

Risk Assessment: Covid-19 annex

Date:	Assessed by:	Location:	Review:
10/06/2020	YADAC Committee Compiled by Vice Chair.	Yate and District Athletic Club at the Yate Outdoor Sports Complex	In line with PHE and EA updates

Following the realisation that Covid-19 was to be a global pandemic the UK Government introduced law and guidance which required facilities such as Yate Outdoor Sports Club to close and for gatherings of people to stop thus requiring sports clubs to stop providing events and training. Consequently, Yate and District Athletic Club suspended activities. As the pandemic has evolved and now as the situation has improved UK government direction and EA guidance has been updated to permit a limited opening of infrastructure. Yate and District Athletic Club are now 'reintroducing coaching and training to our athletes'. This risk assessment draws on UK Government instruction and Guidance (Typically focussed through guidance issued by Public Health England) and additional guidance from the sport's governing body England Athletics. This risk assessment further draws on committee and a Covid-19 sub-group within which available guidance was reviewed. This led to consolidation in this risk assessment and a communication strategy through signage and information issued by email and social media to the membership. All actions taken are agreed within the sub-group first.

Compared to being closed the risk is increased and this risk assessment looks to set out controls and mitigations to enable reopening whilst mitigating the risk so far as we are able recognising that a key limitation is our understanding and knowledge of people contacts away from the club. Mitigations and controls are therefore focussed on what we can do as opposed to UK Government controls and initiatives such as 'track and trace'. In all cases UK Government instruction and advice takes precedence.

This risk assessment refers to guidance from UK Government and England Athletics 01 June 2020 and completeness measured against those documents. Any update in guidance would need a review of this risk assessment.

The pre-controls risk status is measured against the pre-suspended state to assist in identifying any increase in controls necessary. Low post mitigation ratings are in the context that action has been taken as far as we are able with the information balanced with resuming activities. A 'very-low' or 'no-risk' associated with pre Covid-19 conditions is not possible as too many factors outside our control. Consequently, for many matters the risk rating is considered as no worsening of the general UK messaging and controls reinforce. The only way to gain an improvement over the general condition is where activities are abandoned.

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Target date	Complete
Awareness (Committee knowledge and understanding)	Club membership	<ul style="list-style-type: none"> n/a 	H	<ul style="list-style-type: none"> Due to focussed nature of challenge a sub-group was established to review UK Government and EU guidance with a view of understanding 'what it means to us'. Whilst we recognise the 'strong recommendation' for EA to take professional advice access to such advice is not straight forward, easy to scope or clear who could provide 	M	Committee	04.06.20	Yes

Yate and District Athletic Club | Risk Assessment

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				<p><i>competent advice. The advice from UK Government is thorough and carries no such disclaimer.</i></p> <ul style="list-style-type: none"> <i>We are following UK government advice and utilising EA guidance as provided for an athletics context.</i> <i>The committee have established a smaller group to provide a focal point for Covid-19 discussions and the vice-chair acts as coordinator.</i> 		Vice Chair (CC)		
Awareness (restarting coaching and training)	Club members	<ul style="list-style-type: none"> <i>n/a</i> 	H	<ul style="list-style-type: none"> <i>Prior to UK Government advice permitting limited opening all club activities suspended and complex closed resulting in a 'low' risk.</i> <i>In moving towards reopening the risk increases when measured against the 'closed state'.</i> <i>It is necessary to communicate to the membership on 'reintroducing coaching and training to our athletes' with information concerning measures required to comply with PHE and derivative EA guidance. This will be done through direct email to members registered email address and through club social media channels and website.</i> 	M	S&E Membership	04.06.20	V1. Completed V2. 04.06.20
Awareness (policy)	Club members	<ul style="list-style-type: none"> <i>Prior to reopening awareness is being addressed with nationwide UK government messaging and guidance across all media platforms</i> <i>Due to global nature of the pandemic general</i> 	H	<ul style="list-style-type: none"> <i>Due to nationwide coverage local signage will be focussed on social distancing, hygiene, and local arrangements specific to the facility reinforcing and repeating government messaging as required.</i> <i>Local signage will as far as is possible be based on or informed by other widely available signage to</i> 	M	Vice Chair (CC)	Ongoing review required	V1. 25/05.20 V2. 02.06.20

