**Newark Athletic Club: Covid-19 Risk Assessment**

| **Date:** | **Assessed by:** | **Location :** | **Review :** |
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| 16th July 2021 | Emma Jessop (Covid-19 Co-ordinator)  Paul Jessop (Covid-19 Deputy Co-ordinator)  Don Evans (Club Chairman) | Newark Athletic Club  YMCA Newark and Sherwood, Bowbridge Road | Monthly |

To be reviewed weekly/monthly and updated following relevant UK government guidelines and England Athletics guidance.

A Covid-19 Co-ordinator has been assigned but ‘Action by whom’ will not be carried out by a single individual.

All facilities we will be using are outdoors, apart from the YMCA toilet facilities and the Canteen area.

**General track Training/ Outdoor training**

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| **What are the Hazards?** | **Who might be harmed?** | **Controls required** | **What else can you do to control this risk?** | **Action by whom** |
| Lack of awareness around Covid-19 risk factors and key government/ England Athletics/local guidance for limiting the spread and transmission of the disease | Athletes, Coaches, Volunteers, Parents, Officials | Update club policies and Risk Assessment with the guidance and support of the club’s key members.  Clearly communicate all new guidance and club practices to our members and our neighboring clubs before they access the facilities.  Covid Co-ordinator has been appointed and will be present on the day of the competition. | * Place up to date signage at the site to re-enforce key messages about current guidance and protocols and reminders about social distancing * Ensure all club members have read the relevant club guidance before attending the facility. * Liaise with the YMCA to ensure we are both respecting and following each other’s policies and guidelines. * Continue to liaise with England Athletics and adhere to all current guidelines and update our practices when new guidance is published. | Covid-19  Co-ordinator, Athletes, Team managers, Facilities manager  Spectators |
| Spreading / transmission of Covid 19 through contact with the disease on a surface | Athletes, coaches, officials, parents, volunteers, vulnerable groups | **Spreading Covid-19 through surface contact**  The container will only be open to Newark AC volunteers on the day of the competition.  The canteen area will only be open for Officials and Colin from Rushcliffe for result purposes only.  Limited number of athletes per club, per event. Max of 8 per track event and 6 per field event.  Only two spectators per family to attend.  All equipment used will be cleaned before and after each event and in line with EA guidance.  Hand sanitizer will be readily available around the site and athletes will be asked to use this before their event.  Athletes will not sharing throwing implements and only volunteers will rake or clean the equipment.  No refreshments will be sold on site- just hot drinks and snacks for the Officials and First Aiders. | * Ensure all team managers and officials have seen this before the event and circulate within their clubs as necessary. * Ensure Newark AC has a stock of hand sanitizer and anti bacterial wipes on site. * Results are not to be pinned up on the day to avoid any congregation and to promote social distancing. | Volunteers on site  Coaches  Athletes  Team managers  Spectators |
| Spread of Covid-19 /  Transmission Risk  Access to buildings/ toilets | Athletes, Coaches, Parents, Officials, Volunteers,  Vulnerable groups | **Access to the building/toilets**  Signage will be in place to explain the YMCA policies. This will be clearly visible.  A one-way system will be in place at the YMCA. The pathways will be separated into two sides- one used for coming into the facilities and one used for walking out of the facilities to the car park.  The gate to the track will also be open, limiting the transmission risk of anyone touching this surface.  The toilets will be open, but the changing rooms are closed to all. This has been clearly displayed and signed by the YMCA. Toilets will operate on a one in, one out basis.  Hand washing and sanitizing stations will be clearly visible around the site. | * Ensure athletes, coaches and volunteers adhere to the pathway fencing and signage inside the YMCA premises. * The volunteer responsible for signing in for our booking will not have access to the YMCA reception but will sign in, outside. They will then come back out onto the car park and wait. * Always ensure that one volunteer has been nominated to sign our booking in, and all individuals know who this person will be at each training session. | Coaches, athletes, spectators, team managers |
