**Covid-19 –Health and Safety Risk Assessment**

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# **1.Covid-19 Health and Safety Risk Assessment**

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| **Country:** | **UK** | **Organisation:** | **Leighton Buzzard Athletics Club** |
| **Initial Assessment by (names):** | **James Lowe (Health and Safety Consultant)** | **First Completion Date:** | **22/06/2020** |
| **Club role:** | **Vice-Captain / Covid-19 Co-ordinator** | **Review Date:** | **14/07/2020, 28/07/2020** |
|  |  | **Next Review:** | **01/10/2020** |
| **Reviewed and Agreed by:** | **Warren Rose** | **Club Role:** | **Junior Coach and Committee Member** |
|  | **Junior Coaches** | **Club Role:** | **Junior Coaching Team** |
|  | **Andy Inchley** | **Club Role:** | **Club Chairman** |
|  | **Speed Training Team** | **Club Role:** | **Speed Train Coaches** |
|  | **Club Committee** | **Club Role:** | **Committee** |

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| **2.Scope of the risk assessment** |
| This assessment relates to the Coaching activities and social runs of the Leighton Buzzard Athletics Club. It relates to coaching that takes place outside of the usual location of the facilities at Vandyke School for the Juniors which are not available to due to the pandemic. Coaching will take place at outdoor spaced but not at dedicated facilities or events spaces for both Juniors and SeniorsThe risk assessment has drawn up to be in line with England Athletics Guidance and that provided by the UK Government.The assessment was put together with the assistance of James Lowe from Inception Risk Solutions Ltd who is also club Vice-Captain and nominated Covid-19 Co-ordinator. |

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| **3. Hazard Description** |
| Globally the Covid-19 virus has spread rapidly and has had a significant impact on lives and businesses of millions of people. The virus is readily transmitted through proximity with an infected person via droplets from the nose and mouth when sneezing or coughing. It can also be transmitted via contact with surfaces that have similar droplets left on them. Individuals will touch the infected service and then touch their eyes, nose, mouth. The virus typically lasts up to 72 hours on surfaces.People experiencing symptoms that can vary from mild to ultimately fatal. Covid-19 is a respiratory pathogen and generally recognised initial symptoms include:* Dry Cough
* Fever
* Loss of smell or taste
* Shortness of breath

These symptoms can escalate and require hospitalisation and possible treatment in intensive care. Medical bodies and governments have established that some individuals are at greater risk due to underlying health conditions than others (see information in section 1 of assessment)  |

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| **4. Assessment of Risk** |
| The level of risk is scored before and post controls. The purpose of scoring pre-controls is to identify the highest risk areas from a Covid-19 perspective. The post control risk score identifies if more still needs to be done to reduce the risk to an acceptable level. Risk scoring is expressed as either high (red), medium (amber) or low (green). Risk factors considered in determined the risk rating focus mainly on the potential for transmission such as:* Proximity and ability to socially distance
* Time spent in each area
* Capacity
* Likely volume of people in the area
* Touch points
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| **5. Consultation and Communication on Risk Assessment**  |
| The assessment will be shared with the Club Committee and the significant findings communicated to coaches, members and in the case of junior members their parents / guardians. |

