



RET FORD ATHLETIC CLUB

COVID 19 – Club Guidance and Risk Assessment

Guidance based on January 2022 Covid regulations and related UKA/England Athletics Guidance

Originated: April 2020;

Updates: 26 August 2020; 29 March 2021; September 2021

Overview	<p>This document, originated at the start of the current pandemic and updated periodically as Government and England athletics guidance has evolved, sets out how the Retford Athletic Club is organising its training and other activity in line with the prevailing Covid-19-related legislation and Government and England Athletics guidance.</p> <p>The guidance contained in this document focuses on our main training base at Oaklands, the place where all our junior and some of our seniors train but recognises that most of our senior members train off-site at numerous and varying venues. Consequently there is an expectation that the lead coach for each of these sessions interprets this guidance to ensure best fit for any given environment.</p> <p>We will follow the advice / instruction of the Government as interpreted through the guidance produced by our governing bodies (England Athletics (EA) and UK Athletics (UKA)). This guidance has been periodically updated as Covid rules have developed since March 2020 and this current note is based on Government guidance issued in January 2022.</p>
Principles	<ul style="list-style-type: none">• Activity outside of the provisions of this document is not Club Activity;

	<ul style="list-style-type: none"> • The club wants to provide training to all athlete members in the best way for the individuals concerned (athletes and coaches); • The club will have in place “Covid arrangements” for training, which will consist of: <ul style="list-style-type: none"> • Prevailing Government, UKA and England Athletics Guidance (and any updates) as a minimum standard; • Any additional conditions or arrangements that the club feels are necessary and which may differ between coaching groups and / or venues; • No coach will be expected to train athletes if they are uncomfortable with the Covid arrangements and all members will be expected to respect each other’s position; • Athletes will be invited to train based on a number of criteria that are designed to protect athletes, coaches and others while providing the most appropriate training opportunities. However, no athlete will be expected to participate in a training session or attend competition if they are uncomfortable with the Covid arrangements; • The club’s Covid arrangements will be developed using feedback from members (including coaches and the committee) and the requirements of the venues used for training; • Coaches and athletes must make themselves aware of the latest Covid arrangements before face to face training sessions;
Covid-19 coordinator	<p>England Athletics Guidance requires that each club nominates a Covid-19 coordinator who will oversee the club’s response to the pandemic.</p> <p>The co-ordinator is Becky Chadwick who assumed responsibility in January 2022, having succeeded Gary Longden who acted as co-ordinator from the commencement of the pandemic until December 2021.</p>
Communication	<p>The Club’s formal communication methods to members are:</p> <ul style="list-style-type: none"> • email • Facebook • Whatsap • Text • phone • Club noticeboard • Club website

	<ul style="list-style-type: none"> • Face to face e.g. within coaching groups <p>Any or all of these methods will be used at any time to update members on Covid related matters.</p>
Club Activity	<p>Club activity is described as any training activity which takes place under the direct supervision of a club coach or any other social or administrative responsibility which is undertaken for the direct benefit of the club.</p> <p>Club members training or meeting independently, without the supervision of a coach, is deemed to not be considered Club Activity.</p>
Athlete Responsibility	<p>Athletes have a responsibility to keep themselves, their fellow club members and members of the public, safe and whilst participating in club activities are required to abide by our arrangements. Any breach of the arrangements by a member may lead to action by the committee under the provisions of the club constitution relating to the conduct of members.</p> <p>By taking part in club activity during the pandemic, the athlete is agreeing (and for athletes who are under 18, their parent/carer is agreeing on their, and the athlete's behalf) to:</p> <ul style="list-style-type: none"> • Accept that, as with all physical activity, by participating in club training sessions, risk cannot be completely eliminated; • Comply with the latest Government guidance on Covid-19, as may change from time to time, and abide by local rules and guidance which includes no face to face group training for any athletes; • Comply with the latest England Athletics guidance (which can be found on the England Athletics website, www.englandathletics.org and may be updated from time to time), • Comply with any further club Covid arrangements, which may be updated from time to time and notified by coaches or other club officers via the club's normal communication methods; • NOT to attend training if they are Covid19 symptomatic or living in a household with someone else who has a possible or confirmed COVID-19 infection, or are isolating for any reason, including at the request of NHS/Government test/track and trace; • Inform the relevant coach if they (or any of their household) develop symptoms of Covid-19 or are isolating, within 7 days of having attended a training session; • NOT attend training if they are vulnerable with respect to Covid 19 or are living in a household with someone who is vulnerable. Athletes in this position who wish to train should discuss possible arrangements with their coach and the club Covid-19 coordinator;