| Spread of Covid-19/ transmission risk  Hygiene and Hand washing | Athletes, coaches, officials, Parents, volunteers, vulnerable groups | **Hygiene and Hand washing**  Hand washing facilities will be in place with soap and water available in the toilets  All visitors- coaches, athletes, and volunteers will be asked to wash their hands of arrival. Either soap and water or hand sanitizer.  Signage will be available and clearly visible on site to show where the toilet facilities are located and to remind individuals of good hygiene practices.  Everyone on site to follow stringent hand washing practices and to follow current government guidance on hand washing.  Government guidance focuses on washing your hands more often and to wash your hands for 20 seconds using soap and water or hand sanitizer.  Hand sanitizing gel will be readily available where toilet facilities are not accessible or easily reached.  Athletes and families will be encouraged to bring their own hand sanitizer to the facilities but Newark AC and the YMCA will also provide adequate hand washing and sanitizing stations. | * Regular hand washing to take place * Continue to promote and work in line with the government campaign of washing your hands more regularly, for 20 seconds, and after you blow your nose, cough, or sneeze. * Remind coaches, volunteers and athletes on a regular basis to wash their hands with soap and water or hand sanitizer. * Also remind all individuals to catch coughs and sneezes in tissues and follow ‘catch it, bin it, kill it’. * Always wash your hands after coughing, sneezing, blowing your nose. * Avoid touching face, eyes, nose, or mouth with unclean hands. * Avoid touching other surfaces with unclean hands. | Volunteers on site  Coaches  Athletes  Spectators  Team managers |
| Spread of Covid-19/ transmission risk  Cleaning | Athletes, coaches, volunteers, vulnerable groups | **Cleaning**  Frequent cleaning and disinfecting of objects, equipment and surfaces that are touched regularly, using appropriate cleaning products and methods.  Liaise with the YMCA regarding their cleaning policies for cleaning door handles to the toilets, gates, and our container keys.  A YMCA staff member will open the gate to the track.  Coaches are responsible to clearly communicate with other coaches before the sessions on which equipment they will need.  Coaches are responsible for the cleaning of equipment they have used during their session.  Coaches will be given the  appropriate cleaning products to carry out this role.  Coaches to place disposable cleaning items they have used into a bag before placing into a YMCA bin. The YMCA have agreed that they will dispose of all cleaning items we place in their bins.  Saturday 24th July- All field equipment will be cleaned prior and after use. Hand sanitizer will be available for all athletes to use before their field events.  Relays batons will be cleaned before and after use by each team and ALL members of the relay team will be asked to sanitize their hands before and after the event. | * Continue to remind individuals on how to reduce the risk of spreading the virus by frequent cleaning of our athletics equipment. * Any equipment should be restricted to one athlete while being used, and thorough cleaning of this equipment will take place after the training session has finished. * Coaches will have adequate space and distance to clean their equipment and an allocated space to store this equipment before the next session. * The YMCA will clean ‘hot point’ areas such as door handles throughout the sessions. | Coaches, volunteers, officials on the day  Athletes (during their events) |
| Spread of Covid-19 / transmission risk  First Aid | Athletes, coaches, volunteers, vulnerable groups, qualified first aiders on site | **First Aid**  Changes to dealing with minor injuries:  For minor injuries in adults, first aiders will take a less hands on approach and will ask athletes to try and administer first aid themselves.  For minor injuries in children, first aiders will try where possible to maintain a less hands on approach or assist at a 2 metre distance. If a 2 metre distance is not possible, the first aider will wear gloves and a mask to tend to the injured child.  For slips, trips, and falls, first aid will be administered.  First Aid kits will have disposable gloves included to be worn when administering first aid.  **For Saturday 24th July- Newark Community First Aid will be present** | * Sourcing surgical masks for First Aiders to wear in the event that they need to administer first aid closely, and where it is impossible to work within social distancing guidelines * The first aider and the injured party will be asked to wear the masks * Qualified first aiders will have access to the first aid kits * The first Aid kits will be easily accessible from the club container * Qualified first aiders to safely replenish first aid kits when needed. | Covid-19  Co-ordinator /  Qualified First Aiders |
