li>• First aid risk assessment completed</li> <li>• After treating an injured participant, first aiders and individuals administering treatment should clean their hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. Those performing first aid should avoid touching their mouth, eyes and nose.</li> <li>• Where minor symptoms are then subsequently demonstrated instantly raise alert and get tested using Government guidance.</li> </ul> <p><b>Spectators</b></p> <p>Clubs should avoid allowing people to enter the space/facility who are not taking part in activity. Clubs will maintain their “open viewing policy” creatively (using technology or developing robust communications plans) to ensure parents and guardians are kept well informed.</p> <p>If allowing spectators, processes should be in place to carefully control numbers and ensure current government guidelines are being observed.</p>
<p><b>Facility usage</b></p>	<p><b>Movement on site</b></p> <p>Clubs should:</p> <ul style="list-style-type: none"> <li>• Define walkways into and out of the space/building using appropriate signage.</li> <li>• Define walkways into, out of and around the gym, and ensure everyone understands them.</li> <li>• Implement one-way systems or appropriate safeguards to ensure social distancing can be adhered to.</li> <li>• Clearly allocate and communicate designated arrival and departure times to avoid large numbers of people congregating at cross over times.</li> <li>• Abide by local health authority guidance and if required liaise directly to ensure compliance.</li> <li>• Venue capacity and group size must be calculated and controlled to safely allow operation under the current government guidance.</li> </ul> <p><i>Social distancing should be maintained between all users of facilities including individuals, groups*, teams*, teachers, trainers and coaches unless users come from the same household or to manage needs on account of a disability or specific additional need when additional mitigation to reduce transmission risk will be essential.</i></p>

*\*Unless working on specific team/group activities in the identified disciplines.*

### **Toilets**

Clubs must set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved. A visible and up-to-date cleaning schedule is required in key locations.

### **Changing rooms and showers**

Gymnasts encouraged to arrive prepared. The use of changing facilities and showers should be avoided although must be made available for participants with disabilities or with specific additional needs.

### **Hygiene**

The following measures have been put in place to mitigate any identified risk:

For non-teamwork disciplines and other activities - hand-held equipment and personal equipment must not be shared. Each gymnast must have their own equipment (rhythmic apparatus, conditioning aids including ankle weights, elastic bands, rollers etc).

*For identified teamwork disciplines and specific teamwork activities— where hand-held equipment needs to be transferred for skill development or routine completion, clubs should ensure that the equipment is sanitised frequently and not shared between different groups. Gymnasts should wash or sanitise their hands regularly when sharing equipment in permitted activities.*

*The use of props within festival/display groups should be avoided unless allocated specifically to individuals and not shared between or touched by multiple users.*

*Hand-held personal equipment for personal use must not be shared. Each gymnast must have their own equipment (rhythmic apparatus, conditioning aids including ankle weights, elastic bands, rollers etc).*

*Gymnasts and coaches should be discouraged to touch their face, mouth, nose or eyes and practice good hand hygiene.*

Clubs are required to implement regular cleaning and increased hygiene procedures for equipment & facility usage. Clubs have been provided with Cleaning Guidance in line with out of health care settings government guidance.

- All gymnasts and coaches should wash/sanitise their hands before, during and after sessions. Where possible, gymnasts should provide their own hand sanitiser.
- Hand sanitiser should be used at all breaks in training and before and after consuming any food or drinks. Food and drink must not be shared, including their containers/bottles.

	<ul style="list-style-type: none"> <li>• Personal equipment e.g. chalk/training aids are taken home after each session and not left in the gym due to the risk of transmission.</li> </ul> <p><b>Facility use and hospitality</b> If facilities include a shop, café, or provision to sell food and drink, clubs should consult and follow the <a href="#">government guidance on hospitality settings</a>.</p> <p>Social gathering within venues are discouraged in line with wider government guidance.</p> <p>All unnecessary activities (group briefings in person etc) are to be avoided, inclusive of social activities.</p> <p>Clubs should maximise ventilation to ensure a fresh air supply to all areas and ensure maximum capacity is not exceeded and social distancing is maintained if communal spaces are being used.</p> <p>Guidance in relation to capacity, group sizes and ratios. Please see: <a href="#">Capacity, group size and ratios guidance</a></p>
<p><b>Following activity</b></p>	<p><i>All gymnasts working in group and team activities MUST adhere to government guidance externally to the gymnastics setting, following all social distancing controls in public settings and adhering to the relevant current guidance within households or social interactions, and self-isolation periods following travel abroad.</i></p> <p><i>All clubs, coaches and gymnasts must abide by the Code of Behaviour which supports the return to close contact for the identified disciplines and activities.</i></p> <p><i>All unnecessary activities (group briefings in person etc) are to be avoided, inclusive of social activities.</i></p> <p>Following an initial period where pairs and groups are identified; If pairs and/or groups require changes, coaches must implement a period of two weeks individual working to reduce the risk of transmission associated with a new partnership/group or another suitable control measure.</p>

## Help and advice

British Gymnastics in conjunction with the Home Countries has worked hard to produce the Step Forward Plan which includes support, toolkits and resources for our clubs, workforce and members which follows relevant government guidelines allowing gymnastics to return safely. All resources are free to member clubs and accessible on the dedicated pages of the British Gymnastics website: <https://www.british-gymnastics.org/step-forward>

Further guidance is available to Welsh and British Gymnastics member clubs and delivery providers from the following sources:

### Welsh Gymnastics

#### Club Development Officers

[Development@welshgymnastics.org](mailto:Development@welshgymnastics.org)

#### General Enquiries

0300 3003127

[Contactus@welshgymnastics.org](mailto:Contactus@welshgymnastics.org)

### British Gymnastics

#### Customer Support

0345 1297129

[customersupport@british-gymnastics.org](mailto:customersupport@british-gymnastics.org)

#### Business Support Partners

[business-support@british-gymnastics.org](mailto:business-support@british-gymnastics.org)

### The HSE website

Working safely during the coronavirus (Covid-19) outbreak

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

### Agility Risk & Compliance Ltd (Agility)

Providing access to expert Health and Safety support through the British Gymnastics dedicated helpline: **01527 571 612**. Any additional support outside of the areas covered within this document can also be sought from the dedicated team at Agility, but you may be charged separately. This line is open Monday to Friday from 8.30am – 5pm.

There is an after hours' service via a mobile number provided at the time of calling. Alternatively, you can email your query to: [bg.hs.advice@agilityrac.com](mailto:bg.hs.advice@agilityrac.com)