	<ul style="list-style-type: none"> • Cooperate with any “track and trace” enquiries from a relevant authority including: <ul style="list-style-type: none"> ○ NHS/Government test/track and trace; ○ The Club’s Covid-19 coordinator • Follow the arrangements for training communicated by their coach, including which sessions to attend and which equipment to take; • Make use as appropriate of the club’s hygiene kit • Arrive at any training sessions, “training ready” and with your own essential equipment; • Limit socializing on site and when socializing maintain distance according to current Government guidance. This applies especially indoors. • At the end of the session athletes should leave the site as soon as safe and convenient.
Venues	<p>This guidance applies primarily to our club training base, Oaklands, where all our juniors and some of our seniors train on club nights. The guidance also applies to any other training venue used by our members when undertaking club activities but must be interpreted as appropriate by club coaches to ensure compliance with the spirit of the guidance.</p> <p>The Oaklands site will be open from around 17.30 on Monday and Thursday evenings for discreet invitation based coaching with individual coaches. General training will commence at 18.30 with athletes arriving at around 18.20. Senior members training off-site should assemble in the car par area or outside the pavilion.</p> <p>The site will close on the completion of junior training at 19.30 unless any authorized keyholder member remains on site after that time.</p>
Coaching Groups	<ul style="list-style-type: none"> • In the junior section in order to minimise the risk of transmission and to aid track and trace if required, each coach has been allocated a discreet coaching group. These groups are fixed unless athletes leave or new starters commence. Group membership will be reviewed quarterly. In the senior section coaching groups are more ‘fluid’ and participation for any given training activity will vary. • UKA guidance suggests an average of 12 members per training group and the club will use this as the basis of allocating athletes to groups, with each group having 1 or 2 nominated coaches.

	<ul style="list-style-type: none">• If a coach is not available on any given night, the partner coach will be asked if they can undertake the session. If that is not possible then the session will be cancelled. Where possible a note will be posted on Facebook or athletes will be told in advance.
Pavilion	The pavilion has 3 distinct uses, changing rooms, gym and social. Changing and gym activities will follow guidance provided by the Government for gyms nationwide. For social gatherings we will follow Government guidance for the hospitality sector.

Covid 19 Risk Assessment (Hazards as identified in UKA template)

Date:	Created by:	Location :	Review :
Originated 01.04 2020	Gary Longden	Oaklands Note: much senior section training takes place off-site. For off-site training conducted under the auspices of Retford Athletic Club the lead coach for each session should interpret this assessment to ensure appropriate 'fit' for the environment used.	

Original Risk assessment using UKA standard format and applied from April 2020

Hazards	Who it could affect	Current action	Risk Rating	Further action	Resultant Risk	By whom	Target Date	Complete
Lack of awareness around Covid-19 risk factors and key government/ England Athletics/ local guidance for limiting the spread/ transmission of the disease	Athletes, coaches, parents / carers, bystanders	Absolute max group size of 15, usually 12 Each group has nominated coach(es) and fixed group membership Athlete details securely stored and accessible at short notice by 3 nominated staff. Athletes to follow all instructions for	low	Facebook post to parents w/b 03/08/20 & 17/08/20	low	GL/ST	17/8/20	15/08/20