# **6.Covid 19 - Health and Safety Risk Assessment – Coaching sessions**

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|  | **Part of Building or Activity Assessed:** |  Junior and senior training / coaching sessions (including speed training) |  |  |
| **No.** | **Risk Description** | **Risk level (Pre-controls)** | **Controls** | **Risk Level****(Post control)** | **Further actions**  | **Target date** | **Owner** |
| **1** | **Who can attend the sessions:**The higher the number of people attending the greater the risk of transmission. Some individuals and their families may be at greater risk from Covid-19 due to underlying health conditions. |  | * Members that have underlying health conditions that place them at greater risk from Covid-19 or are otherwise more vulnerable to the disease should not attend the sessions and should follow govt. and health advice. In the case of junior member the Parent or Guardian is responsible for deciding on attendance at training.
* If a member has a family member, they live with who is shielding or at high risk from Covid-19 infection then they must follow Govt. advice and consider if it is save for them to attend. In the case of Junior member the Parent or Guardian is responsible for deciding on attendance at training.
 |  | * Communicate the significant findings of this assessment to members and their parents / guardians as needed.
* Information on facebook ahead of event.
 | **Complete****On night**  | **Junior Coaches****Speed Coaches / Run Leader****James Lowe** |
| **2** | **Self-isolation**Individuals who are advised to stay at home under any existing Government guidance must not come to the session for the relevant mandated period. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms. |  | * A member / coach who develops symptoms during a session should immediately leave and go home (with a parent or guardian as applicable) and self-isolate in line with govt. guidelines as needed.
* If club the becomes aware that a member or coach has a positive covid-19 test then other members / coaches may need to self-isolate as part of the Govt. Track and trace protocols; if they have been in close contact with that individual.
* Members will be asked not attend sessions if they are unwell; anyone with symptoms of Covid-19 must not attend. Members (or people in their household) that have symptoms should get tested. Whilst awaiting the test results or following a positive test a member must not attend social or training sessions for at a minimum or 14 days (or if they are still unwell beyond this time).
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| **3** | **Social Distancing**The virus is readily transmitted through proximity with an infected person via droplets from the nose and mouth when sneezing or coughing. If social distancing is not maintained during coaching sessions then transmission is more likely. |  | * Virtual coaching sessions may continue.
* Normal coaching sessions must be planned to enable small groups to maintain the UK govt. required social distance of 2 metres between participants at all times.
* The club will aim to provide a Covid Secure environment for its social runs and training. Allowing for unlimited numbers potentially.
* Young people sessions should have no more than 15 athletes in attendance. If there are more than 12 young people in any group you will need at least 2 coaches/ leaders to meet 1:12 coach/ leader ratio.
* If a Covid Secure Environment cannot be provided coaching groups will be organised on the basis of 1 coach to 5 members. So, a maximum of 6 in a group in line with Govt. guidance. Although multiple groups may train at the same time they will be widely separated and there will be no mixing between groups or swapping of coaching on a given day.
* All member (Junior or Adult) will be required to pre-book on to the session so numbers can be managed..
* The location of training will be pre-visited and assessed for suitability. Large open areas will be utilised, and any running routes planned in advance as far as possible.
* Coaches will brief their groups on social distancing and hygiene at the start of each session.
* No face-to-face competition permitted.
 |  | * Agree a means to pre-book sessions e.g. via survey monkey or facebook) and a means to inform members which coaches session they will be attending.
* All Senior Events / coaching to use facebook events to gather attendance information in advance
 | **Complete****(survey monkey for Juniors)****Ongoing** | **Junior Coaching team****Session leader** |
| **4** | **Hygiene and welfare**Ensuring respiratory and hand hygiene is important to preventing the virus spreading as it can be transmitted from droplets on hands or surfaces which could include training equipment. Welfare facilities at training locations will be limited at this time.  |  | * Track / field equipment will not be used for sessions at this stage.
* Members will be encouraged to bring their own hand sanitise to sessions.
* Bottles of hand sanitiser will be available with the coaching team.
* Members should bring their own water, jumpers and towels. These should not be shared between members.
* Junior members are not encouraged to bring valuables including mobile phones to training.
* Regular hand sanitizing will be encouraged, along with good respiratory hygiene e.g. coughing / sneezing in elbows.
 |  | * If track and field equipment is to be used in future then plans will need to be put in place for its sanitisation in line with govt / England Athletics guidance. Likewise if any equipment will be used for speed training.
 | **As required** | **Junior Coaching team / Speed Coaches** |
| **5** | **Arrival and departure from sessions**Particularly on arrival there is potential for large groups to congregate increasing the risk of transmission and breaching govt. guidelines. |  | * Members will be informed of the coach leading their session in advance. For senior sessions information on who will be coaching the sessions will be on facebook / whatsapp ahead of the day.
* Coaches will spread out at arrival areas so to limit the chances of large groups gathering. Members cannot switch between coaches during a session.
* Parents / guardians are to ensure that junior members go to their correct (assigned) coach on arrival and do not congregate with other friends / members.
* On departure junior members are to remain within their group until their parent or guardian arrive to collect them.
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| **6** | **Emergency / Incidents**In the event of an incident of someone falling sick then it may not be possible to maintain social distancing. This increases the chances of transmission if anyone involved is unwell and may unknowingly have Covid-19. Facemasks can be used to limit the risk of transmission if social distancing cannot be maintained but they are not guaranteed protection. Facemask types vary and few filter viruses. The fit of facemasks can also impact on their effectiveness.  |  | * If social distancing needs to be broken to enable an emergency to be addressed then it should be, dealing with any incident must take precedent. However, it should only be broken long enough to deal with the incident.
* A first aid kit will be available for Junior sessions and will have disposable gloves and face masks available. Gloves will be latex free to guard against any risk of latex allergy.
* Those coaches dealing with the emergency can wear masks / gloves when dealing with an incident or applying first. If it is safe to do so and will not impact on a person breathing then the injured / sick person could also be asked to wear a mask.
* After dealing with an incident hands will be sanitised.
* All coaches will have a mobile phone available.
* 999 will be called as necessary. Parent / Guardians will be contacted as needed.
 |  | * Ensure stocks of facemasks, disposable gloves etc in first aid kits.
 | **25/06/20****Complete** | **Junior Coaching team** |

