

Risk assessment template 2021 v1

Bournemouth Athletic Club

Assessment carried out on 7th March 2021 by Robin James. Approved by Committee 24th March 2021.

COVID 19 – RISK ASSESSMENT					
SUGGESTIONS FOR AMENDMENT AND IMPROVEMENT WELCOMED TO: SECRETARY@BOURNEMOUTHAC.CO.UK					
Area	What are the hazards?	Who might be harmed and how?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Council liaison	Transmission of Covid 19. Need to agree responsibility to ensure all risks mitigated	Members / Other visitors to the track	Agree protocol with Council before club activities recommence. Maintain communication on Covid related issues – Chris McMillan.	Covid 19 Coordinator	Before club activity resumes and ongoing
Communication	Lack of awareness of club plan and Covid 19 mitigation	Members / Other visitors to the track	1. Publish Risk Assessment and Plan on website and Facebook page. 2. Email to every member for whom we have an email address 3. Signage advising of existence of plan and requirement for any without email to check club website regularly or ask in the office.	1. Covid 19 Coordinator 2. Membership Secretary 3. Duty Covid 19 Coordinators	Before club activity resumes

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Social Distancing and Track and Trace	Transmission of Covid 19 due to being too close to other people not part of your household. Social distancing rule is 1m+ from 4 th July 2020.	Members / Other visitors to the track	1. All areas within Kings Park Athletic Centre - discourage spectators, other than a parent or guardian of a young athlete 2. Signs at appropriate points of site (liaise with Council). Signage includes for social distancing and availability of cleaning materials.	Covid 19 Coordinator / Duty Covid 19 person	Before club activity resumes
			1. Number of athletes training to be in accordance with EA and Government guidance 2. Only coaches and training athletes in training area. 3 Coaches liaise including with Coaching Coordinator to stagger use of facilities 4. Coaches keep a register of attendees to enable contacts to be tracked and traced if an attendee subsequently tests positive for Covid 19. Coaches to ask each athlete if they have coronavirus or are showing symptoms	Coaches / Coaching Coordinator / Athletes within the fenced area.	Ongoing
			No one to attend club training sessions if they have symptoms (or suspect they have symptoms), or tested positive, for Covid-19, or have come into contact with someone who has tested positive for Covid-19. Signs needed.	Any entering Kings Park Athletics Centre.	Immediately

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			Anyone testing positive to Covid 19 to advise their coach in order that the club can contact people with whom they have been in close contact.	Coaches / Athletes within the fenced area.	Immediately
Quadruple Lock Principle Involving Council, Club, Coach and Athlete	Club measures fail due to: <ul style="list-style-type: none"> • lack of volunteers or • cleaning materials or • actions of member(s) 	Members / Other visitors to the track	Ensure duties of Council, Club, Coach and Athlete recognised. <ol style="list-style-type: none"> 1. Complete a risk assessment before commencing an activity. 2. During club training sessions, make it a condition of use of the track, other facilities and equipment that all coaches / users bring their own supply of sanitiser and necessary cleaning material to the track and be prepared to undertake cleaning as necessary. Signage needed. 3 Stop training session if necessary. 	<ol style="list-style-type: none"> 1. Each participant or coach 2. Members, including coaches, and for younger members their parents or guardians. 3. Covid 19 Coordinator / Duty Covid 19 person / any committee member or coach on site. 	1. Before starting an activity
					2/3. Ongoing
Cleaning Materials and First Aid Kit	Transmission of Covid 19. Lack of materials results in other risks not being mitigated	Members / Other visitors to the track	<ol style="list-style-type: none"> 1. Keep list of materials. 2. Regular stock checks and ordering of supplies as necessary 	Checks: Duty Covid 19 Coordinators Ordering: Treasurer	Before club activity resumes

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	Problems due to touching disinfected surface then touching eyes and related problems	Members / Other visitors to the track	<ol style="list-style-type: none"> 1. Signs at appropriate points of site (liaise with Council). 2. First Aid kit and access to hand wash basins available 3. PPE – gloves and masks available with First Aid Kit 	<p>Checks: Duty Covid 19 Coordinators</p> <p>Ordering: Treasurer</p>	Before club activity resumes
First Aid / Spitting	Transmission of Covid 19.	Members / Other visitors to the track	<ol style="list-style-type: none"> 1. Reinforce no spitting rule. Contained in Supplementary Guidance notes issued after rule book was published. “Spitting (or similar) in warm up, call room, field of play or any other public area may be treated as a conduct offence and will be dealt with by a warning or disqualification (yellow card and / or red card offence).” 2. Provide advice in Club Plan on provision of first aid in line with: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19 	<ol style="list-style-type: none"> 1. Covid 19 Coordinator / Duty Covid 19 person / any committee member or coach on site. 2. Covid 19 Coordinator 	Before club activity resumes
Pre-Resumption Cleaning	Transmission of Covid 19 due to contaminated surfaces	Members / Other visitors to the track	<ol style="list-style-type: none"> 1. BCP Council cleans all areas likely to be touched, including fixed equipment, beds, pits and; 2. Club cleans equipment storage areas, office and any other area it is responsible for. 3. Club cleans any equipment, implements it is responsible for. 	2/3. Arranged by Coaching Coordinator. Office by Duty Covid 19 Coordinator.	Before club activity resumes.