Hazards	Who it could affect	Current action	Risk Rating	Further action	Resultant Risk	By whom	Target Date	Complete
		accessing and exiting stadium and use of facilities and toilets						
Spreading / transmission of COVID-19 through air borne transmission of the disease by an infected person	Athletes, coaches, parents / carers, bystanders	Athletes to be told not to share drinks bottles Athletes to carry own clothes and drinks bottles	low	Remind athletes at beginning and during sessions		GB TB SA AH RR		
Spreading / transmission of COVID-19 through air borne transmission of the disease by an infected person	Athletes, coaches, parents / carers, bystanders	Distancing requirements to be followed Each training group to be 'ring-fenced' and distanced from other groups No social mixing with other groups before or afterwards Athletes to leave straight after sessions	low	Remind athletes at beginning and during sessions		All coaches		

Hazards	Who it could affect	Current action	Risk Rating	Further action	Resultant Risk	By whom	Target Date	Complete
		<p>Parents / carers to remain in vicinity but at a distance</p> <p>First aid available in extremes only. Coaches to carry masks in case close attention to an athlete required</p>						
Spreading / transmission of COVID-19 through contact with disease on a surface	Athletes, coaches, parents / carers, bystanders	<p>Each coach issued with own resource bag for their exclusive use.</p> <p>Resources must be kept clean and sterilized.</p> <p>Resources not to be touched by athletes</p>	low	Periodic review of coaches practice.		All coaches		
Spreading / transmission of COVID-19 through air borne transmission of the disease by an infected person	Athletes, coaches, parents / carers, bystanders	<p>Shuttles / relays / drills to be organised to meet distancing requirements</p> <p>Distancing requirements apply when passing members of public</p>	low	Remind athletes before and during sessions		All coaches		

Revised and simplified risk assessment format used when pandemic was entering its second and more managed phase in Spring 2021 and based on 'Bluefin Sport' format and a template adapted from High Wycombe Phoenix Harriers.

Updated in January 2022 in readiness for the transfer of Covid Co-ordinator responsibilities from Gary Longden to Becky Chadwick

Theme	Hazard	Action taken	By whom	Review
Preliminaries	Risk Assessment	<ul style="list-style-type: none"> Covid 19 Risk assessment undertaken and implemented 	Becky Chadwick	Whenever new government or UKA guidelines are published
	Members	<ul style="list-style-type: none"> Training groups agreed and members notified. Complies with UKA guidance New members incorporated within guidance or place on waiting list pending a place becoming available 	Gary Longden	Quarterly
	Training sessions	<ul style="list-style-type: none"> Training sessions agreed and adjusted according to Government guidance 	Gary Longden	Reviewed with every change in guidance
	High Risk members	<ul style="list-style-type: none"> High risk members identified from club database. Discussion with junior members and parents about safe training and adjustments 	Gary Longden and coaches	Quarterly
Communication	Communicate information to all members and parents	<ul style="list-style-type: none"> Information posted on clubs communication formats Information updated periodically Coaches informed and asked to re-enforce in coaching groups 	Gary Longden, Bobbie Taylor + coaches	Daily
Hygiene	Hand sanitizer and wipes	<ul style="list-style-type: none"> Hand sanitizer and wipes are available throughout the pavilion and in portable format Notices are posted in the pavilion and on Facebook encouraging athletes to make frequent use of sanitization facilities Athletes using equipment instructed to sanitize before and after use 	Becky Chadwick Club coaches	Quarterly