# 7. **Covid 19 - Health and Safety Risk Assessment – Social Runs**

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|  | **Part of Building or Activity Assessed:** | Social run sessions (including Tuesday night beginners and improvers) |  |  |
| **No.** | **Risk Description** | **Risk level (Pre-controls)** | **Controls** | **Risk Level****(Post control)** | **Further actions**  | **Target date** | **Owner** |
| **1** | **Who can attend the sessions:**The higher the number of people attending the greater the risk of transmission. Some individuals and their families may be at greater risk from Covid-19 due to underlying health conditions. |  | * Members that have underlying health conditions that place them at greater risk from Covid-19 or are otherwise more vulnerable to the disease should not attend the sessions and should follow govt. and health advice. In the case of junior member the Parent or Guardian is responsible for deciding on attendance at training.
* If a member has a family member, they live with who is shielding or at high risk from Covid-19 infection then they must follow Govt. advice and consider if it is save for them to attend. In the case of Junior member the Parent or Guardian is responsible for deciding on attendance at training.
 |  |  |  |  |
| **2** | **Self-isolation**Individuals who are advised to stay at home under any existing Government guidance must not come to the session for the relevant mandated period. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms. |  | * A member / coach who develops symptoms during a session should immediately leave and go home (with a parent or guardian as applicable) and self-isolate in line with govt. guidelines as needed.
* If club the becomes aware that a member or coach has a positive covid-19 test then other members / coaches may need to self-isolate as part of the Govt. Track and trace protocols; if they have been in close contact with that individual.
* Members will be asked not attend sessions if they are unwell; anyone with symptoms of Covid-19 must not attend. Members (or people in their household) that have symptoms should get tested. Whilst awaiting the test results or following a positive test a member must not attend social or training sessions for at a minimum or 14 days (or if they are still unwell beyond this time).
 |  |  |  |  |
| **3** | **Social Distancing**The virus is readily transmitted through proximity with an infected person via droplets from the nose and mouth when sneezing or coughing. If social distancing is not maintained during coaching sessions then transmission is more likely. |  | * The club will aim to provide a Covid Secure environment for its social runs and training. Allowing for unlimited numbers potentially.
* Young people sessions should have no more than 15 athletes in attendance. If there are more than 12 young people in any group you will need at least 2 coaches/ leaders to meet 1:12 coach/ leader ratio.
* If, however this cannot be guaranteed on a particular day running Groups will be organised on the basis of 1 coach to 5 members. So, a maximum of 6 in a group in line with Govt. guidance..
* Multiple run groups can start from the same location however social distancing must be maintained at all times.
* All members will be asked to pre-notify attendance on to the social event can be managed. This will allow for enough run leaders to be present on the night and add contact tracing if needed.
* Run leaders should have a pre-planned route for the night. Ideally this should avoid too many choke points on the route where social distancing may be too difficult to maintain.
* Run leaders will brief their groups on social distancing and route at the start of the run
* All runners are responsible for maintaining 2 metres social distancing at meeting points and during the run.
 |  |  |  |  |
| **4** | **Hygiene and welfare**Ensuring respiratory and hand hygiene is important to preventing the virus spreading as it can be transmitted from droplets on hands or surfaces which could include training equipment. Welfare facilities at training locations will likely be limited at this time.  |  | * Direct contact between members is not likely during social runs
* If facilities are open at meeting points (such as Tiddenfoot) then they can be used for hand washing before and after runs.
* Otherwise members will be encouraged to observe good hand hygiene before arrival and when returning home or to their car (use of hand sanitise / hand washing). Good respiratory hygiene e.g. coughing / sneezing in elbows will also be encouraged.
* Members should bring their own water if required. This should not be shared between members.
 |  |  |  |  |
| **5** | **Arrival and departure from sessions**Particularly on arrival there is potential for large groups to congregate increasing the risk of transmission and breaching govt. guidelines. |  | * Members will be informed of meeting points in advance.
* Meeting points will be out doors.
* Run leaders will spread out at arrival areas so to limit the chances of large groups gathering.
* Members attending will be split between run leaders.
* 2 metres social distancing to be maintained at all times.
* Routes will be planned in advance and pinch points minimised as far as possible.
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| **6** | **Emergency / Incidents**In the event of an incident of someone falling sick then it may not be possible to maintain social distancing. This increases the chances of transmission if anyone involved is unwell and may unknowingly have Covid-19.  |  | * If social distancing needs to be broken to enable an emergency to be addressed then it should be, dealing with any incident must take precedent. However, it should only be broken long enough to deal with the incident.
* All run leaders will have a mobile phone on them to call for assistance.
* 999 will be called as necessary or family members contact if a pick is needed.
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# 8. **Covid 19 - Health and Safety Risk Assessment – Contact Tracing**