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Front Gates	Transmission of Covid 19 due to contaminated surfaces	Members / Other visitors to the track	<ol style="list-style-type: none"> 1. Keep pedestrian gate open whilst track being used. 2. Clean surfaces that may be touched regularly. 3. Provide in the vicinity of Container One: <ul style="list-style-type: none"> • Hand Sanitiser • Surface wipes • Paper Towel (or similar) • Anti-bacterial / virus spray • Bins and liner for disposal of used wipes 	Person unlocking and locking the gate	When club activity resumes
Office and Clubroom	<p>Transmission of Covid 19 due to being too close to other people not part of your household.</p> <p>Transmission of Covid 19 due to contaminated surfaces</p>	Members / Other visitors to the track	<ol style="list-style-type: none"> 1. Limit number of people who may be in the office / clubroom. 2. Limit access to people who need to be there. 3. Clean surfaces that may be touched regularly. 4. Use Hand Sanitiser before entering area. 5 . Provide: <ul style="list-style-type: none"> • Hand Sanitiser • Surface wipes • Paper Towel (or similar) • Anti-bacterial / virus spray • Bins and liner for disposal of used wipes 	Member rota'd to look after office	Before club activity resumes

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Financial Transactions	Transmission of Covid 19 due to contaminated surfaces	Members / Other visitors to the track	Encourage contactless payments.	All taking payments	Before club activity resumes
Meetings	Transmission of Covid 19 due to being too close to other people not part of your household. Transmission of Covid 19 due to contaminated surfaces	Anyone involved in meeting.	Encourage Zoom / Teams meetings. Provide support for less confident IT users. Committee to meet remotely. Face to face meetings to take account of government social distancing guidelines / regulations.	Meeting organisers	Before club activity resumes
Toilets	Transmission of Covid 19 due to contaminated surfaces	Members / Other visitors to the track	1. Reopen two toilets first and monitor use and any challenges. Then reopen other toilets subject to mitigation below being in place. 2. Clean surfaces that may be touched regularly. 3. Council will clean the toilets and other hard surfaces including cage uprights, entrance gate handles daily and provide: <ul style="list-style-type: none"> • Water • Soap in dispenser • Working hand dryer • Surface wipes • Anti-bacterial / virus spray 	Duty Covid 19 person	Before club activity resumes.

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			<ul style="list-style-type: none"> • Bins and liner for disposal of used wipes If no Council supplies use club supplies. 4. Monitor cleanliness of toilet from time to time. Close if necessary.		
Equipment Storage Areas and Stand	Transmission of Covid 19 due to contaminated surfaces	Members / Other visitors to the track	1. Limit access to people who need to be there. 2. Clean surfaces that may be touched regularly. 3. Use Hand Sanitiser before entering area. 4. Provide from office: <ul style="list-style-type: none"> • Surface wipes • Paper Towel (or similar) • Anti-bacterial / virus spray • Bins and liner for disposal of used wipes 5. See below for information regarding implements and equipment.	Coordination by Coaching Coordinator. Anyone using an equipment storage area or stand.	Before club activity resumes
Gym	Transmission of Covid 19 due to contaminated surfaces	Members / Other visitors to the gym	1. Clean gym before it reopens 2. Clean surfaces that may be touched regularly. 3. Clean equipment before and after use 4. Use Hand Sanitiser before entering area. 5. Provide: <ul style="list-style-type: none"> • Surface wipes • Paper Towel (or similar) 	Coordination by Gym Manager. Anyone using gym.	Before gym reopens

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			<ul style="list-style-type: none"> Anti-bacterial / virus spray Bins and liner for disposal of used wipes 		
	Transmission of Covid 19 due to being too close to other people not part of your household.	Members / Other visitors to the gym	<ol style="list-style-type: none"> 1. Limit users to one per 100 sq. feet of usable space 2. Practice Social Distancing. 3. <u>Ban access to the gym except to pre-booked coaches and athletes.</u> 3. Keep door open during use 4. Space equipment out making best use of space 5. Where practical take equipment outside and train outside 6. As Social Distancing cannot be maintained, wear a face mask when spotting. 7. Do not spot bench press from behind unless by a member of the same household or a support bubble. This avoids close 'face to face' contact 8. Where possible, use 'fixed teams or partnering' (so each person works with only a few others) 9. Senior athletes using the gym as individuals and/or coaches must keep a record of who has attended the gym and when by signing a recording sheet kept in the gym. 	Coordination by Gym Manager. Anyone using gym.	Before gym reopens
Competition	Transmission of Covid 19 due to being too close to other	Competitors / Officials / Spectators	See event specific issues below. Plus <ol style="list-style-type: none"> 1. Athlete to have temperature check on arrival. 	<ol style="list-style-type: none"> 1. Lead Official 2. Lead Official 	Before / during competition