Theme	Hazard	Action taken	By whom	Review
Symptom checking	All members know of clubs Covid processes	<ul style="list-style-type: none"> All Covid processes kept up to date as per current Government guidance as it changes over time Covid processes posted on both club Facebook sites 	Becky Chadwick, Becky Ball, Bobbie Taylor	Quarterly and when new guidance is issued
	Members who have contracted covid	<ul style="list-style-type: none"> Members (or immediate family members) contracting Covid notify the club immediately. Decisions on attendance/non-attendance based on current Government guidance Decisions on notification of Covid by a group member to other members of the training group made based on current Government guidance 	Member, Coach, Bobbie Taylor, Becky Chadwick	Ongoing and part of quarterly review
	Members turning up to training with Covid	<ul style="list-style-type: none"> Any member turning up to training who is displaying Covid symptoms will be asked to leave immediately and not return until the symptoms have passed within current guidelines 	Coaches /Bobbie Taylor, Becky Chadwick	Ongoing and part of quarterly review
Food and Drink	Members bringing their own drinks	<ul style="list-style-type: none"> Coaches ensure that there is no sharing of drinks between members Drinks bottles to be stored so as not to touch 	Member Coaches	Ongoing and part of quarterly review
	Club drinks served from the kitchen	<ul style="list-style-type: none"> Kitchen environment maintained as per current Government guidance for hospitality venues Drinks service provided by one nominated individual. No self service. Drinks served in disposable beakers Drinks to be consumed within current Government guidance for the hospitality sector. 	Val Tallents Junior Vice Chairs	Ongoing and part of quarterly review
Arrival and Registration	Senior athletes	<ul style="list-style-type: none"> Senior athletes convene in their training groups in the club car park or outside the pavilion 	Members and group coaches	Ongoing and part of quarterly review

Theme	Hazard	Action taken	By whom	Review
		maintaining social distancing arrangements as per current Government guidance.		
	Junior athletes	<ul style="list-style-type: none"> Junior athletes register at the pavilion entrance and then immediately move to their own training groups Register taken by Junior Secretary 	Members Bobbie Taylor	Ongoing and part of quarterly review
Training Groups	Senior training	<ul style="list-style-type: none"> Senior members training off-site must be under the leadership of a lead coach who is responsible for ensuring that current Covid guidance is maintained within the group 	Group leader	Ongoing and part of quarterly review
	Junior training	<ul style="list-style-type: none"> All junior training takes place within the guidelines published by England Athletics All junior training takes place on-site under the direct control of a club coach. All junior training takes place outside (See note below) Coach is responsible for maintaining Covid discipline within their group Each training group has its own designated space. In extreme weather conditions the U9 group will train inside under the direct management of the U9 coach. Where this happens current Government guidance relating to gyms will be applied 	Coaches	Ongoing and part of quarterly review
	Indoor Training	<ul style="list-style-type: none"> Indoor circuit training in the gym will take place under the direction of a coach who will be responsible for ensuring that arrangements comply with current Government guidance relating to gyms. 	Coaches	Ongoing and part of quarterly review

Theme	Hazard	Action taken	By whom	Review
Departure	No congregation	<ul style="list-style-type: none"> At the close of the session all members and guests must depart the site immediately. Casual socializing should be limited and where it does take place must do so outside and within current Government guidelines for outside meeting 	Members Becky Chadwick	Ongoing and part of quarterly review
	Cleaning	<ul style="list-style-type: none"> Cleaning is undertaken by the clubs contracted cleaner whose cleaning arrangements will comply with current Government guidelines 	Nicki May	Ongoing and part of quarterly review
Athletic Resources	Coaches personal equipment	<ul style="list-style-type: none"> All junior coaches issued with own bag of basic coaching equipment which should not be shared with other coaches and which must be cleaned and maintained Retiring coaches will return equipment to the club. Equipment will be cleaned and sanitized before re-issue to new coach 	Coaches	Ongoing and part of quarterly review
	General coaching equipment	<ul style="list-style-type: none"> General coaching equipment is stored in the club kit room. When used by coaches and athletes it must be sanitized before use and cleaned and sanitized after use. Minimal touching of equipment e.g. each athlete uses only their own designated javelins All equipment must be cleaned and sanitized after use. 	Coaches and athletes	Ongoing and part of quarterly review
Other Factors	Member conduct	<ul style="list-style-type: none"> All members are required to abide by Government mandate and club rules at all times. 	All members Club committee members	Ongoing and part of quarterly review

Theme	Hazard	Action taken	By whom	Review
		<ul style="list-style-type: none">• Members failing to comply will be reminded of the rules and asked to comply in future.• Members persistently failing to comply will be subject to club disciplinary action	Becky Chadwick	