

## OPERATIONS AT PRIME DURING CORONAVIRUS (COVID-19)

### DATES

Version 1 first published:	27 <sup>th</sup> July 2020
Version 2 first published:	31 <sup>st</sup> August 2020
Version 3 first published:	19 <sup>th</sup> July 2021
This version:	24 <sup>th</sup> February 2022
Next review due:	We do not plan to review or update this document unless new advice or legislation is received from the UK Govt or BG

### INTRODUCTION

The UK Government has published its plans for living with Covid-19 and lifted all Covid-19 legal restrictions in England on 24<sup>th</sup> February 2022.

We kindly request that until 1<sup>st</sup> April 2022 our members and staff comply with UK Govt advice to:

- let fresh air in
- consider wearing a face covering in crowded, enclosed spaces
- get a PCR test if they have Covid-19 symptoms and stay at home if positive

We further ask that nobody enters the Centre if they are experiencing symptoms of any illness which could be infectious, and this request is ongoing after 1<sup>st</sup> April 2022.

Prime has undertaken comprehensive risk assessments at every stage of our reopening in consultation with staff and prepared appropriate documentation. We have considered the risks faced by anyone who may enter our Centre and done everything reasonably practicable to minimise them, recognising that we cannot completely eliminate the risk of Covid-19.

From 1<sup>st</sup> April we are no longer required to consider the risk posed by Covid-19.

This document details the measures that Prime is currently taking to ensure that our staff, members, parents, visitors and suppliers are as safe as possible when using our Centre.

This document was originally compiled and is updated based on the guidance provided by:

- (a) UK Government in consultation with Public Health England (PHE) and the Health & Safety Executive (HSE) [here](#)
- (b) Our governing body, British Gymnastics (BG) [here](#)

References in this document to 'parents' of course include guardians, carers, grandparents and other relatives or anyone bringing gymnasts to the Centre. The term 'parents' is used just for simplicity. Some information is repeated in more than one section.

Prime appointed Jo Murray as Covid-19 Officer, to be responsible for ensuring there are measures in place to mitigate the risk of Covid-19 within the Centre. If you have questions or concerns, Jo can be contacted by email at [jo.m@primeacrobatics.com](mailto:jo.m@primeacrobatics.com).

This document does not supersede any laws or Government or NHS advice.

### PRIME CONTACT DETAILS

- ☎ 01483 755777
- ✉ [contact@primeacrobatics.com](mailto:contact@primeacrobatics.com)
- 📍 Prime Acrobatics, Heather Farm, Chobham Road, Horsell Common, Woking GU21 4XY

## CONTENTS

DATES .....	1
INTRODUCTION.....	1
PRIME CONTACT DETAILS.....	1
PLACES – our Centre .....	2
Key points.....	2
Ventilation.....	3
PROTECTION – managing risk .....	3
PEOPLE – our staff .....	3
Staff training.....	3
Discrimination .....	3
Changes in working practices.....	3
Staff testing and vaccination policy.....	4
Volunteers.....	4
Raising a concern.....	4

## PLACES – our Centre

### Key points

#### From 24 February 2022

- We request that until 1<sup>st</sup> April 2022 our members and staff comply with UK Govt advice to:
  - let fresh air in
  - get a PCR test if they have Covid-19 symptoms and stay at home if positive
  - consider wearing a face covering in crowded, enclosed spaces. Anyone who wishes to wear a face covering should feel comfortable to do so, except that face coverings should not be worn when exercising or performing gymnastics
- We further ask that nobody enters the Centre if they are experiencing symptoms of any illness which could be infectious, and this request is ongoing after 1<sup>st</sup> April 2022. We may ask you to leave if we have good reason to believe you may be infectious.
- Staff and members are no longer required to perform regular Covid-19 testing; we do ask that they test if they experience Covid symptoms (until 1st April).
- We will no longer send class emails to parents if we are notified of a positive case in their child's class.
- Our QR poster has been removed, as requested by NHS Test and Trace. Visitors are asked to sign in at the front desk for fire regulation purposes but do not need to provide contact details.
- We will continue to provide hand sanitiser and anti-bac wipes where appropriate and expect staff and members to take responsible hygiene measures, such as regular handwashing.
- The water fountain in the gym may not be used for face-to-face drinking and cups will not be allowed in the gym, so gymnasts are encouraged to bring a name-labelled water bottle to class.

## Ventilation

We continue to open windows and doors for ventilation wherever appropriate and weather permitting. Fans may be used beside open windows/ doors to boost natural air circulation based on guidance stating that increasing the rate of supply of outside air is recommended wherever practical to help dilute any airborne contamination.

Air conditioning units in the studio will not be used since they do not bring in fresh air from outside.

## PROTECTION – managing risk

- Parents are asked that if their child feels unwell and could possibly have any contagious illness, they **don't** bring them to the Centre.
- The use of hardcopy paperwork has been minimised:
  - Documents that require completion by parents will be emailed for completion electronically (with instructions on how to do so), although parents may request that hard copies are posted to them and then return them by post.
  - Prime has a process in place for all HR documents to be completed electronically.
  - We are in the process of building a parent portal, where all relevant documents will be available in the future.
  - Class registers are already managed by coaches using iPads.
- Spectators who are accompanying gymnasts may enter the Centre or watch classes from outside. We have very limited space inside for viewing.
- Although we understand that parents may wish to watch their children in their classes, to avoid accidents we do ask that parents don't call out, wave or otherwise distract any children, or talk loudly immediately outside open windows/ doors.
- No photos or videos maybe taken from inside or outside the building of anyone else's children.

## PEOPLE – our staff

### Staff training

All staff have been comprehensively trained in our updated procedures and a log kept of which staff have been trained.

### Discrimination

We continue to comply with our existing obligations, including those relating to individuals with protected characteristics and acknowledge that all staff, volunteers, job applicants, members, participants and their families are entitled to be treated fairly regardless of sex, gender reassignment, sexual orientation, age, marriage and civil partnership, parental or marital status, pregnancy and maternity, disability, religion or belief, colour, race including nationality or ethnicity and socio/ economic background.

### Changes in working practices

In addition to the measures detailed within this document:

- Staff have been informed that they must not come to work if they are showing any symptoms of **any** illness which may be infectious.
- The symptoms of Covid-19 have been explained and staff have been advised to follow the latest NHS guidance if they are showing any of the symptoms. Their rights to Statutory Sick Pay when isolating or ill have been explained.

- The safe use of face coverings, PPE and cleaning products has been explained.
- Travelling to work has been discussed with staff and advice given on public transport and the use of face coverings, car sharing, cycling, walking or running to work.

### Staff testing and vaccination policy

We have no current plans to implement a staff vaccination policy but are supportive of those who need time off work to receive their vaccinations.

### Volunteers

The protective measures we have implemented ensure that volunteers are afforded the same level of protection to their health and safety as our staff and customers.

### Raising a concern

How to raise a concern relating to Covid-19:

- Email Prime's Covid-19 Officer, Jo Murray: [Jo.M@primeacrobatics.com](mailto:Jo.M@primeacrobatics.com)
- Prime staff can speak in person to, phone or email their Line Manager or a Prime Director using the contact details on the Staff Contact List.
- If your concern has not been addressed, you can contact Environmental Health at Woking Borough Council: [environmental.health@woking.gov.uk](mailto:environmental.health@woking.gov.uk).