

Risk assessment template

Bournemouth Athletic Club

Assessment carried out on 15th November 2020 [v.11] by Robin James. Date of next review: 3rd December 2020.

Significant changes in red type

| 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? | Done |
| 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 | Yes |
| 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 | 1.Yes 2.Yes 3.No |

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| Social Distancing and Track and Trace | <p>Transmission of Covid 19 due to being too close to other people not part of your household.</p> <p>Social distancing rule is 1m+ from 4th July 2020.</p> | Members / Other visitors to the track | <p>1. All areas within Kings Park Athletic Centre - discourage spectators, other than a parent or guardian of a young athlete</p> <p>2. Signs at appropriate points of site (liaise with Council). Signage includes for social distancing and availability of cleaning materials.</p> | Covid 19 Coordinator / Duty Covid 19 person | Before club activity resumes | Yes |
| | | | <p>1. Number of athletes training to be in accordance with EA and Government guidance</p> <p>2. Only coaches and training athletes in training area.</p> <p>3 Coaches liaise including with Coaching Coordinator to stagger use of facilities</p> <p>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</p> | Coaches / Coaching Coordinator / Athletes within the fenced area. | Ongoing | Yes |
| | | | <p>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.</p> <p>Signs needed.</p> | Any entering Kings Park Athletics Centre. | Immediately | Yes |
| | | | <p>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.</p> | Coaches / Athletes within the fenced area. | Immediately | In plan |

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| 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 | 1. Yes |
| | | | | | 2/3. Ongoing | 2/3. In plan |
| 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 | Yes |
| | 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 | Checks: Duty Covid 19 Coordinators Ordering: Treasurer | Before club activity resumes | Yes |

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| First Aid / Spitting | Transmission of Covid 19. | Members / Other visitors to the track | <p>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)."</p> <p>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</p> | <p>1. Covid 19 Coordinator / Duty Covid 19 person / any committee member or coach on site.</p> <p>2. Covid 19 Coordinator</p> | Before club activity resumes | In plan |
| Pre-Resumption Cleaning | Transmission of Covid 19 due to contaminated surfaces | Members / Other visitors to the track | <p>1. BCP Council cleans all areas likely to be touched, including fixed equipment, beds, pits and;</p> <p>2. Club cleans equipment storage areas, office and any other area it is responsible for.</p> <p>3. Club cleans any equipment, implements it is responsible for.</p> | 2/3. Arranged by Coaching Coordinator. Office by Duty Covid 19 Coordinator. | Before club activity resumes. | Yes |
| Front Gates | Transmission of Covid 19 due to contaminated surfaces | Members / Other visitors to the track | <p>1. Keep pedestrian gate open whilst track being used.</p> <p>2. Clean surfaces that may be touched regularly.</p> <p>3. Provide in the vicinity of Container One:</p> <ul style="list-style-type: none"> • Hand Sanitiser • Surface wipes • Paper Towel (or similar) • Anti-bacterial / virus spray | Person unlocking and locking the gate | When club activity resumes | Yes |

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| | | | <ul style="list-style-type: none"> • Bins and liner for disposal of used wipes | | | |
| Office and Clubroom | | 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: <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 | Yes |
| 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 | Yes |
| 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 | Yes |

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| Toilets | Transmission of Covid 19 due to contaminated surfaces | Members / Other visitors to the track | <ol style="list-style-type: none"> 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 • Bins and liner for disposal of used wipes <p>If no Council supplies use club supplies.</p> <ol style="list-style-type: none"> 4. Monitor cleanliness of toilet from time to time. Close if necessary. | Duty Covid 19 person | Before club activity resumes. | Yes |
| Equipment Storage Areas and Stand | Transmission of Covid 19 due to contaminated surfaces | Members / Other visitors to the track | <ol style="list-style-type: none"> 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) | <p>Coordination by Coaching Coordinator.</p> <p>Anyone using an equipment storage area or stand.</p> | Before club activity resumes | Yes |

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| | | | <ul style="list-style-type: none"> • Anti-bacterial / virus spray • Bins and liner for disposal of used wipes <p>5. See below for information regarding implements and equipment.</p> | | | |
| Gym | Transmission of Covid 19 due to contaminated surfaces | Members / Other visitors to the gym | <ol style="list-style-type: none"> 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) • Anti-bacterial / virus spray • Bins and liner for disposal of used wipes | Coordination by Gym Manager. Anyone using gym. | Before gym reopens | Yes |
| | 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 | Coordination by Gym Manager. Anyone using gym. | Before gym reopens | |