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	people not part of your household.		<ol style="list-style-type: none"> 2. Athletes should be accompanied by one other person only (parent or coach). 3. Athletes to maintain social distancing from one another during warm up. 4. Athlete to keep personal belongings within a small area to reduce contamination risk. 5. Athletes not to share water or food. 6. Only competitors or officials in event area 7. If practical, allow coaches to stand in designated area away from any spectators 8. All to social distance. Signs on fence requiring social distancing 9. Monitor behaviour of anyone in vicinity of competition 10. Require pre-competition completion of health questionnaire by competitors (and any one attending with them) and officials. 11. Collection of Test and Trace data by Meeting Manager - to be kept for 21 days. 12. On the day verbal check of competitors and officials – any symptoms / any contact with anyone with Covid 19. Non-contact thermometer check. 	<ol style="list-style-type: none"> 3. Council (or Club) 4 / 8. Duty Covid 19 Coordinator / Meeting Manager 5 - 7. Meeting Manager 	

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Track	Transmission of Covid 19 due to contaminated surfaces	Members / Anyone on the track	<p><u>At all times</u></p> <p>Clean surfaces that may be touched before and after use. For instance, starting blocks or hurdles.</p> <p>Provide from office:</p> <ul style="list-style-type: none"> • Surface wipes • Paper Towel (or similar) • Anti-bacterial / virus spray • Bins and liner for disposal of used wipes 	Anyone using the track	Before club activity resumes
			<p><u>Plus, during Competition</u></p> <ol style="list-style-type: none"> 1. Lead officials to ensure that hard surfaces are cleaned regularly and between users, for instance: starting blocks, starters stand, track judges stand, timekeepers stand. 2. Officials and organisers to encourage athletes to use their own equipment, e.g. starting blocks 3. Hurdles to be cleaned if knocked by athlete. 4. Consider having marshals at start and finish areas responsible for cleaning 5. Site supply of surface wipes, hand sanitiser, anti-bacterial / virus spray, paper wipes and gloves in competition area. 6. Site bin with liner for waste. 	Officials	When competition taking place

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	Transmission of Covid 19 due to being too close to other people not part of your household.	Members	<p><u>At all times</u></p> <ol style="list-style-type: none"> 1. Practice Social Distancing. 2. Ban access to the track except to coaches and athletes training on track or accessing infield. 3. In order to assist with social distancing, limit participants in a race to 6. 	Coaches and all users of the track.	When club activity resumes
			<p><u>Plus, during Competition</u></p> <ol style="list-style-type: none"> 1. Officials to practice social distancing – consider moving stands back so that more officials can stand on the ground 2. In the case of races where athletes start in a straight line (e.g.100m), to call up athletes just before race and start the race as quickly as possible. 3. Consider having marshals at start and finish areas to encourage athletes to social distance and to leave finish area promptly. 	Officials	When competition taking place
Road Running and Cross Country	Transmission of Covid 19 due to being too close to other people not part of your household.	Members of club and Public	<p><u>Pre-run</u></p> <ol style="list-style-type: none"> 1. Meeting point to be in area where social distancing can be maintained. 2. Different groups will have different meet points. 3. All Members will be encouraged social distance and maintain a 2-metre gap. 4. Hand gel will be available. 	Run Leaders and Participants	When club activity resumes

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			<ol style="list-style-type: none"> 5. Start times of the different runs will be staggered to reduce number of people in same area. 6. Group leaders will record participants for test and trace purposes. 7. Participants to be encouraged to turn up just in time for group run they taking part in. 8. Members will be told not to turn up if they have a high temperature or any symptoms. Government guidance about self-isolating must be followed at all times. 		
			<p><u>During Run</u></p> <ol style="list-style-type: none"> 1. Run groups to set off in staggered start times, with no more than 6 people setting off at any time. The ability of group members will be considered in order to reduce chance of different groups bunching. 2. All runners will be reminded of the need to maintain a distance of 2 metres. 3. Routes chosen will be pre-planned by run leaders with any potential pinch points considered for each run. Each group will have a member who knows the route to stop people becoming lost. 4. Members of club will be reminded that members of the public have right of way at all times during run. 	Run Leaders and Participants	When club activity resumes

