



HEALTH AND SAFETY GUIDANCE

STEP 2, 19th June 2020

This guidance might be updated in due course

Introduction

This document is intended to offer clubs some guidance for implementing Health and Safety (H&S) protocols specifically relating to Covid-19 when resuming club activity. Each club and its members are responsible for their own actions. England Athletics (EA) has produced and issued this document as guidance only, subject to the [disclaimer](#) notice below.

Key points to note:

1. Resuming club activity will always carry a degree of risk associated with transmission of Covid-19. The risk cannot be eliminated unless you decide not to resume activity until there is an effective vaccine or cure, or the disease is eliminated from the UK. As a club you need to consider what are the key generic, operational and site specific risks and how you can mitigate these risks by specific actions you take. The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'.
2. You will need to review the risks and actions on a regular basis to understand how effective they are and what may need to change. This should be done at regular intervals and also in line with any changes to government, England Athletics and site specific guidance.
3. Whilst EA recommends that all clubs appoint a Covid-19 co-ordinator role (see [affiliated club guidance](#)) for more details about this role) it is not its sole responsibility to produce, implement and review H&S protocols and risk assessments (RA). This should be jointly carried out by key club members who all have a responsibility in this area.
4. You should refer to [guidance issued by the UK government, which can be found here](#), and follow this strictly at all times. Please refer to this regularly. This will supersede any guidance issued by England Athletics.
5. All clubs will have access to public liability insurance as a result of having up-to-date affiliation with England Athletics, that sits alongside club governance including up to date policies, procedures and risk assessments (See [EA Club Standards](#)).
6. You should liaise with any site owner/operator to ensure your protocols/RA comply with any site specific restrictions or protocols that are in place.
7. Some of the following points will be relevant for virtual runs and challenges.
8. The points in the Risk Assessment below will need to be reviewed as and when any UK government/EA/local guidance is updated.

9. Clubs should have standard club membership or session forms in place (Coaches would be expected to have a sign up sheet/register for normal activity). Clubs and coaches should update athletes, parents and volunteers on policies, risk assessments and operating procedures due to Covid-19. It is everyone's responsibility (athletes/parents/coaches) to NOT attend club training sessions if they have symptoms (or suspect they have symptoms), or tested positive for Covid-19, or have come into contact with someone who has tested positive for Covid-19.
10. Coaching ratios and delivery should be in line with the coach or leader qualification held and within government guidance around the number and location of gathering of groups.

Risk Assessments

1. All clubs should have risk assessments in place for club activity as standard. This is an ideal time to ensure your standard risk assessments are up-to-date and meet your current requirements.
2. For Covid-19 specific risk assessments you could simply add to your existing risk assessments to ensure they cover Covid-19 related hazards, or produce a specific document relating to Covid-19. There is no right or wrong approach for this and it will depend on your circumstances.
3. The tables below will help you to write risk assessments for your club/activities around Covid-19 and the points should be lifted from this and added to your own risk assessment template or added to the recommended risk assessment template that is included within the [affiliated club guidance](#) document.

Generic considerations for all clubs in all settings			
HAZARDS	Who might be harmed?	Settings (physical settings & activities)	Considerations for mitigations
Lack of awareness around Covid-19 risk factors and key government/ England Athletics/ local guidance for limiting the spread/ transmission of the disease	Think about who might be harmed in each section below. This could include but is not limited to the following individuals or groups: athletes/ runners/parents/ coaches/other volunteers	All settings/ activities	<p>Communications with all members/parents prior to accessing club activities – updated protocols and measures that have been implemented</p> <p>Communication/guidance for key club officers and volunteers to help with compliance</p> <p>Frequency of communication and compliance i.e. disclaimers/permission forms</p> <p>On site signage to re-enforce key messages and protocols</p>
Spreading/ transmission of Covid-19 through contact with disease on a surface	As above	Car parks/entry to a site through a building	<p>Signage</p> <p>Social distancing – Implementation of new protocols for numbers of people attending at the same time/protocols for drop off and collection of young athletes/staggering times/ use of alternative venues</p> <p>Social distancing – Site entry protocols to limit the number of people in a building at any time</p> <p>Payment procedures i.e. no cash</p> <p>Hygiene – hand washing and sanitiser in place/cleaning surfaces on entry points if it is the club's responsibility</p>