Yate and District Athletic Club | Risk Assessment

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		<i>awareness of symptoms and requirements for social distancing are extensively communicated.</i>		<p><i>provide consistency in messaging.</i></p> <ul style="list-style-type: none"> <i>All club communications and information posters will refer to UK Government (Public Health England) and England Athletics guidance.</i> <i>Establish a committee sub-group to facilitate developing understanding and communicating messaging.</i> <i>Committee will identify a Covid-19 coordinator to provide a focus to local arrangements.</i> <i>Key messaging for local instructions will be communicated to all athletes.</i> <i>Create reintroducing coaching and training to our athletes' poster for distribution to members and placing at the facility.</i> <i>All athletes, coaches, parents associated with the club will receive a copy of all local instructions prior to any facility visit and will be directed to PHE / EA guidance.</i> <i>We will continually adopt and review new government / EA guidance as and when it is available.</i> <i>Recognising that we cannot pre-empt or identify all challenges the committee and Covid-19 coordinator will be open to challenge and discussion with the membership</i> 				
Awareness (message reinforcement)	Track / facility users	<ul style="list-style-type: none"> <i>n/a</i> 		<ul style="list-style-type: none"> <i>Local signage to be installed</i> <i>Cannot control adherence to signage but can request coaches reinforce messaging and introduce club local disciplinary measures for non-compliance.</i> 	M	Chair Committee / Coaches	04.06.20 As reqd.	

Yate and District Athletic Club | Risk Assessment

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Catching and spreading (competition or events)	Club membership and their families, public events	<ul style="list-style-type: none"> No controls As government advice has suspended activities this has informed the high risk rating.. 	H	<ul style="list-style-type: none"> In line with UK Government and EA guidance YADAC will not be participating in competition or events that require mass assembly of people. The potential exists to support EA with pilot events to test arrangements for reintroducing competition. This will be reviewed under a separate risk assessment building on this document 	L	committee	Ongoing review	yes
Catching and spreading (proximity)	all	<ul style="list-style-type: none"> No controls As government advice is to permit limited reopening it is assumed to general risk is more tolerable and this has informed the medium risk rating. 	M	<ul style="list-style-type: none"> In line with government and EA guidance YADAC will follow social distancing requirements. The limit to the number of people on the track is constrained only by social distancing requirements, the practicalities of the activity being undertaken and any challenges for access/egress and managing emergency incidents. Messaging to include: 2m social distancing advice. Avoid unnecessary contact with surfaces and equipment. Clear any surfaces contact 	M	Vice Chair (CC)	04.06.20	completed
Catching and spreading (Hygiene)	all	<ul style="list-style-type: none"> Washing facilities within toilets. No specific controls save for usual hygiene signage in rest rooms and kitchen areas. As government advice is to permit limited reopening it is assumed to general risk is more 	M	<ul style="list-style-type: none"> Messaging to include: Check-in with each other (there are no facility or central controls/checks) on arrival to confirm well and symptom free (Check-in with each other. Confirm everyone feeling well and free from symptoms (a new continuous cough, high temperature, loss of or change in your normal sense of taste or smell) and that no- 	M	Vice Chair (CC)	04.06.20	completed

