**Risk Assessment: Covid Secure Environment**

| **Date:** | **Assessed by:** | **Location :** | **Review :** |
| --- | --- | --- | --- |
| 20/10/2020 | Ross Sandy | Medway Park - Track | 31/12/2020 |

Who might be harmed by each of the following hazards – members, cirfs, lirfs, general public.

| **What are the Hazards?** | **Controls/processes for mitigation** | **Action by whom** | **Target date** | **Complete** |
| --- | --- | --- | --- | --- |
| Committee/Members have a lack of awareness around Covid-19 risk factors and key government/ England Athletics/ local guidance for limiting the spread/ transmission of the disease | * Committee are regularly reviewing and discussing guidance issued by government and UKA. * Ahead of team runs/track sessions starting - Communication to all members via email and reminders on Facebook. i.e. covering links to info, health assessment questions, symptoms, need to isolate etc. Monthly? | All  Ross | Ongoing  1 week prior to 1st run then monthly | Ongoing |
| Someone with covid symptoms attends a track session. | * Communications to be sent to members ahead of track sessions stating that no one should attend if they have symptoms. * Booking system for track sessions (Spond) put in place. This asks members to consider a number of health questions and confirm as part of booking that they will not attend if they have symptoms. | Ross  Spond Admins | Ongoing Monthly  Each track session | Ongoing |
| Spread or transmission of covid at an event | * Limiting track session to 1 a week. * Number of runners at track session to be limited (24:2) to enable social distancing and reduce risk or transmission. | All committee members to agree | By the end of the previous month | Ongoing |
| Booking | Booking apps to include “rules” for attending so that members are aware i.e.:   * Good hygiene before attending the run i.e. wash hands. * Not to arrive too early and to stay in car for social distancing * Maintain social distancing at all times | Ross to include on all track session FB events | Set up for every track session | Ongoing |
| Arrival & Registration  CIRF at increased risk as dealing with members more | Members asked as part of booking process:   * not to arrive too early for the session, so that people are not standing around. * Wear a face mask when walking through Medway Park, these can be removed when members are track side. * Register with the CIRF (maintaining social distancing) and then spread out.   CIRF to be provided with visor and/or mask for register duty. Also provided with hand sanitiser. | Advice given at run brief but runners responsibility  Ross to brief CiRF at trial test run | Ongoing  24/08/20 and then every month via CIRF/LIRF FB page |  |
| Briefing | * CIRF not to shout and session brief to be kept to a minimum * Members to be reminded again of need for social distancing (from other runners and the public) | Ross to brief CIRF at trial test run | 24/08/20 and then every month via CIRF/LIRF FB page |  |
| Running | * Runners to be advised to utilise all 8 lanes of the track to maintain social distancing * Only overtake if safe social distancing can be achieved. | Advice given at run brief but runners responsibility | Ongoing |  |
| After running | * Runners asked not to linger and to leave as soon as the session has finished. | Advice given at run brief but runners responsibility | Ongoing |  |
| Contact details are required as part of test and trace – record keeping. | * Running contact details are on the UKA portal. Booking system and register will be used to confirm who was there. Photo of register to be uploaded to LIRF page as usual so that it can be accessed by the committee. | Jenny Baldock as Member Secretary | Ongoing |  |
| Someone presents symptoms after the event | Members will be asked to inform the club if they develop symptoms within 48 hours of attending a team run   * fill in the UKA form (<https://www.uka.org.uk/governance/health-safety/covid-19-form/>) * via NHS test and trace member should disclose those they were within 2m for longer than 15 mins at a time or face to face contact under 1m. | Members to use events-rebelrunners@outlook.com to report a positive test  Advice given to member.  Dan Gower Smith | Process in place so as required. |  |
| A runner is injured during a team activity and requires treatment | * If social distancing cannot be achieved and first aid is needed CIRF/LIRFs have first aid kits and will be provided with additional PPE and hand sanitiser. * Accident form completed. | Ross to brief CIRF/LIRFs at trial test run | 24/08/20 and then every month via CIRFLiRF FB page |  |
| Runners fail to comply with club requirements | * Committee to ask CIRF for feedback following each track session. * Track sessions to be paused for reassessment if issues with compliance reported. * Runners repeatedly seen failing to comply will not be allowed at a track session. | CIRF to Committee  Committee  Suzanne Ward | Ongoing  Ongoing  Ongoing |  |