

Risk Assessment: Covid-19 – A Return to Restricted Activity – Aycliffe Running Club

We cannot eliminate all risk, but if this **Risk Assessment** is followed it will mitigate risk as far as reasonably practicable.

Date:	Assessed by:	Review:
31/07/20	Management Committee (Aycliffe Running Club), alongside Club's Covid-19 Co-ordinator	31/08/20

Risk and Risk Description	Who might be harmed and how?	Potential Risk Rating	What are you already doing?	Current Risk Rating	What else can you do to mitigate this risk?	Resultant Risk Rating	Action by whom	Target date	Complete
<p>Lack of awareness around Covid-19</p> <p>Lack of knowledge and awareness around the risk factors and key Government/ England Athletics/ local guidance for limiting the spread/ transmission of Covid-19.</p>	Athletes / Club Members / Coaches / Members of the Public.	H	<p>All Club activity is currently suspended.</p> <p>(NOTE: Returning to activity without some form of awareness raising activity may pose a high risk.)</p>	L	<p>Prior to resuming Club Activity all Members to be contacted to advise of guidance received from England Athletics, be provided with a copy of this Risk Assessment.</p> <p>All Members to be reminded that they should not attend Club Activities if symptomatic, if isolating due to being in contact with someone who is symptomatic, or if have returned from abroad and are within a 14 day quarantine period.</p> <p>Members to be reminded to wash their hands for 20 seconds with water and soap / sanitiser, and the importance of proper drying with disposable towels, prior to attending Club Activities.</p> <p>Members reminded to catch coughs and sneezes in tissues</p>	L	Management Committee / Covid Co-ordinator / Coaches	<p>31/07/20</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	

					<p>– Follow 'Catch it, Bin it, Kill it' guidance, and to avoid touching face, eyes, nose or mouth with unclean hands. Athletes are requested not to spit whilst on sessions.</p> <p>Athletes to be encouraged to bring own hand sanitiser to Club Activities.</p> <p>Reinforcement of key messages around Covid secure measures (hygiene, social distancing, etc.) should be carried out prior to, and during, sessions. Such messages should also be included on the Club's Training Session Plan, social media updates and Club e-mail.</p>			
<p>Spreading/ transmission of Covid-19 through contact with disease on a surface when running in open spaces accessible by Members of the Public (off-track sessions, such as in streets, parks, etc.).</p>	<p>Athletes / Club Members / Coaches / Members of the Public.</p>	H	<p>All Club activity is currently suspended.</p> <p>(NOTE: Returning to activity without some form of mitigation may pose a high risk.)</p>	L	<p>Club Activity should take place externally, in open spaces, however activities should be limited to non-residential areas, with sessions taking place in rural locations and on the industrial estate to limit the risk of interacting with Members of the Public. Greater consideration should also be given to use of the field at the Oakleaf Sports Complex for sessions, as this provides a more controllable environment, with reduced interaction with Members of the Public.</p> <p>Meeting Points should be external, and large enough to allow appropriate levels of social distancing between Club</p>	L	<p>Management Committee / Covid Co-ordinator / Coaches</p>	<p>On-going</p>

				<p>Members, and between Club Members and Members of the Public (ie. field at the rear of the Oakleaf Sports Complex, Xcel Church Car Park, etc.). During this period, Members should not meet within the Oakleaf Sports Complex building itself. Consideration should be given to this when planning sessions.</p> <p>Toilet facilities for those sessions taking place, or commencing from, the Oakleaf Sports Complex will be available within the building at the Complex itself (toilets are cleaned every 30 minutes in line with the Complex's Safe Systems of Work). Members will not be permitted to store personal items (i.e. car keys, etc.) behind the Reception desk, and therefore must make appropriate arrangements.</p> <p>Members are requested to attend training in the clothes they intend to train in and go home in the same clothes (or get changed in their own vehicle.)</p> <p>Coaches will be required to maintain a record of attendance at each session and retain this for 21 days to comply with the Government's Track and Trace initiative. In the case of existing Members, a name will be sufficient as Member contact information is already</p>			
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					<p>maintained on the Club's database and can be accessed retrospectively, if required. In the case of non-Member attendance, full name and contact information must be taken.</p> <p>Reinforcement of key messages around social distancing should be carried out prior to, and during, Club Activity/sessions. Such messages should also be included on the Club's Training Session Plan, social media updates and Club e-mail.</p> <p>Coaches required to bring own hand sanitiser, and where required own whistle and own stopwatch, to Club Activities</p> <p>One Coach to be responsible for the issue and collection of any equipment used (cones, discs, etc.), and that thorough cleaning is carried out prior to, and after, any Club Activity.</p> <p>No money should be exchanged between Officers and Members at off-track sessions. Any monies due to the Club (Membership fees, etc.), should be paid via bank transfer in liaison with the appropriate Club Officer (Treasurer, Membership Secretary, etc.).</p>				
Spreading/ transmission of Covid-19	Athletes / Club Members / Coaches	H	All Club activity is currently suspended at Stadium 2000 as the venue is currently closed.	L	Once Stadium 2000 has re-opened, and the Club are ready to resume activity there, it will	L			

<p>through contact with disease on a surface when running at Track and Field venues.</p>			<p>(NOTE: Returning to activity at Stadium 2000 without some form of mitigation may pose a high risk.)</p>		<p>be important to provide due consideration to the venue's own Risk Assessment and Safe Systems of Working.</p> <p>Coaches will be required to maintain a record of attendance at each session and retain this for 21 days to comply with the Government's Track and Trace initiative. In the case of existing Members, a name will be sufficient as Member contact information is already maintained on the Club's database and can be accessed retrospectively, if required. In the case of non-Member attendance, full name and contact information must be taken.</p> <p>Reinforcement of key messages around social distancing should be carried out prior to, and during, Club Activity/sessions. Such messages should also be included on the Club's Training Session Plan, social media updates and Club e-mail.</p> <p>Coaches required to bring own hand sanitiser, and where required own whistle and own stopwatch, to Club Activities</p> <p>One Coach to be responsible for the issue and collection of any equipment used (cones, discs, etc.), and that thorough cleaning is carried out prior to, and after, any Club Activity.</p>				
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					<p>Coaches should give consideration to track sessions to ensure that they can be conducted whilst respecting social distancing requirements. Use of different starting points on the track should be considered (perhaps marked out with different coloured cones/discs) in order to separate Members, together with the use of different lanes.</p> <p>Consideration should be given to the collection of payment for track usage, as no money should be exchanged between Officers and Members at track sessions. Any monies due to the Club in terms of track fees should be paid via bank transfer in liaison with the appropriate Club Officer (Treasurer).</p>			
<p>First Aid / Emergency Protocol Member having a requirement for either minor or major First Aid.</p>	Coach / Athlete / Member of the Public	H	Athletes are warned about any potential hazards (potholes, junctions, etc.) as part of the session introduction.	M	<p>If a Member feels unwell, or if they or any member of their household has any of the symptoms of Covid-19 they should stay at home.</p> <p>Ensure that at least one member of the group has a mobile phone in case of an emergency - always ring 999, if required.</p> <p>If minor First Aid is required this should be self-administered by the injured party, where possible.</p> <p>If help is required then limit the</p>	L		

					<p>amount of close contact and touching to a minimum, gloves should be worn and a face mask, if available. Hand sanitiser should be applied before and after administering help.</p> <p>Ensure the other group members continue to observe social distancing.</p> <p>A Coach should have disposable gloves, face mask and hand sanitiser with them to be used for administering First Aid.</p>				
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