Yate and District Athletic Club | Risk Assessment

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		<i>tolerable and this has informed the medium risk rating.</i>		<p><i>one you have been in contact with within 14-days is self-isolating..</i></p> <ul style="list-style-type: none"> <i>Toilets to remain closed</i> <i>In line with EA guidance all members visiting the complex are advised in messaging to bring hand sanitiser.</i> <i>In line with EA guidance all members visiting the complex are advised through communications information to bring a surface sanitiser to clean and equipment bring used and any touch points such as gate and padlock. Due to lack of supervision no check lists or oversight will be introduced; hence the requirement to clean prior to use.</i> <i>Cough, sneeze into elbow (not hands)</i> 				
Catching / spreading (access to complex)	Club members	<ul style="list-style-type: none"> <i>Gates locked when complex not in use.</i> <i>When complex is in use no restriction on access.</i> <i>No booking process for athletes to book sessions and no register of attendance for coaches sessions.</i> <i>As government advice is to permit limited reopening it is assumed to general risk is more tolerable and this has informed the medium risk rating.</i> 	M	<ul style="list-style-type: none"> Messaging to include: <i>During training session pedestrian gates will only be unlocked when supervised.</i> <i>If supervision not available, users to lock themselves in.</i> <i>Access by appointment only</i> <i>Appointments booked via coaches for coached sessions and through chair for individual and non-coached sessions</i> <i>Controls available are manual therefore policy needs advised to members.</i> 	M	Vice Chair (CC)	04.06.20	Policy completed
Catching / spreading	Club members, public, YOSC staff	<ul style="list-style-type: none"> <i>Unrestricted access to common areas</i> 	M	<ul style="list-style-type: none"> Messaging to include: <i>Limit numbers on site through a</i> 	M	Vice Chair (CC)	04.06.20	In place

Yate and District Athletic Club | Risk Assessment

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(when using the facilities within the complex)		<ul style="list-style-type: none"> Office access limited to key holders As government advice is to permit limited reopening it is assumed to general risk is more tolerable and this has informed the medium risk rating. 		<p><i>restricted 'admittance policy to coaches, athletes, committee and a parent / guardian of any one or more U18 from the same household.</i></p> <ul style="list-style-type: none"> Pre-booked sessions only No public / spectator access. Zonation policy In line with PHE guidance coaching to athlete ratio of 1 to 5 implemented or for non-coached sessions a maximum of 6 people. Athletes and coaches restricted to training zones, equipment shed for collection of equipment and access routes around complex subject to adherence of social distancing and implementation of sanitisation as required. Stadia seating not available for use. Parents and guardians in attendance must stay outside training zones and maintain social distancing. 		Committee		
Catching / spreading (within clubhouse, changing rooms and toilets)	Club members, public, YOSC staff	<ul style="list-style-type: none"> Unrestricted access to common areas As government advice is to permit limited reopening it is assumed to general risk is more tolerable and this has informed the medium risk rating. 	M	<ul style="list-style-type: none"> YOSC staff remain furloughed. Venue will be subject to a specific risk assessment by YOSC. Welfare facilities will remain closed until staff available to open, operate and clean in accordance with PHE guidance. YADAC personnel with keys will respect YOSC closure and maintain facility in a closed state with entry limited to essential access for equipment and managing YADAC. For future we may expect YOSC Staff and volunteer staff from 	M	Clubhouse Building Keyholders	04.06.20	Completed

Yate and District Athletic Club | Risk Assessment

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				<p>YADAC to follow YOSC guidance which may include:</p> <ul style="list-style-type: none"> washing hands with soap regularly and thoroughly, for at least 20 seconds. Tissues provided and to be used when coughing or sneezing and then place the used tissue in the bin before washing hands. Contact with personnel suspected of having caught COVID-19 will be avoided. <p>Messaging to include:</p> <ul style="list-style-type: none"> No access to toilets, clubhouse or changing areas. 		Vice Chair (CC)		
Catching / spreading (equipment shed)	Club members	<ul style="list-style-type: none"> Unrestricted access Access nominally restricted to coaches, athletes, and volunteers. As government advice is to permit limited reopening it is assumed to general risk is more tolerable and this has informed the medium risk rating. 	M	<p>Messaging to include:</p> <ul style="list-style-type: none"> No sports equipment to be used in the shed. e.g. shooting range gym equipment. Restrict access to committee, coaches and athletes for collection of equipment subject to social distancing requirements being adhered to. Introduce scheme where athletes can take equipment on long-term loan to avoid cross contamination 	M	Vice Chair (CC) keyholders	04.06.20	policy
Catching / spreading (equipment)	Club members	<ul style="list-style-type: none"> No specific controls 	H	<p>Messaging to include:</p> <ul style="list-style-type: none"> Introduce scheme where athletes can take equipment on long-term loan to avoid cross contamination Identify equipment for use of a single athlete (due to lack of supervision) 	M	Coaches / Athletes	06.06.20	policy

