



# HEALTH & SAFETY NOTICE

## GYMNASTICS FACTORY: HELP US TO HELP YOU

**CLEANING** has been carried out throughout the premises and staff are instructed on all new Health and Safety procedures. In addition to our usual daily clean, staff will carry out regular cleaning of surfaces throughout the day, including toilets and high-contact areas such as door handles. Additional antibacterial spray stations have been provided.

**HAND SANITISING** stations have been added throughout the premises and anyone entering the building will be required to sanitise on arrival. Gymnasts will be encouraged to sanitise between apparatus rotations and we will be checking that children have washed and or sanitised their hands after using the toilets.

**VENTILATION** We are lucky to have a very large building with high level fresh-air ventilation fans and the air conditioning unit is downward pressure cooled air. Where possible we will leave doors open to further add to the air flow.

**TOILETS** If you do use the toilet please wipe down surfaces with the spray provided. We encourage you to wear Face Masks while inside the building. If a child needs the toilet during their class, we will check they have washed their hands and sanitised before returning to the gym.

**RECEPTION** will be open but may operate reduced hours. A screen has been put up to reduce contact but enable us to welcome you with a smile as usual! We hope to minimise customers approaching the desk for enquiries by asking you to email or call in advance with your questions. Payments can all be made online and we have now added a Paypal button to our website for your convenience. We encourage you to wear Face Masks while inside the building.

**MEDICAL / FIRST AID** Items such as inhalers must be brought in a clean, sealed, named pot and coaches will ask the gymnast to leave it in a safe place during the session. In the event that first aid needs to be administered, staff will use a sensible approach and limit contact as far as possible, while dealing with the situation in hand. Masks and gloves will be available to staff if prolonged close contact is required.

**CHANGING ROOMS** will not be in use for clothes and bags, only for the toilets. Children should arrive ready dressed for gym with just shoes and a bottle of water. (A jumper or coat handed back to parent at the door is ok). Cubby holes will be provided just inside the gym for shoes and water. (Water fountain will not be in use. Bottled water can be purchased at the Coffee shop). Pre-school parents may bring necessary valuables into the gym or a small bag with spare nappy items etc.

**DROPPING OFF** To minimise queueing please arrive no more than 5 mins before the class. Please maintain social distancing while you wait, this may involve queueing outside the building. There will be a clearly marked one-way system leading to the single fire door, which will be the entry point for the gym. Parents stay with their child until they enter the gym, then follow the one-way system to leave the building. **PICKING UP** will be from the rear of the building. Please distance whilst queueing. A sheltered area has been created. Gymnasts will be dismissed one by one to their parents or guardian. Please arrive on time for collecting to help us transition from one class to another swiftly, ensuring all members get as much quality gym time as possible! If siblings are in consecutive classes please collect first, then walk round to the front of the building to drop off your next child.

**UPSTAIRS GALLERY** This area is now open to members but with precautions in place to limit capacity. We will monitor and regularly clean the space and ask users to wear masks wherever possible. We ask that you read our rules as you enter the space and respect our staff's right to alter precautions where necessary. Our outside sheltered seating area will remain open.

**COFFEE SHOP** This will be open for contactless payment (preferred) or cash payments. Offering hot and cold drinks, snacks and prepared meals. We encourage you to wear Face Masks while inside the building.

**PARKING** will be available as usual with the exception of the spaces in front of the building. These will be cordoned off and will be available as a waiting area.

**IMPORTANT** Please be aware that queueing or waiting outside may be necessary. We remind you that you are responsible for your children's safety while outside, in Reception and in using the toilets before the start of the class. Please remain socially distanced whilst queueing, waiting and moving around outside the building.

## **ALL CLASSES – WHAT TO EXPECT:**

We have slightly reduced class sizes and made some adaptations to our programme with distancing and minimising contact in mind. Our programmes will be designed to avoid hands-on support wherever possible and coaches will try to keep a safe distance. If support is required, masks will be available to coaches.

Children entering the gym must be aware of the premise of trying to give each other as much space as possible. We acknowledge this may be very challenging, especially for the younger children. As gymnasts will need to touch equipment, we will require gymnasts to use hand sanitiser as they enter the gym and they will be encouraged to use it as they start each new apparatus circuit.

### **SCHOOL AGE CLASSES:**

We will continue with our regular format for our class timetable. However, the number of gymnasts in classes has been reduced as part of our Covid -measures to enable spacing on the floor area and small groups working on the apparatus. Two classes will overlap in gym time, but there will be no contact between the different classes on apparatus. We will gradually increase numbers over time as and when it is safe and feasible to do so.

Coaches and gymnasts will be required to hand sanitise before entering the gym and encouraged to do so between each apparatus rotation. Coaches will have access to spray to wipe down equipment where necessary.

At the start of the class, gymnasts will be directed to a space on the floor. Here they will take part in the warm up and key skills for the theme of the week including important teaching points and technique. Gymnasts will then be placed in small groups and move around three apparatus circuits.

Some amendments to our programme have been made to enable coaches to maintain distance and minimise contact between gymnasts and coaches, while still offering an exciting variety of skill progressions, elements of physical fitness and the camaraderie of being around other children in a physical setting.

### **PRE-SCHOOL CLASSES:**

We offer a variety of parent and child classes for Babies, Toddlers, Pre-school 1, Pre-school 2 and Mixed ages. Our Independent classes have returned and are by invitation only after a period in a Pre-school 2 class.

Please note that if you bring along a child and you are not the main emergency contact then you should 'check in' on the NHS covid-19 app using our QR code (to be found at reception or in gymnasium), for the purposes of track and trace.

We have a large gym and class sizes have been reduced as part of our Covid-measures. We will gradually increase numbers over time as and when it is safe and feasible to do so.

To maintain our numbers, we will encourage a one adult per child limit and avoid additional siblings please. Young babies may attend in a car seat or sling.

We will require adults and children to sanitise hands on entry to the gym. During the session, children will need to touch the apparatus, therefore we are relying on parents to sanitise their own and their child's hands at regular intervals during the session and to inform coaches if a child has dribbled or mouthed any of the apparatus so it can be thoroughly cleaned.

Please bring a clean pair of socks for your child. These will be used on trampoline for our Pre-school 2 classes. We have a stock of spare socks that will be washed between use if you forget!

### **TRACK AND TRACE (Preschool parents only)**

For the purposes of Track and Trace, we use our registers to determine who has attended classes. The contact logged will be the primary contact you chose when you filled out the Registration form to join Gymnastics Factory. If this is the adult that regularly attends you do not need to take any action.

If however, a different adult brings your child, eg. a Grandparent, Nanny or other parent, they will be required to log their attendance at the premises on every visit.

There are two ways of doing this:

1. Download the NHS COVID-19 App and scan the QR code which is displayed at various places around the building.



OR

2. Email [info@gymnasticsfactory.co.uk](mailto:info@gymnasticsfactory.co.uk) PRIOR to attending the class. We will require the following information:

- Put **Track and Trace** in the title bar of the Email
- Please put name and contact phone number of the adult attending
- Put the child's name and date and time of class