



# Summary checklist & self-declaration template

## CLUB SUPPORT PACKAGE [ENGLAND]

The British Gymnastics Step Forward Plan has been collaboratively created with our Home Countries to give direction for our gymnastics community on what steps should be taken, and when, in line with Government advice to prepare, resume and rebuild operations. The plan highlights key actions, considerations and signposts relevant external documentation, guidance and law in alignment with government requirements and recommendations.

This summary checklist & declaration is designed to be used in conjunction with the documentation and templates within the Step Forward Plan & relevant government guidance specific to the sports sector. This list is not exhaustive and will vary specific to individual circumstance, yet it gives a strong basis for the requirements for a safe re-opening of your club.

Overarching consideration should be given to the [5 steps for working safely](#).

All relevant support and information can be found on the [Step Forward Plan](#) pages of the British Gymnastics website.

[Specific guidance for Home Countries](#) will be updated in line with the latest government guidance.

Reference should be made to guidance from the [Government](#), [Public Health England](#) & the [Health & Safety Executive](#).

The declaration template can be edited and used as a promotion of your organisation's readiness to resume gymnastics activity once this is allowed.

Version 1 – 15/07/2020

## Summary checklist

Key content relating to a safe return to activity within the gymnastics community has been positioned within four aspects (as outlined below). The points detailed in People, Places & Programmes should be considered in alignment with guidance, relative to individual circumstance, and actions taken prior to your organisation opening and resuming the delivery of activity.

### People



#### People guidance

- Review HR position and workforce
- Volunteer & staff training & inductions
- Implement new operating policy & procedure
- Consider additional needs, equality, inclusion, safeguarding & data protection
- Communication with volunteers, staff, members & parents/guardians
- Record keeping for "Test & Trace"

### Places



#### Places toolkit guidance

- Cleaning & ongoing hygiene
- Facility systems & management
- Assessment of risk & mitigating action
- Planning for restrictions & calculate capacity for social distancing
- Health, safety, & policy compliance
- Non dedicated gymnastics facilities will need to have collaboratively agreed with host venues on all points above

### Programmes



#### Programmes guidance

- Planning for a phased reopening
- Programming & timetabling
- Operational logistics
- Planning for activity with relevant restrictions

### Considerations

NON-COMPULSORY FOR REOPENING



### Protection

#### Protection guidance

- Cashflow & financial forecasting
- Relief options
- Income & operational planning
- Club & business development and risk

### 5 steps to working safely

- Carry out a Covid-19 risk assessment ensure mitigating actions are taken
- Develop cleaning, handwashing and hygiene procedures
- Help people work from home (where possible)
- Maintain social distancing where possible
- Manage transmission risk

- Publish / make available the significant findings of the risk assessments
- Complete actions, appoint/nominate a Covid-19 officer and publish your Stay Covid-19 secure in 2020 poster

Once satisfied that all required actions have been taken and all feasible health & safety considerations made to ensure the safety and wellbeing of all; your gymnastics organisation will be ready to re-open providing relevant government guidance is adhered to.


# Step Forward Plan



## SELF-DECLARATION

Witham Hill Gymnastics Club have completed the necessary steps to ensure our safe reopening.

	<p>Completion of actions required for the <b>Places toolkit checklist</b>          “Risk mitigation, capacity, facility &amp; operational safety”</p>	
	<p>Completion of actions required for the <b>People checklist</b>          “Workforce, policy, training, communication, Test &amp; Trace”</p>	
	<p>Completion of actions required for the <b>Programmes checklist</b>          “Timetabling, operational logistics &amp; safe planning for activity”</p>	
	<p>Completion of actions required for the (NON COMPULSORY) <b>Protection checklist</b>          “Finance, development &amp; risk planning”</p>	
	<p>Completion &amp; publication of <b>Covid-19 specific risk assessment</b></p>	
	<p>Completion of actions &amp; publication of poster <b><u>Stay Covid-19 secure in 2020</u></b></p>	

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Date:  
 24/07/2020