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			<u>Competition</u> 1. Road Running and Cross-Country events often involve over 500 competitors. 2. Any competitive event shall be the subject to the appointment of a Covid 19 Officer and a bespoke risk assessment.	Committee Members responsible for the event.	Before competition
			<u>Post Run</u> All members will be encouraged to maintain a 2 meter distance between each other.	Run Leaders and Participants	When club activity resumes
High Jump and Pole Vault	Transmission of Covid 19	Members / Anyone in the event area	<u>At all times</u> 1. Only coaches and training athletes in training area – practice social distancing. 2. Use Hand Sanitiser before entering area. 3. Clean hard surfaces that may be touched regularly. For instance, cover handles, bar and uprights. 4. Clean bed in accordance with best practice before and after each group of athletes. 5. Provide from office: <ul style="list-style-type: none"> • Surface wipes • Paper Towel (or similar) • Anti-bacterial / virus spray • Bins and liner for disposal of used wipes 	All users of this area.	When club activity resumes

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			<p><u>Plus, during Competition</u></p> <ol style="list-style-type: none"> 1. Up to 12 athletes may compete in a group. 2. Athletes and Officials to social distance. 3. Disinfect bed between each group of up to 12 athletes. 4. Athletes to bring their own markers. 5. Poles should not be shared. 6. Site supply of surface wipes, hand sanitiser, anti-bacterial / virus spray, paper wipes and gloves in competition area. 7. Site bin with liner for waste. 8. Athlete to leave the bed via the nearest side to landing position. 		
Long and Triple Jump	Transmission of Covid 19	Members / Anyone in the event area	<p><u>At all times</u></p> <ol style="list-style-type: none"> 1. Only coaches and training athletes in training area – practice social distancing. 2. Use Hand Sanitiser before entering area. 3. Clean hard surfaces that may be touched regularly, e.g. rakes and shovels. 4. Rake and turn sand between groups and rake between individuals. 5. Consider using dilute sterilising fluid between groups. 	All users of this area.	When club activity resumes

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			<p>6. Limit use of rakes and other equipment to minimum number of people.</p> <p>Provide from office:</p> <ul style="list-style-type: none"> • Surface wipes • Paper Towel (or similar) • Anti-bacterial / virus spray • Bins and liner for disposal of used wipes <p><u>Plus, during competition</u></p> <ol style="list-style-type: none"> 1. Up to 12 athletes may compete in a group. 2. Athletes and Officials to social distance. 3. Disinfect pit between each group of up to 12 athletes. 4. Athletes to bring their own markers. 5. Lay out measuring tape along run way in order to reduce traffic up and down runway. 6. Site supply of surface wipes, hand sanitiser, anti-bacterial / virus spray, paper wipes and gloves in competition area. 7. Site bin with liner for waste. 		
Throws	Transmission of Covid 19	Members / Other visitors to the event area	<p><u>At all times</u></p> <ol style="list-style-type: none"> 1. Only coaches and training athletes in training area. 2. Use Hand Sanitiser before taking a throw. 	All users of this area.	When club activity resumes

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			<p>3. Clean hard surfaces that may be touched regularly. For instance, cage.</p> <p>4. Implements to be cleaned before each session.</p> <p>5. To reduce need to clean stadium implements – athletes to use hand sanitiser before each use of stadium implement.</p> <p>6. Chalk must not be shared by athletes.</p> <p>7.No spitting.</p> <p>8. During hammer in order to reduce need to clean gate – take groups of left and right handers together.</p> <p>9. Limit use of equipment to minimum number of people.</p> <p>Provide from office:</p> <ul style="list-style-type: none"> • Surface wipes • Paper Towel (or similar) • Anti-bacterial / virus spray <p>Bins and liner for disposal of used wipes</p> <p><u>Plus, during competition</u></p> <p>1. Up to 12 athletes may compete in a group.</p> <p>2. Athletes and Officials to social distance.</p> <p>3. Athletes should use their own equipment or have an allocated implement they retain throughout the competition.</p>		

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			4. Implement weigh-in must respect social distancing. Athlete should place implement on the scales. 5. Clean circle between events. 6. Dedicated official(s) retrieve implements – wearing gloves and using sanitiser in competition area. 7. Site bin with liner for waste.		
Cafe	Transmission of Covid 19 due to contaminated food / drink	Café volunteers / members / other café users	Due to complexity of government advice do not run the cafe at present.	Duty Covid 19 Coordinator / Duty Covid 19 person.	Ongoing
	Transmission of Covid 19 due to contaminated equipment				
	Transmission of Covid 19 due to contaminated utensils, cups, plates				
	Transmission of Covid 19 due to contaminated chairs and tables				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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