

# **COVID Risk Management Plan for road and off road training at Hillingdon Athletic Club**

## **Updated 1<sup>st</sup> August 2020**

In the context of the current pandemic, this plan sets out the Club's approach to recommencing small group runs and/ or the coaching of small groups in road and off road environments. England Athletics (EA) has advised that runners within England can meet outside in unlimited numbers if the activity is taking place within a COVID secure environment (Appendix one). An individual coach/leader can carry out an activity with up to twelve runners and then coach/lead another group of twelve runners after the conclusion of the first session. A time buffer is required between sessions to enable social distancing. Young people under age 18 should be coached in groups of no more than 15 (not including the coach/ leader). If there are more than 12 runners in any group irrespective of age two coaches will be required to maintain the 1:12 coach/ leader ratio.

Where a COVID secure environment is not in place groups continue to be restricted to six runners, or five runners plus one qualified coach for small group training/coaching , with the proviso that all adhere to social distancing i.e. remain 2 metres apart.

Alongside this plan, each coach is required to undertake risk assessments for sessions (further details below) and return them to the Club's Covid-19 coordinators. These are Michael Illing for adult road/off road sessions at [michael.illing@ntlworld.com](mailto:michael.illing@ntlworld.com) and Natalie Walker for juniors track based sessions at [nataliejhardy@me.com](mailto:nataliejhardy@me.com) at least 48 hours prior to a session taking place. If no risk assessment is received by that time the activity cannot take place.

Pre-activity health information is already captured on the club membership forms as are contact details and ICE details. Members agree that this information can be shared with NHS Track and Trace if requested.

All junior runners attending the track facility will need to have their parents approve their return on Sportlyzer and all runners must agree to the club COVID plan.

All adult members will receive an e-mail week commencing 10<sup>th</sup> August with the Club COVID plans as an attachment or with a link to the documents on the club website.

Further updates will be provided as EA guidance changes.

### **Current parameters**

As a Club, our guidelines for athletes and coaches' return to activity comply fully with EA guidance <https://www.englandathletics.org/athletics-and-running/news/guidance-update-for-restricted-return-to-activity-for-coaches-leaders-athletes-runners-and-facilities-step-3/>

Below, are critical measures. It is important that we adhere to these to ensure we provide a safe environment for our athletes and coaches, and are covered by insurance provided through EA.

- 1) Runners should not attend training if they have symptoms of COVID 19- that is a high temperature, a new persistent cough or a loss/ change to your sense of taste or smell
- 2) All group exercise must be done in adherence with the government's guidelines- including maintaining 2 metre social distancing.
- 3) Group exercise must take place in outdoor spaces.

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- 4) A risk assessment must be filled out by each coach before a session takes place (see below for more guidance and a generic example).
- 5) Coaches and leaders, along with athletes and runners, 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. This will include, but is not limited to, the carrying of face masks.
- 6) A register of runners attending each session must be held by the coach for 21 days as required for NHS Tack and Trace.
- 7) Runners are advised to bring own water bottle, due to water fountain being closed.
- 8) Public health guidance should be adhered to in relation to regular hand cleansing.
- 9) Coaches and runners who are self-isolating should not take part in group sessions, whilst those shielding should follow current Government guidance.
- 10) If you have been asked to isolate by NHS Track and Trace because you are a contact of a known COVID-19 case do not exercise outside your home or garden and do not exercise with other people.
- 11) Any member or participant who has attended a session and subsequently tested positive for COVID should complete the UKA COVID-19 tracking form available at <https://www.uka.org.uk/governance/health-safety/covid-19-form/>
- 12) Any runner with a health condition should follow the advice from their doctor and government guidelines.
- 13) Any health conditions should be known to their coach, with medication given to the coach in case required.
- 14) Runners should make their own way to the venue, avoiding public transport and car sharing where possible.
- 15) Runners should arrive on time for the training session/ time that they are booked into.
- 16) Coaches with minors in their group (under 18) or vulnerable adults should ensure they adhere to the normal EA guidance e.g. avoiding being alone with a single under 18 etc. Parents should give their consent that they are happy for their children to recommence training, and it is good practice for relevant coaches to share the risk assessments with parents if requested.
- 17) Additionally, coaches must all have up to date valid coaching licences and should coach within the specific qualification boundaries, to ensure that all coached sessions are covered by insurance.
- 18) If running in the country side follow the countryside code and act responsibly.
- 19) As an alternative to outdoor training sessions, virtual options can be deployed for larger group sessions

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## **Risk Assessment**

Each coach needs to fill out a risk assessment. A number of our coaches use different venues for their sessions. A general example of a risk assessment is attached and this can be adapted by coaches but some event specific templates can also be accessed at the following link:

<https://www.uka.org.uk/governance/health-safety/risk-assessments/>

If in each venue used by a coach, they are undertaking a similar type of session, then it is reasonable to complete a single risk assessment for that type of venue to cover your weekly sessions e.g track, road, off road. If a specific venue carries unique risks an individual risk assessment for that particular venue will need to be submitted. If coaches conduct different types of sessions at the same venue e.g. one for throwers and one for sprinters, then a separate risk assessment should be completed for each session type.

Please ensure that you complete your risk assessment in advance of the session, and forward it to the relevant COVID 19 co-ordinator at least 48 hours prior to the session.

## **Timelines**

Club Executive approval of this plan -3<sup>rd</sup> August 2020.

Plan to be distributed to adult members w/c 10th August 2020

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APPENDIX ONE: Key requirements for a COVID 19 secure environment.

1. COVID-19 coordinator is in place.
2. A venue/ environment must develop a COVID action plan and risk assessment
  - a. A COVID secure environment can be any environment. It could be a track, indoor sports hall (25th July onwards), open space, such as a park, fell, trail or road.
  - b. An action plan is a document that outlines the process you are following to make your venue and activity COVID secure, and would detail information such as the owner (COVID Coordinator), risk assessments, tracking protocol and communication plans with all members and participates.
3. All activity must comply with Government guidance around social distancing before, during and after activity.
4. All clubs and coaches and event providers must capture pre-activity health questionnaires, including participant contact details which can be shared upon request with the government's Track and Trace initiative a. This could be through existing club membership forms, the RunTogether platform, updates to booking forms or sign in processes which we would advise all members complete on a regular basis anyway. b. As part of the club COVID action plan you should ensure any member or participant who has attended a session and subsequently tested positive for COVID completes the UKA COVID-19 tracking form
5. Clubs, coaches, and event managers must ensure everyone at the session maintains good hygiene and that provisions are in place to allow for this.
6. Sessions that include children and young people under the age of 18 should be meticulously planned to ensure their needs are catered for. Young people sessions should have no more than 15 athletes in attendance. If there are more than 12 young people in any group you will need at least 2 coaches/ leaders to meet 1:12 coach/ leader ratio. See more information on planning sessions for young people here on the Department for Education website.