HAZARDS	Who might be harmed?	Settings (physical settings & activities)	Considerations for mitigations
<p>Spreading/ transmission of Covid-19 through contact with disease on a surface <i>(continued)</i></p>	<p>Think about who might be harmed in each section below. This could include but is not limited to the following individuals or groups: athletes/ runners/parents/ coaches/other volunteers</p>	<p>Access to buildings i.e. changing/ toilets/first aid etc</p>	<p>Signage is in place and access limited or denied Hand washing and sanitising points in place and visible</p>
		<p>First aid and dealing with minor injuries</p>	<p>Who has access to first aid supplies? Do you have PPE available? What is the threshold for athletes/runners dealing with their own injuries and who decides? Could parents help with young athletes (their own child) if they stay (how does this impact on social distancing measures?) If additional person is involved with an injury in a group setting how does this impact on social distancing measures?</p>
		<p>Emergency procedures and evacuations</p>	<p>How do these need to be amended to ensure all procedures comply with Covid-19 guidance (i.e. if a site evacuation needs to happen can this be done safely to comply with social distancing guidance)?</p>
		<p>Registration/end of training sessions or change over between groups</p>	<p>Signage Social distancing – limit numbers/stagger start end times and leave gaps between sessions Can you safely and accurately log all attendees at each session? Consider additional people at these times if young athletes are involved i.e. parents dropping off and staying</p>
		<p>Welfare and Safeguarding of young athletes</p>	<p>Do you have enough coaches qualified at the right level to deal with the number of athletes you have whilst complying with the up-to-date guidance on coach to athlete ratios?</p>
		<p>Spreading / transmission of COVID-19 through air borne transmission of the disease by an infected person</p>	<p><i>All the above applies so consider this in relation to air borne transmission too</i></p>

Running in open spaces accessible by the general public: parks, roads etc.

HAZARDS	Who might be harmed?	Settings (physical settings & activities)	Considerations for mitigations
Spreading / transmission of COVID-19 through contact with disease on a surface	Think about who might be harmed in each section below. This could include but is not limited to the following individuals or groups: athletes/runners/parents/coaches/other volunteers	Meeting points	Social distancing – does the meeting point allow appropriate levels of social distancing between club members and between club members and members of the public? If not can you use a different site/different time etc? Signage to warn members of the public Limit numbers attending training sessions
		Changing facilities/toilets	Limit access to or close these facilities Signage Members attend training in training clothes and go home in the same clothes (get changed in the car)
		Routes	Are all routes free from obstacles that need to be touched i.e. gates/stiles – can routes be changed to avoid these?
Spreading / transmission of COVID-19 through air borne transmission of the disease by an infected person	As above	Meeting points	See above
		Changing facilities/toilets	See above
		Routes	Social distancing – can runners maintain the relevant distance between each other? Can they maintain the distance between each other and members of the public? If not consider changing the route and or the time of the session. Consider limiting the number of groups setting off from any one site at the same time.

Training at Track & Field venues			
HAZARDS	Who might be harmed?	Settings (physical settings & activities)	Considerations for mitigations
Spreading/ transmission of Covid-19 through contact with disease on a surface	Think about who might be harmed in each section below. This could include but is not limited to the following individuals or groups: athletes/ runners/parents/ coaches/other volunteers	General	<p>Social distancing – does the number of people accessing the site at any one time allow for social distancing? How can numbers be restricted in a controlled fashion that is fair and safe to all members?</p> <p>Group management – how is the site zoned off to allow for social distancing between groups and how is this communicated?</p> <p>Hygiene – are hygiene measures adequate (i.e. hand washing/cleaning)?</p> <p>Signage around the site needs to be visible and relevant</p> <p>Bookings processes – what booking process needs to be implemented to ensure overall numbers on the site are limited/adequate time is given between groups changing over/coach to athlete ratios can be maintained?</p> <p>Communication to coaches – are coaches clear and accepting of the protocols in place? These messages need re-enforcing on a regular basis – how are you doing this?</p> <p>Cleaning protocols for equipment – implementing guidance around this area from EA. This includes athletics implements/fixed equipment and maintenance equipment</p> <p>How are specific protocols being implemented for events where they differ (i.e. jumps/ throws/track)? EA guidance needs to be followed and specific measures that are in place need to be documented against each event</p>
Spreading/ transmission of Covid-19 through air borne transmission of the disease by an infected person	<i>All the above are relevant apart from cleaning protocols</i>		

For Information on how to write a risk assessment and template risk assessment please visit – <https://www.uka.org.uk/governance/health-safety/risk-assessments/>

Sample club risk assessments can be requested through clubsupport@englandathletics.org

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