

Newark Athletic Club- Return to training : Covid-19 Risk Assessment

Date:	Assessed by:	Location :	Review :
27 th July 2020	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	Weekly

To be reviewed weekly 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.

General track Training/ Outdoor training

What are the Hazards?	Who might be harmed?	Controls required	What else can you do to control this risk?	Action by whom	Action by when
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	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 before they access the facilities. Frequent communication with our members, regarding their compliance.	<ul style="list-style-type: none"> 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 	Covid-19 Co-ordinator, Committee, Facilities manager	14 th July

			guidelines and update our practices when new guidance is published.		
<p>Spread of Covid-19 through contact on arrival</p> <p>Car park / entry to the facility</p>	<p>Athletes, coaches, volunteers, and marshals</p>	<p><u>Car park/entry to the facility</u></p> <p>The club will have a designated volunteer each training session to safely guide athletes into the car park To adhere to social distancing guidelines, our volunteer will ask the individuals to wait in their cars until their allocated coach is ready to collect them and lead their group onto the track to begin their session.</p> <p>Every individual will be asked to wash their hands or use hand sanitizer on arrival into the facilities</p> <p>Limit the overall number of people arriving at the facility at the same time by ensuring we have limited capacity for athletes to book onto sessions and staggered start/finish times.</p> <p>Signage will be placed around the facility with clear pictures and guidelines to follow while on the premises.</p> <p>No spectators are allowed on site, only athletes and coaches. Spectators will be asked to stay in their cars if they stay on site.</p>	<ul style="list-style-type: none"> • Our volunteer will remain 2 metres away from individuals when directing them into the car park/asking them to stay in their cars. • Staggered start and finish times for each session to further limit the number of people arriving at the same time • Signage around the site to clearly state where to wash your hands, and how to maintain social distancing while accessing the facilities. • Booking for each coaches training group is limited to 12 places. 	<p>Marshal, volunteers, and coaches</p>	<p>16th July</p>

<p>Spread of Covid-19 / Transmission Risk</p> <p>Access to buildings/ toilets</p>	<p>Athletes, Coaches, Volunteers, Vulnerable groups</p>	<p><u>Access to the building/toilets</u></p> <p>Signage will be in place to explain the YMCA policies. This will be clearly visible.</p> <p>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.</p> <p>One volunteer will be responsible for signing in our booking.</p> <p>The coaches will be allowed to go onto the track at 7pm to access our container and set up the equipment they need for their session.</p> <p>The gate to the track will also be open, limiting the transmission risk of a Newark AC volunteer touching this surface.</p> <p>The toilets will be open, but the changing rooms are closed to all. This has been clearly displayed and signed by the YMCA.</p> <p>Hand washing and sanitizing stations will be clearly visible around the site.</p>	<ul style="list-style-type: none"> • 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. 	<p>Coaches, athletes</p>	<p>16th July onwards</p>

