



Tavistock Athletic Club

Activity Risk Assessment (RA)

An 'activity' is any process related to athletics- setting up equipment, all training related to running, jumping, throwing and coaching.

Ref: June 2020

Version: 4

The latest England Athletics (EA) guidelines updated based on Government advice were announced on 1 June. Return to activity remains restricted - Phase 2, but it is less restricted than Phase 1. Guidance allows groups of up to 6 athletes /runners or a coach and up to five athletes to train together provided social distancing is maintained. <https://www.englandathletics.org/athletics-and-running/news/guidance-update-step-2/>

Section 1: Summary of Activity

Name of Assessor:	Elaine Fileman/ Alistair Kinsey
Title of Activity:	Use of Tavistock Athletics track with social distancing restrictions: Phase 2
Summary of the Activity:	<p>This risk assessment details the controls which have been implemented to protect both athletes and coaches during the phased reopening of the Tavistock athletics track during the Covid-19 pandemic. All actions and activities are in-line with current Government restrictions. Controls are implemented to reduce transmission of Covid-19 but to permit restricted athletics coaching and training activities.</p> <p>Information outlined in this risk assessment covers entry and exit to the track facility, all outdoor training areas, garage and container storage facilities except high jump and long jump, outside field. This risk assessment does not cover activities in the college car park but it does cover use of the 2 grass fields directly opposite and next to the track.</p> <p>Any inability to carry out the instructions documented in this risk assessment should be reported immediately to the Tavistock Athletic Club chair (Alistair Kinsey).</p> <p>Any observations of athletes/coaches not observing these instructions should be reported to the Tavistock Athletic Club chair (Alistair Kinsey).</p>
Location of Activity:	Tavistock athletics track, Tavistock College- including: entrance/exit, track and surrounding grass area, infield, throwing cage, shot put circle, javelin throw area, garage and container storage. The long jump pits and high jump facilities cannot currently be used.
People likely to be affected:	Athletes, coaches

Section 2: Activity Risk Assessment (RA)

Hazard and/or potential effect	Initial risk rating			Control Measures	Residual risk rating		
	S	L	R		S	L	R
Unauthorised access to the track – inability to maintain social distancing due to maximum number of athletes/coaches threshold being exceeded.	3	4	12	<p>All access to the track must be authorised prior to arrival (see SWP below).</p> <p>-Athlete training activities: Authorised by coach in charge of session</p> <p>Coach Activities: Authorised by Alistair Kinsey</p> <p>-Alistair Kinsey- responsible for the upkeep and communication of a rota for all athletes and</p>	3	2	6

				<p>coaches to ensure maximum occupancy of any area is not exceeded. To be communicated by email.</p> <p>-All athletes not expected will be turned away by the coach in charge of session.</p> <p>-On first entry to the track ensure that the coach registers your attendance so that number of people on the track at any one time is known.</p> <p>-No parents allowed on the track premises.</p> <p>-Only one parent or guardian per under 18 year old allowed on the premises for safe guarding purposes. Viewing should be restricted to the grassed area outside of the track and social distancing guidelines must be adhered to.</p>			
Before leaving home including Travel to and from the track – risk of contracting Covid-19	3	4	12	<p>Follow all hygiene guidance including washing your hands.</p> <p>-bring your own hand sanitiser with you</p> <p>- Ensure that all arrangements have been made prior to leaving home so that any government advice on social distancing, as an example, can be maintained at any facility. This may mean prior coordination of activities with your coach.</p> <p>- Athletes should ensure they are prepared and have planned for circumstances where injuries or other accidents occur, and they have mitigating procedures and plans in place to resolve the issue while maintaining all government guidance.</p> <p>- Be aware that changing facilities and toilets WILL NOT be open.</p> <p>-Ensure you have enough food and hydration for the session.</p> <p>- Travel to and from the track should be on foot bicycle or by private car where possible.</p> <p>TAC does not encourage the use of public transport if it can be avoided.</p> <p>- Athletes must not congregate before or after training.</p>	3	2	6
Entrance / Exit to the track – risk of Covid-19 transmission	3	4	12	<p>The main entrance is the only route into and out of the track facility</p> <p>- the key holder who opens up the facility must clean the padlock and gate handle with sanitisers on opening and closing the gates.</p> <p>Designated key holders are: AK, EF, MED</p> <p>-gates to be wedged open at start of session.</p> <p>- Sanitise your hands on entry and exit to the track</p>	3	2	6
First Aiders – ensuring athletes/coaches know what to do in case of a first aid emergency	3	4	12	<p>- There will always be a trained first aider on site whenever athletes are training on the track.</p> <p>-all coaches have carried out a first aid course</p> <p>- In the event of a minor accident, a first aider may offer advice/guidance whilst maintaining social distancing so that the casualty can treat themselves.</p>	3	2	6
Maintaining social distancing – reduction in Covid-19 transmission	3	4	12	<p>- All coaches and athletes follow the rules and maintain social distancing at all times.</p>	3	2	6
Coaching junior athletes- following safeguarding guidelines				<p>-Coaches must ensure they have the permission/agreement of the responsible parent or guardian of an athlete who is under the age of 18 to coach that athlete.</p>	3	2	6