Yate and District Athletic Club | Risk Assessment

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				<p><i>this may not be robust; therefore, see below).</i></p> <ul style="list-style-type: none"> • <i>Equipment must be sanitised before and after contact and where not possible consideration given to an appropriate fallow period between uses of at least 72 hours. This should be confirmed by coach in a specific risk assessment</i> • <i>Whilst in use athletes are responsible for equipment in use and should ensure no other people contact the equipment between sanitising. E.g. a hammer or javelin thrower should collect after a throw. This may necessitate instruction on safety arrangements by a group lead or coach to ensure safety is maintained. This should be considered in a coaches and athletes risk assessment.</i> 				
Catching / spreading (track and field area – training only)	Coaches and athletes	<ul style="list-style-type: none"> • <i>Limited only by a function of the differing zones for each track and field activity</i> • <i>As government advice is to permit limited reopening it is assumed to general risk is more tolerable and this has informed the medium risk rating.</i> 	M	<ul style="list-style-type: none"> • Messaging to include: • <i>Track use for training restricted to lanes 2, 5 and 8. Preserving lane 1 for competition. As illustrated on zone plan. Subject to coach's risk assessment linear separation can be implemented to consider overtaking and following. Suggest a starting point would be a bubble around an athlete of 2m left/right and 15m forward and back.</i> • <i>Jump beds and pits not available for use in line with EA guidance.</i> • <i>Adjacent javelin and throwing circles not to be used simultaneously.</i> 	M	Vice Chair (CC) Coaches	06.06.20	Zone diagram complete Policy complete

Yate and District Athletic Club | Risk Assessment

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				<ul style="list-style-type: none"> Coaches and athletes to be restricted to their training zones. Develop a zone plan to assist with logistics. Copy at the end of this risk assessment. A coach may work with an assistant coach providing social distancing must be maintained and no more than six people in any training zone. The assistant coach may lead a cohort of five other athletes in a different training zone. 				
Catching / spreading (high risk groups)	clinically or extremely vulnerable persons	<ul style="list-style-type: none"> As government advice is to permit limited reopening and that shielded people can venture out it is assumed the general risk is more tolerable. However as stringent controls remain in place nationally this has informed the high risk rating. 		<ul style="list-style-type: none"> Participation should only be considered with stringent social distancing and in line with current PHE guidance. Local guidance requests those falling into vulnerable groups should discuss specific needs to enable arrangements to be developed Specific risk assessments required and will need to be informed by a personal risk assessment to ensure controls adequate. Messaging to include: Contact club for specific needs 	H	Chair & Vice Chair (CC)	As required	<p>Guidance note complete</p> <p>Specific guidance on developed request as needs require</p>
Catching / spreading (behaviours)	Coaches and athletes	<ul style="list-style-type: none"> As government advice is to permit limited reopening it is assumed to general risk is more tolerable and this has informed the medium risk rating. 	M	<ul style="list-style-type: none"> Messaging to include: In line with EA guidance coaches and athletes informed in messaging the need to develop a coaches and Personal Risk Assessment. Disciplinary measures may be taken for non-compliance 	M	Vice Chair (CC)	04.06.20	Complete