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| | | | <p>6. As Social Distancing cannot be maintained, wear a face mask when spotting.</p> <p>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</p> <p>8. Where possible, use 'fixed teams or partnering' (so each person works with only a few others)</p> <p>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.</p> | | | |
| Competition | Transmission of Covid 19 due to being too close to other people not part of your household. | Competitors / Officials / Spectators | <p>See event specific issues below.</p> <p>Plus</p> <ol style="list-style-type: none"> 1. Athlete to have temperature check on arrival. 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 | <ol style="list-style-type: none"> 1. Lead Official 2. Lead Official 3. Council (or Club) 4 / 8. Duty Covid 19 Coordinator / Meeting Manager 5 - 7. Meeting Manager | Before / during competition | Yes |

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| | | | 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. | | | |
| Track | Transmission of Covid 19 due to contaminated surfaces | Members / Anyone on the track | <u>At all times</u> Clean surfaces that may be touched before and after use. For instance, starting blocks or hurdles. 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 | Anyone using the track | Before club activity resumes | Yes |
| | | | <u>Plus, during Competition</u> 1. Lead officials to ensure that hard surfaces are cleaned regularly and between users, for instance: | Officials | When competition taking place | |

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| | | | 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 between groups of races or if knocked by athlete. 4. Consider having marshals at start and finish areas responsible for cleaning 5. Site table at competition site with supply of surface wipes, hand sanitiser, anti-bacterial / virus spray, paper wipes and gloves. 6. Site bin with liner for waste. | | | |
| | Transmission of Covid 19 due to being too close to other people not part of your household. | Members | <u>At all times</u> 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 | Yes |
| <u>Plus, during Competition</u> 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. | | | Officials | | | |

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| | | | 3. Consider having marshals at start and finish areas to encourage athletes to social distance and to leave finish area promptly. | | | |
| 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 | <u>Pre-run</u> | Run Leaders and Participants | When club activity resumes | Yes |
| | | | <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. 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. | | | |
| | | | <u>During Run</u> | Run Leaders and Participants | When club activity resumes | Yes |
| | | | <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 | | | |

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| | | | <p>order to reduce chance of different groups bunching.</p> <ol style="list-style-type: none"> 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. | | | |
| | | | <p><u>Competition</u></p> <ol style="list-style-type: none"> 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 completion | Yes |
| | | | <p><u>Post Run</u></p> <p>All members will be encouraged to maintain a 2 meter distance between each other.</p> | Run Leaders and Participants | When club activity resumes | Yes |
| High Jump and Pole Vault | 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. | All users of this area. | When club activity resumes | Yes |

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| | | | <p>3. Clean hard surfaces that may be touched regularly. For instance, cover handles, bar and uprights.</p> <p>4. Clean bed in accordance with best practice before and after each group of athletes.</p> <p>5. 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> <p>1. Up to 12 athletes may compete in a group.</p> <p>2. Athletes and Officials to social distance.</p> <p>3. Disinfect bed between each group of up to 12 athletes.</p> <p>4. Athletes to bring their own markers.</p> <p>5. Poles should not be shared.</p> <p>6. Site table at competition site with supply of surface wipes, hand sanitiser, anti-bacterial / virus spray, paper wipes and gloves.</p> <p>7. Site bin with liner for waste.</p> <p>8. Athlete to leave the bed via the nearest side to landing position.</p> | | | |

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| 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. 6. Limit use of rakes and other equipment to minimum number of people. <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. | All users of this area. | When club activity resumes | Yes |

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| | | | 5. Lay out measuring tape along run way in order to reduce traffic up and down runway. 6. Site table at competition site with supply of surface wipes, hand sanitiser, anti-bacterial / virus spray, paper wipes and gloves. 7. Site bin with liner for waste. | | | |
| Throws | Transmission of Covid 19 | Members / Other visitors to the event area | <u>At all times</u> 1. Only coaches and training athletes in training area. 2. Use Hand Sanitiser before taking a throw. 3. Clean hard surfaces that may be touched regularly. For instance, cage. 4. Implements to be cleaned before each session. 5. To reduce need to clean stadium implements – athletes to use hand sanitiser before each use of stadium implement. 6. Chalk must not be shared by athletes. 7.No spitting. 8. During hammer in order to reduce need to clean gate – take groups of left and right handers together. 9. Limit use of equipment to minimum number of people. Provide from office: <ul style="list-style-type: none"> • Surface wipes • Paper Towel (or similar) | All users of this area. | When club activity resumes | Yes |

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| | | | <ul style="list-style-type: none"> • Anti-bacterial / virus spray Bins and liner for disposal of used wipes <u>Plus, during competition</u> <ol style="list-style-type: none"> 1. Up to 12 athletes may compete in a group. 2. Athletes and Officials to social distance. 3. Athletes should use their own equipment or have an allocated implement they retain throughout the competition. 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. 7. Site table at competition site with supply of surface wipes, hand sanitiser, anti-bacterial / virus spray, paper wipes and gloves. 8. 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 | Yes |
| | Transmission of Covid 19 due to contaminated equipment | | | | | |

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| | 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/

Original template published by the Health and Safety Executive 10/19