				<ul style="list-style-type: none"> - Coaching of young athletes should only be undertaken in sight of the parent or guardian If a coach prefers to adopt one-to-one coaching at the current time. - Social distancing guidance must be maintained at all times. -coaching of family members from the same household is permitted. 			
Running on the track - risk of transmitting covid-19	3	4	12	<p>Coaches, athletes and runners should ensure they maintain social distancing appropriate for the activity</p> <ul style="list-style-type: none"> - Track: Lanes 2 and 5 have been designated as training lanes for all users. They are to be used when performing laps of the track where lapping of other athletes may happen (1 lane gap is not sufficient to maintain social distancing) - Steeplechase barriers can be used by a coach and athlete provided the equipment is thoroughly cleaned according to guidance before and after each session. - Hurdles can be used by a coach and athlete provided the equipment is thoroughly cleaned according to guidance before and after each session. - Starting blocks should be used just by one athlete and thoroughly cleaned according to guidance before and after each session 	3	2	6
Throws – risk of transmitting covid-19	3	4	12	<p>Coaches and athletes can participate in throwing activities.</p> <ul style="list-style-type: none"> -whenever possible athletes should use their own equipment, if this is not possible, athletes may use club equipment. - Coaches and athletes should ensure all equipment is used by one athlete and then thoroughly cleaned according to guidance before and after each session. - Coaches should ensure they maintain social distancing at all times with an athlete they are coaching as well as maintain social distancing from any other coaches and athletes using adjacent areas. -the trolley may be used to safely transport throws implements but the handle must be cleaned before and after use. 	3	2	6
Jumps - risk of transmitting covid-19				<ul style="list-style-type: none"> -High jump and pole vault landing beds, and sand pits, <u>cannot be used</u> at this first step due to implementation of cleaning guidelines 			
Garage and storage container - risk of transmitting covid-19	3	4	12	<ul style="list-style-type: none"> -Access to garage and storage container restricted to coaches only to retrieve equipment -only one person allowed in the container or garage at any one time -door handles on garage and container to be cleaned according to Government guidelines before and after use. 	3	2	6
Use of training fields- risk of transmitting covid-19	3	4	12	<ul style="list-style-type: none"> -gate to rugby field to be opened wide to allow access through without touching the gate -athletes to proceed through the gate in single file whilst remaining socially distanced -athletes not to touch any equipment being used for the session -cones may be used to re-inforce social distancing 	3	2	6

				rules -parent to be given clear guidelines on how/where to collect athletes to avoid congregation at field entrances.			
Group Activity off track- risk of transmitting covid-19 ; risk of contracting the virus	3	4	12	Be aware that whilst out running off track you may meet members of the public -avoid busy areas such as towns, villages, car parks -no single paths to be used by groups of 5/6 runners - small groups of runners should meet at prearranged location which is not in the vicinity of another running group - AK to coordinate prearranged meeting points and communicates this with coaches and running leaders.	3	2	6
Vulnerable athletes/coaches on the track – increased risk of contracting the virus, personal ill-health, serious ill-health, possibility of fatalities.	3	4	12	No vulnerable athletes or coaches to be authorised for return to the track during the phased return of athletics. (For more information on health conditions that make someone ‘vulnerable’ to covid-19, see link in Section 5) Athletes/coaches who live with vulnerable/shielding people will also not be given authorisation to return to training during this phase.	3	2	6
Manual Handling / 2 person activities – inability to maintain social distancing restrictions	3	4	12	If athletes/coaches find that their activity cannot be completed safely without an additional person – eg, manual handling, it should be stopped immediately. Do not break social distancing rules in order to carry out an activity.	3	2	6

Guidance:

- List the hazard and its potential effect
- Use the scoring system below to give an indication of the severity (S; 1-5) and likelihood (L; (1-5)) of the hazard occurring.
- Calculate R: Risk Rating (R) = Severity (S) x Likelihood (L)
- Consider the existing control measures in place and rescore S and L then recalculate R.
- Use the residual risk rating score (after control implementation) to assess whether further action is required using the table below.