<p>Spread of Covid-19 / Transmission risk</p> <p>Registration/ end of session</p>	<p>Volunteers, coaches, athletes, vulnerable groups</p>	<p>Registration</p> <p>One volunteer from Newark AC will be responsible for signing in the whole group booking.</p> <p>The individual will come into the premises but will not have access to the reception as we have done previously.</p> <p>On entering the facilities, the allocated person will sanitize their hands before signing in.</p> <p>There will be a sign in table outside reception, under a gazebo.</p> <p>To maintain social distancing before the sessions begin, we have limited numbers allowed on the track at any given time, and will stagger the start times and leave gaps in between these sessions.</p> <p>An online booking system will be in place for athletes to book onto sessions. Coaches and volunteers will cross check who turns up to the sessions, to correctly log and trace all athletes.</p> <p>There will currently be NO spectators allowed at the YMCA so no additional people e.g. parents on site.</p> <p>Do not congregate after the session, leave the facilities and head home straight away.</p>	<ul style="list-style-type: none"> • Ensuring that the club allocates one person (coach or volunteer) to sign Newark AC in on Tuesday and Thursday evenings. • Communicate to all volunteers who the allocated person is to ensure that just one person is signing us in and entering the premises. • This individual will then go back to the car park and wait. • Consider the additional people around at registration time (extra volunteers) • Signage will be available and clearly visible around the facilities to re-enforce key messages and protocols. <p>When younger athletes are coming to training sessions, we will ask for parents to stay in their cars if they are remaining on site.</p>	<p>Volunteers, coaches</p>	<p>16th July onwards</p>
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<p>Spread of Covid-19/ transmission risk</p> <p>Track sessions</p>	<p>Athletes, coaches, vulnerable groups</p>	<p><u>Track sessions</u></p> <p>Coaches and athletes can participate in track sessions.</p> <p>A one lane gap is not socially distanced.</p> <p>Steeplechase barriers and hurdles can be used by an athlete and coach provided the equipment is thoroughly cleaned before and after use by the coach.</p> <p>Starting blocks should be used by just one athlete during the session and thoroughly cleaned by the coach before and after the session.</p> <p>Coaches and athletes to ensure that all equipment is being used by just one athlete during the session.</p> <p>Coaches should ensure they maintain social distancing at all times with an athlete they are coaching as well as maintaining social distance from any other coaches and athletes using adjacent space.</p> <p>The YMCA has stated that their venue is a COVID secure environment and Newark AC are taking the necessary steps to ensure we are a COVID secure club.</p> <p>Latest guidance published by England Athletics on 17th July states that if your facility is in a COVID secure environment, they will not impose a limit to the number of participants at the venue/facility.</p>	<ul style="list-style-type: none"> • In a sprints session, athletes will train in alternate lanes. For example, 1 athlete in Lane 2, next athlete in Lane 4, next athlete in Lane 6. • When overtaking, you MUST run two lanes wide, overtake safely, and return to your lane after you are 2 metres apart. • Coaches to check before the session begins that all their athletes have safely and properly washed their hands. • Newark AC volunteers and coaches will continue to promote and enforce these guidelines. • The Zoned off areas on and around the track will be clearly communicated between coaches. • The coaches will be given adequate time before the session to set up their session and equipment they need. • Newark AC continue to liaise with and follow YMCA guidance on all aspects of Covid-19 guidelines. • We can now extend our training groups to the ratio of 1:12 • The training groups of 1:12 can be from different households but you ALL must adhere to the latest social distancing guidelines 	<p>Volunteers, coaches and athletes</p>	<p>16th July onwards</p>
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<p>Spread of Covid-19/ transmission risk</p> <p>Throws sessions</p>	<p>Athletes, coaches, vulnerable groups</p>	<p><u>Throws sessions</u></p> <p>Coaches and athletes can participate in throws sessions.</p> <p>Coaches and athletes should ensure that each piece of equipment is only being used by one athlete during the session and then the coach thoroughly cleans the equipment before and after the session.</p> <p>Coaches should ensure they maintain social distancing at all times with an athlete they are coaching as well as maintaining social distance from any other coaches and athletes using adjacent space.</p>	<ul style="list-style-type: none"> • Coaches to check before the session begins that all their athletes have safely and properly washed their hands. • The Zoned off areas around the track will be clearly communicated between coaches. • The coaches will be given adequate time before the session to set up their session and clean and set up equipment they need. • Coaches will be given adequate time after their session to clean the equipment used. 	<p>Volunteers, coaches, and athletes</p>	<p>16th July onwards</p>
<p>Spread of Covid-19/ transmission risk</p> <p>Hygiene and Hand washing</p>	<p>Athletes, coaches, volunteers, vulnerable groups</p>	<p><u>Hygiene and Hand washing</u></p> <p>Hand washing facilities will be in place with soap and water available in the toilets</p> <p>All visitors- coaches, athletes, and volunteers will be asked to wash their hands of arrival. Either soap and water or hand sanitizer.</p> <p>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.</p>	<ul style="list-style-type: none"> • 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. 	<p>Volunteers on site Coaches Athletes</p>	<p>14th July onwards</p>