Yate and District Athletic Club | Risk Assessment

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				<ul style="list-style-type: none"> As above. Check-in with each other. 				
Catching / spreading (payment)	Complex users	<ul style="list-style-type: none"> As government advice is to permit limited reopening it is assumed to general risk is more tolerable and this has informed the medium risk rating. 	M	<ul style="list-style-type: none"> Messaging to include: online payment of track fees only Booking confirmation to include payment details 	L	Vice Chair (CC) Chair	04.06.20	In place
Catching / spreading (contact points)	Complex users	<ul style="list-style-type: none"> As government advice is to permit limited reopening it is assumed to general risk is more tolerable and this has informed the medium risk rating. 	M	<ul style="list-style-type: none"> local messaging and signage to reinforce hygiene requirements reminder added to booking confirmation email. 	M	JD JD	03.06.20 ongoing	Complete ongoing
Catching / spreading (jumps)	High jumpers / coaches	<ul style="list-style-type: none"> no specific controls 	H	<ul style="list-style-type: none"> further to discussion during a Q&A session with England Athletics 04.06.2020 a question was posed if a bed could be allocated to a single athlete. It was noted that EA in discussion with other sports that use beds and mats with a view of understanding options, these include single person use only or with a fallow period (potentially 24-72 hrs) and or cleaning between different users. Hygiene needs to be maintained for common touch points in setting up and during activity. e.g. only one person uses a touch point or it is sanitised between contacts. It is recognised that there is no specific PHE guidance aligned to this matter however options discussed 		Jumps Coaches / athlete	Prior to any activity	