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|  | **Part of Building or Activity Assessed:** | Contact Tracing following a confirmed case of a member (or their family) having Covid-19 |  |  |
| **No.** | **Risk Description** | **Risk level (Pre-controls)** | **Controls** | **Risk Level****(Post control)** | **Further actions**  | **Target date** | **Owner** |
| **1** | A member of the club (or their household) is confirmed to have Covid-19 and has recently attended a club training event or social run. Potentially this could spread to other members if not highlighted quickly. The club has a responsibility to support contact tracing. |  | * The club holds contact details (including relevant health information) of all members and these are refreshed annually. Most clubs members are also on club facebook and whatsapp groups.
* All members will be informed of the Covid-19 club rules and the need to inform a Committee member (preferably chairman or Captains) of the positive test.
* The club will record attendance at all club social runs and training to assist with contact tracing. Details will be provided to Public Health England’s contact tracing team on request.
* Any members that have been in close contact with the member who has had the positive test should get tested themselves.
* No member that has received a positive test will be allowed to attend club sessions until 14 days have past or a negative test result provided.
* *Any member who test positive should complete:*

<https://www.uka.org.uk/governance/health-safety/covid-19-form/> |  | * Circulate new clubs on Covid-19
* Send a reminder to members to ensure contact details including any relevant health information is up to date.
 | **01/08/20****10/08/20** | **Committee****Committee** |

# **8. Actions and implementation Plan**

The summary below summarises action collated from assessment above.

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| **No.** | **Action** | **Owner** | **Target date** | **Update** |
| **1** | Communicate the significant findings of this assessment to members and their parents / guardians as needed. | **Junior Coaching team** | **24/06/20****10/07/20** | **Complete for Junior Coaches via Facebook and on the night of training.****For social events this was communicated via facebook posts and reminder on night of runs.** |
| **2** | Agree a means to pre-book sessions e.g. via survey monkey or facebook) and a means to inform members which coaches session they will be attending. | **Junior Coaching team****Speed Coaches / Run organisers** | **24/06/20** | **Complete – Junior use Survey monkey and post on Facebook****Senior currently use Facebook Events but will keep this under review** |
| **3** | If track and field equipment is to be used in future then plans will need to be put in place for its sanitisation in line with govt / England Athletics guidance. Likewise if any equipment will be used for speed training. | **Junior Coaching team / Speed Coaches** | **As required** |  |
| **4** | Ensure stocks of facemasks, disposable gloves etc in first aid kits | **Junior Coaching team** | **25/06/20** | **Complete** |