| Spread of Covid-19 / transmission risk  Toilets | Athletes, coaches, volunteers, vulnerable groups | **Toilet facilities**  The YMCA changing rooms will be closed and the toilets will be open but with limited access.  They will run on a one in, one out policy.  No-one else will be able to access the toilet if it is already occupied.  Individuals are asked to sanitize their hands before opening the toilet door and entering and to use hand sanitizer on their way out.  Signage will be available and clearly visible on site to show where the toilet facilities are located and to remind individuals of good hygiene practices. | * Regular hand washing to take place * Continue to promote and work in line with the government campaign of washing your hands more regularly, for 20 seconds, and after you blow your nose, cough, or sneeze. * Remind coaches, volunteers, and athletes to wash their hands on a regular basis with soap and water or hand sanitizer. | Volunteers on site  Coaches  Athletes  Spectators  Team managers |
| Spread of Covid-19 / transmission risk  Track and Trace and Booking system | Athletes, Coaches, volunteers, separate training groups | **Track and Trace/ Booking system**  When you arrive on site, please check in to the YMCA venue via the NHS Covid-19 App.  Individuals coming to training sessions will be made aware that if they fall ill with symptoms, or have tested positive for Covid-19, they have a duty to tell Newark AC.    We have a duty to inform YMCA if any of our service users have symptoms or tests positive for Covid-19. | * When an individual informs us of their symptoms or a positive test result for Covid-19, Newark AC have a duty to inform the YMCA and **ALL** athletes involved in the same training group. | Covid-19 Co-ordinator  Athletes  Coaches  Team managers  Parents and Spectators |
| Spread of Covid-19 / transmission risk  Service Users duties | Athletes, coaches, volunteers, vulnerable groups | **Service Users duties**  All those that are either in a potentially high risk category stated by current NHS guidance need to be aware of the potential risk to their health and need to be aware of the risks involved before they attend Newark AC sessions.  All individuals must be aware that if they feel unwell, they must not attend a session at Newark AC.  All individuals must continue to monitor their health and any signs of the virus. All individuals to follow the guidance of your GP or NHS in all cases.  All individuals must be aware that if they fall ill, have symptoms, are awaiting a test or have tested positive for Coronavirus, they have a duty to inform Newark AC and to self-isolate following current NHS and Government guidelines. | * Communicate this clearly to all members via social media, email, and website. * When athletes are invited to book onto a Newark AC club training session, they will also be given a copy of ‘Covid-19 conditions for Newark AC’ which include duties the athletes **MUST** follow while attending a training session. This document **MUST** be signed and returned to the committee when they arrive and sign in. * Athletes also have a duty to declare any medical conditions on their membership form. * Any participant who has attended a session and subsequently tested positive for Covid-19, must complete an Covid-19 tracking form available on the UKA website. The clubs Covid-19 Co-ordinator will be responsible for passing on this information to the individual involved. | All individuals:  Athletes  Coaches  Team Managers  Officials  Spectators  Parents |
| Welfare and Safeguarding measures | Athletes | **Welfare and Safeguarding**  There will no 1:1 coaching available.  All coaches have the relevant qualifications and sessions will be run by a qualified Level 1, Level 2 Coach or Level 3 Performance Coach.  All coaches’ licenses and DBS’s have been checked and are all in date.  All coaches will be leading sessions within the current 1:12 coaching guidelines for a COVID secure environment clearly set out by England Athletics. | * If a parent/carer needs to stay at a training session for safeguarding reasons, we will ensure the parent has adequate outdoor space to enable social distancing and this is clearly marked out. * The club Welfare Officer will be contactable throughout the club training sessions. Publish the Welfare Officers contact details to our members. | Welfare Officer  Chairman  Coaches  Volunteers |