		<p>Everyone on site to follow stringent hand washing practices and to follow current government guidance on hand washing.</p> <p>Government guidance focuses on washing your hands more often and to wash your hands for 20 seconds using soap and water or hand sanitizer.</p> <p>Hand sanitizing gel will be readily available where toilet facilities are not accessible or easily reached.</p> <p>Athletes 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.</p>	<ul style="list-style-type: none"> • 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. 		
<p>Spread of Covid-19/ transmission risk</p> <p>Cleaning</p>	<p>Athletes, coaches, volunteers, vulnerable groups</p>	<p>Cleaning</p> <p>Frequent cleaning and disinfecting of objects, equipment and surfaces that are touched regularly, using appropriate cleaning products and methods.</p> <p>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 and open and close our container.</p> <p>Coaches are responsible to clearly communicate with other coaches before the sessions on which equipment they will need.</p>	<ul style="list-style-type: none"> • 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. • Steeplechase barriers and hurdles can be used by a coach and athlete provided they are thoroughly cleaned before and after each session. 	<p>Coaches and volunteers</p>	<p>14th July onwards</p>

		<p>Coaches are responsible for the cleaning of equipment they have used during their session.</p> <p>Coaches will be given the appropriate cleaning products to carry out this role.</p> <p>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.</p>	<ul style="list-style-type: none"> Starting blocks should be used by just one athlete during the session and thoroughly cleaned by the coach before and after the session. Allocate a certain space in the container to safely store cleaning products. A volunteer (Elaine Mills) has been assigned the post of carrying out a regular stock check and re-ordering cleaning products we need. Coaches to be made aware of who the individual is in this role and to contact them directly if they request more cleaning products. The YMCA will clean 'hot point' areas such as door handles throughout the sessions. 	Elaine/ Coaches	
<p>Spread of Covid-19 / transmission risk</p> <p>First Aid</p>	<p>Athletes, coaches, volunteers, vulnerable groups, qualified first aiders on site</p>	<p>First Aid</p> <p>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.</p> <p>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.</p> <p>For slips, trips, and falls, first aid will be administered.</p> <p>First Aid kits will have disposable gloves included to be worn when administering first aid.</p>	<ul style="list-style-type: none"> 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. 	<p>Covid-19 Co-ordinator / Qualified First Aiders</p>	14 th July

		CPR – compressions only			
Spread of Covid-19 / transmission risk Toilets	Athletes, coaches, volunteers, vulnerable groups	<p><u>Toilet facilities</u></p> <p>The YMCA changing rooms will be closed and the toilets will be open but with limited access.</p> <p>They will run on a one in, one out policy.</p> <p>No-one else will be able to access the toilet if it is already occupied.</p> <p>Individuals are asked to sanitize their hands before opening the toilet door and entering and to use hand sanitizer on their way out.</p> <p>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.</p>	<ul style="list-style-type: none"> • 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	16 th July onwards
Spread of Covid-19 / transmission risk Track and Trace and Booking system	Athletes, Coaches, volunteers, separate training groups	<p><u>Track and Trace/ Booking system</u></p> <p>We will keep a register for 21 days of all individuals who have accessed our club training sessions</p> <p>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.</p>	<ul style="list-style-type: none"> • Coaches and volunteers will cross check who turns up to the sessions, to correctly log and trace all athletes. • Newark AC will keep a record of who has accessed our training sessions for 21 days and store this information safely and confidentially. • When an individual informs us of their symptoms or a positive test result for Covid-19, Newark AC 	Covid-19 Co-ordinator Athletes Coaches Volunteers	16 th July onwards