		SEVERITY (S)					
		1	2	3	4	5	1 Nil – very minor
		2	4	6	8	10	2 Slight – first aid treatment
		3	6	9	12	15	3 Moderate –injury lasting over 7 days
		4	8	12	16	20	4 High – death, serious injury, permanent disability
		5	10	15	20	25	5 Very High –multiple deaths
LIKELIHOOD (L)	1	1	2	3	4	5	
	Very Unlikely						
	Unlikely						
	Possible						
	Highly Likely						
	5						
		Risk Rating (R)		Action			
		1 to 3 – Low risk		No action required			
		4 to 9 – Medium risk		Reduce risks if reasonably practicable			
		10 to 15 – High risk		Priority action to be undertaken			
		16 to 25 – Unacceptable		Action must be taken IMMEDIATELY			

Section 3. Safe Working Practice (SWP)

Safe working practices describe the working procedure to be followed in order to carry out the activity safely, taking into account all of the hazards identified above.

Athletics training Procedure:

This document is in line with Government advice and restrictions. Therefore this information will be revised regularly.

TAC will follow a plan for the restricted return to training starting with the authorisation of key athletics activities: Phase 2.

TAC coaches will work together to ensure that the athletics activities authorised are possible in-line with England athletics guidance <https://www.englandathletics.org/athletics-and-running/news/guidance-update-step-2/> and Government social distancing restrictions.

- Do not come to the track if you feel unwell or if you have a temperature, a persistent cough or have lost your sense of taste or smell.
- If you feel unwell whilst at the track you should leave immediately and inform your coach who can suspend all relevant activities to prevent potential transmission of covid19.

Applying for access to training:

- when the time is right, athletes and coaches will be invited to return to training via email from the club chair Alistair Kinsey
- coaches will contact their athletes to arrange sessions
- A rota will be produced to ensure that maximum occupancy of all areas on the track is not exceeded. Alistair Kinsey has overall responsibility for the rota.
- Confirmation of training will be sent to athletes and coaches via email.
- Any changes to the proposed plan should be communicated quickly to all parties.

Track areas:

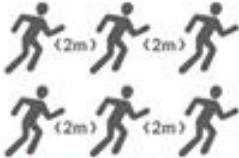

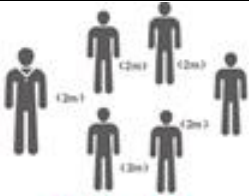






- Social distancing in areas of the track will depend on good communication between users, particularly for those activities where movement to different locations is required.
- starting and finishing positions will be pre-allocated for track usage
- Be prepared to move away from other users in order to maintain social distancing

Welfare Facilities:



- We DO NOT have access to hand washing or toilet facilities at the track.
- Sanitise hands before and after entry (in addition to normal handwashing procedures).
- Bring your own drink and where possible training implements.
- No access to portacabin.
- No access to garage to shelter in bad weather, therefore please bring suitable clothing

General:

- Avoid touching your face whilst training
- If social distancing is not possible in any area please report it to your coach
- athletes and coaches are reminded to leave the area promptly once the training session is completed.

	 Up to 6 athletes and runners	 Outdoor exercise only	 Only 1 : 5 coach and athletes
	 Follow equipment hygiene procedures	 No jumps	 Follow venue guidance
	 Maintain 2 metres at all times	 Follow public guidance for health	 Do not take part in activity if self isolating

Section 4: Approval & Review

Has the risk associated with this activity been controlled?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Comments:
Assessor name & Signature:	Elaine Fileman 		Date: 5/6/2020
Approver name and signature:			Date:
Chair of Club name & signature:	Alistair Kinsey 		Date: 05/06/2020
Review Date:	30/06/2020		Review after 3 weeks, if activity changes, if government or Public Health England advice changes or after near-miss/ incident/accident

Section 5: User Signatures (add more lines as necessary)

I have read and understood the risks and control measures outlined in this RA / SWP. I agree to abide with all the safety measures to ensure risk to myself and others is minimised when undertaking this activity. If my circumstances change I will review this risk assessment.

By signing this risk assessment I also confirm that I am not classified as a 'vulnerable person' nor do I co-habit or care for a vulnerable person who is currently 'shielding'.

Government guidance on shielding and those conditions that make a person vulnerable to covid-19 can be found by following this link:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Name	Signature	Title for the activity (activities)	Date
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