Yate and District Athletic Club | Risk Assessment

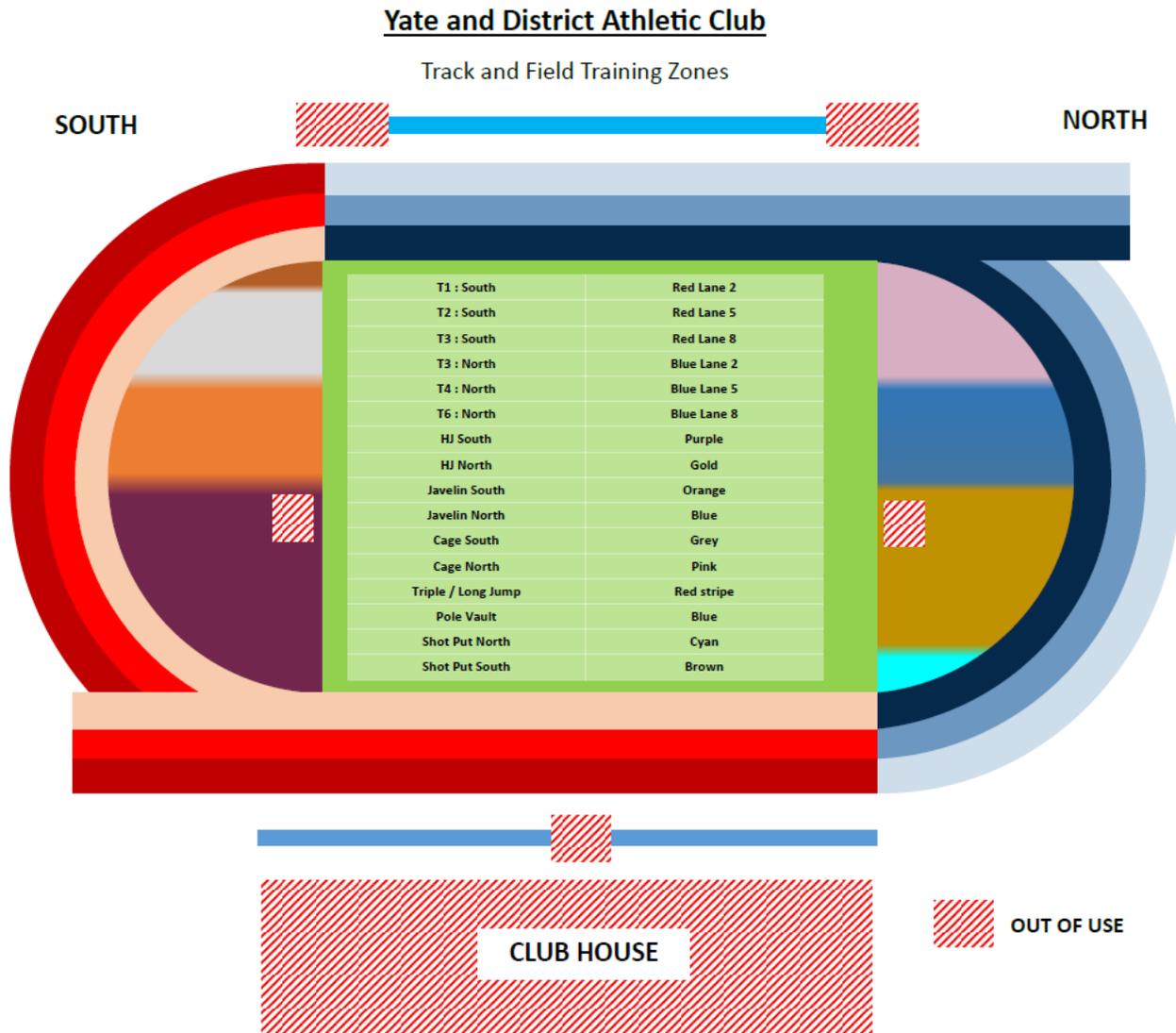
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				<p><i>are considered to maintain the intent.</i></p> <ul style="list-style-type: none"> • <i>Coaches should have a specific written risk assessment</i> 				
Catching / spreading (throw cages)	Coaches and athletes for javelin, discuss, shot putt and hammer	<ul style="list-style-type: none"> • no specific controls 		<ul style="list-style-type: none"> • <i>Setting up cages</i> • <i>As per normal cages should be lowered when high winds predicted between use.</i> • <i>Cages to be positioned for right-handed throwers. The southern cage being preferentially used for hammer and the northern cage for discuss.</i> • <i>Any adjustment to the cage will necessitate contact points being cleaned before and after.</i> 				
Emergency Access and equipment	All facility users	<ul style="list-style-type: none"> • When facility operational: key carriers are available first aid kit and defib are available. • Designated first aiders available at academy and Tuesday evening, Thursday evening and Saturday morning/afternoon coaching sessions • More personnel available to support and no controls for maintain social distancing 	L	<ul style="list-style-type: none"> • <i>Key press installed in CCTV monitored area.</i> • <i>Code provided to facility users to enable access to keys for shed (first aid kit and defibrillator) and vehicle barriers should emergency service access be required.</i> • <i>Social distancing implemented</i> • <i>Facility users advised to have a contingency in their personal risk assessment for injury and accidents.</i> 	M	Chair	04.06.20	complete
Behaviours	All facility users	<ul style="list-style-type: none"> • General policy 		<ul style="list-style-type: none"> • <i>Messaging includes note regarding potential for disciplinary action in event of non-adherence to guidance. Also reminds that people may be subject to legal action if also found to be non-compliant with UK</i> 		Vice chair (CC)		

Yate and District Athletic Club | Risk Assessment

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				<p><i>Government advice.</i></p> <ul style="list-style-type: none"> <i>Whilst restrictions are in place a watching brief by committee members when present at the track to monitor compliance against guidance</i> 		Committee		

Yate and District Athletic Club | Risk Assessment

Track Zones



Yate and District Athletic Club | Risk Assessment

Revision History

Date	Version	Who	Summary of update
05.06.2020	2	Vice Chair	Published online
09.06.2020	3	Vice Chair	Template update. Matrix remains based on UKA template. Minor update to clarify one parent/guardian per household for any U18 in attendance and reinforced stadia seating out of use. Updated text coloured ' <i>nnnnn</i> '