		<p>We have a duty to inform YMCA if any of our service users have symptoms or tests positive for Covid-19.</p> <p>Online booking system will be in place for athletes to book onto sessions. This will be a live document that Committee members can check.</p> <p>Our booking system will limit the overall number of people arriving at the facility at the same time by ensuring we have limited capacity for athletes to book onto sessions and staggered start/finish times.</p>	<p>have a duty to inform the YMCA and ALL athletes and the coach who were in the same training group.</p> <ul style="list-style-type: none"> • 		
<p>Spread of Covid-19 / transmission risk</p> <p>Social Distancing</p>	<p>Athletes, coaches, volunteers, vulnerable groups</p>	<p><u>Social Distancing</u></p> <p>On entering the car park, a club volunteer will marshal the individuals in and ask them to wait in their cars until their coach is ready to collect them for their session.</p> <p>To maintain social distancing before the sessions begin, we have limited numbers allowed on the track at any given time, and will stagger the start times and leave gaps in between these sessions. Sessions are currently 2 hours long which ensure adequate time for each group to arrive and leave the track at different times and stages.</p> <p>On the track and infield we will zone off areas to ensure an adequate size for each training group to consistently adhere to Social Distancing guidelines.</p>	<ul style="list-style-type: none"> • In a sprints session, athletes will train in alternate lanes. For example, 1 athlete in Lane 2, next athlete in Lane 4, next athlete in Lane 6. • When overtaking, you MUST run two lanes wide, overtake safely, and return to your lane after you are 2 metres apart. • In a COVID secure environment, the increased capacity of training groups to a ratio of 1:12 can be from different households but you ALL must adhere to the latest social distancing guidelines • Newark AC volunteers and coaches will continue to promote and enforce these guidelines. 	<p>Coaches and volunteers Athletes</p>	<p>16th July onwards</p>

		<p>All participants of Newark AC training sessions will adhere to social distancing guidelines to stay 2 metres apart from other individuals in their training group. Taking the new guidance into consideration and that in a COVID secure environment the capacity for each session can be increased to a ratio of 1:12, we will limit the number of sessions that are running at the same time to ensure each group has adequate training space.</p>	<ul style="list-style-type: none"> The Zoned off areas on and around the track will be clearly communicated between coaches. They will be given adequate time before the session to set up their session and equipment they need. 		
<p>Spread of Covid-19 / transmission risk</p> <p>Club Duties</p>	<p>Volunteers, athletes, coaches, vulnerable groups</p>	<p><u>Club Duties</u></p> <p>Newark AC committee and Coaching Co-ordinator will brief our coaches before the sessions begin and as and when guidance changes.</p> <p>We will be available for any questions that our coaches may need answering.</p> <p>Newark AC club coaches know who from the club to contact directly if they have any queries.</p> <p>Newark AC have a duty to inform the YMCA if one of our service users has fallen ill, is showing symptoms, or has tested positive for Covid-19.</p> <p>Newark AC have a duty to inform all users who have been in the same training session as an individual who has fallen ill and showing symptoms or who has tested positive for Covid-19. They will be asked to follow current NHS guidance.</p>	<ul style="list-style-type: none"> Meeting with the committee and coaches on Tuesday 14th July before we open the track to our athletes to give us time to have a safety briefing and to give our coaches and volunteers the opportunity to prepare for our new health and safety routines. Continue to meet with the committee virtually to discuss new findings, in accordance with Government, England Athletics and YMCA guidance. Continue to brief committee, coaches and volunteers of new guidance and guidelines and to adhere to these guidelines during our training sessions. Communicate with club coaches each week to re-enforce our key messages and working practices. 	<p>Covid-19 Co-ordinator Coaching Co-ordinator Committee Volunteers Coaches</p>	<p>14th July onwards</p>
<p>Spread of Covid-19 / transmission risk</p>	<p>Athletes, coaches, volunteers,</p>	<p><u>Service Users duties</u></p> <p>All those that are either in a potentially high risk category stated by current NHS</p>	<ul style="list-style-type: none"> Communicate this clearly to all members via social media, email, and website. 	<p>All individuals</p>	<p>14th July onwards</p>

Service Users duties	vulnerable groups	<p>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.</p> <p>All individuals must be aware that if they feel unwell, they must not attend a session at Newark AC.</p> <p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> • 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. 		
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<p>Welfare and Safeguarding measures</p>	<p>Athletes</p>	<p><u>Welfare and Safeguarding</u></p> <p>There will no 1:1 coaching available.</p> <p>All coaches have the relevant qualifications and sessions will be run by a qualified Level 1, Level 2 Coach or Level 3 Performance Coach.</p> <p>All coaches' licenses and DBS's have been checked and are all in date.</p> <p>All coaches will be leading sessions within the current 1:12 coaching guidelines for a COVID secure environment clearly set out by England Athletics.</p>	<ul style="list-style-type: none"> • 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. 	<p>Welfare Officer Chairman Coaches</p>	<p>16th July onwards</p>
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