

COVID 19 RISK ASSESSMENT –13 AUGUST 2020

Venue Norman Park Athletics Track, Norman Park, Bromley Kent	Activity/Event Athletics Meetings/Open Events	Persons involved Athletes/Officials/Coaches/Parents/Staff/Visitors to Site.
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Potential hazards	Who is at Risk	Controls Required	Any further actions/venue specific risk	Risk rating after measures
Spread of COVID 19 (Coronavirus)	Athletes, Officials, Coaches, Parents, Staff & other Visitors to the Track	<p><u>Designation of COVID 19 Coordinator</u></p> <p>Appoint a designated COVID 19 Coordinator to act (among other things) as a key point of contact between Norman Park Athletics Track and users of the track in relation to all matters concerning COVID 19.</p>	Note: The role has been assigned to the track manager, Steve Rowe.	As Low As Reasonably Practicable
Spread of COVID 19 (Coronavirus)	Athletes, Officials, Coaches, Parents, Staff & other Visitors to the Track	<p><u>Requiring completion of COVID 19 Health Screening Questionnaire</u></p> <p>Require all athletes, officials, coaches, parents, staff and other visitors to complete a health questionnaire relating</p>	Implement the capturing of the required data electronically.	As Low As Reasonably Practicable

		<p>to COVID 19 before entering the site.</p> <p>Prohibit entry to the site by anyone who declares COVID 19 symptoms, contact with someone with suspected or confirmed COVID 19, or relevant self-isolation (within the last 14 days).</p>	<p>Affix signs with scannable QR code at the entry to the site.</p>	
<p>Spread of COVID 19 (Coronavirus)</p>	<p>Athletes, Officials, Coaches, Parents, Staff & other Visitors to the Track</p>	<p><u>Supporting NHS Test and Trace scheme (using visitor log)</u></p> <p>Require all athletes, officials, coaches, parents, staff and other visitors to complete a contact information form upon entering the site.</p>	<p>Implement the capturing of the required data electronically.</p> <p>Affix signs with scannable QR code at the entry to the site and at the pavilion.</p>	<p>As Low As Reasonably Practicable</p>
<p>Spread of COVID 19 (Coronavirus)</p>	<p>Athletes, Officials, Coaches, Parents, Staff & other Visitors to the Track</p>	<p><u>Submission of a COVID 19 Risk Assessment by the Event Organiser</u></p> <p>Require the event organiser (athletics club, academy or other organisation) to submit a COVID 19 Risk</p>	<p>Require submission of a COVID 19 Risk Assessment by the event organiser.</p>	

		Assessment outlining the process that it intends to follow to make the planned athletics meeting COVID secure.		
Spread of COVID 19 (Coronavirus)	Athletes, Officials, Coaches, Parents, Staff & other Visitors to the Track	<p><u>Managing & Restricting Number of people on site</u></p> <p>In order to permit compliance with social distancing guidelines, the number of people allowed on site at any one time must be managed and restricted to avoid overcrowding.</p>	<p>Impose the following restrictions:</p> <p>(i) limit the number of individuals permitted to be on site at any one time to a <u>maximum of two hundred and fifty (250)</u> (including athletes, officials, coaches, parents, staff and any other visitors);</p> <p>(ii) require submission of a COVID 19 Risk Assessment by the event organiser demonstrating an intention and ability to restrict attendees to a maximum of two hundred and fifty (250) (or a lesser amount) and a clear and practical methodology to manage and so restrict the number of</p>	As Low As Reasonably Practicable

			<p>people on site (including a structured programme of events), in order to permit social distancing;</p> <p>(iii) permit athletes (and their accompanying spectators) to enter the site only at a designated time for the purposes of registration, warm-up and participation in an event for which they have been entered beforehand;</p> <p>(iv) require athletes (and their accompanying spectators) to leave the site promptly following the end of the event in which they have participated and/or upon the completion of warm-down;</p> <p>(v) restrict spectating to <u>one (1) spectator per Under 18 athlete</u> (prohibiting spectating in respect of athletes who are 18 or older);</p> <p>(vi) prohibit Under 18s being on site as spectators;</p>	
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			<p>(vii) prohibit any spectator entering the infield area (save in case of emergency).</p> <p>(viii) facilitate the flow of foot traffic on site by having separate Entry and Exit gates and (to the extent feasible) a One Way system:</p> <p>(a) Entry will only be permitted by the main gate at the entrance to the track from the car park;</p> <p>(b) Exit will only be permitted by the back entrance to Norman Park.</p> <p>The Entry and Exit points will be controlled by volunteers (to be provided by event organiser) and will be strictly one way only.</p>	
Spread of COVID 19 (Coronavirus)	Athletes, Officials, Coaches, Parents, Staff & Anyone who visits the Track	<p><u>Social Distancing – follow and promote Public Health Guidelines issued by Government.</u></p> <p>All individuals to keep 2 metre away from each other</p>	<p>(i) <u>Signage.</u> Use clear signage to provide 2 metre guides (where appropriate) and to display requirement to</p>	As Low As Reasonably Practicable

		<p>at all times (unless wearing a face covering).</p> <p>Gatherings of more than 30 people may take place in a public outdoor space only where the hosting business or venue takes reasonable steps to mitigate the risk of transmission, in line with COVID-19 Secure guidance and including completion of a risk assessment.</p>	<p>maintain 2 metre social distance.</p> <p>(ii) <u>Entrance to the site.</u></p> <p>Athletes to enter through the main gate, maintaining 2 metre spacing.</p> <p>An entry desk will check athletes off against the lists of those entered.</p> <p>(iii) <u>Demarcated areas on site.</u></p> <p>Athletes, Officials, Coaches and Spectators will be required to remain within areas demarcated by staff and/or the event organiser (or its volunteers) for specific purposes:</p> <p>e.g. registration, warm-up, bag drop-down, performance of the event, warm-down, spectating, time keeping, etc.</p> <p>(iv) <u>Maintaining Pods of 6 (Officials, Athletes).</u></p>	
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			<p>Officials to be placed in separate pods of six (6).</p> <p>Track athletes will be in races of up to a maximum of six (6) people. Each group of (up to) six (6) athletes will be treated as a separate pod.</p> <p>Athletes entered for Long Jump, High Jump or Pole Vault will be in an event of up to twelve (12) people. Each group of (up to) twelve (12) athletes will be treated as a separate pod.</p> <p>Members of each Pod should remain at least 2 metres away from persons outside the Pod while on site.</p> <p>(v) <u>Registration – issuing of numbers</u>. Registration must be manned by two people. Athletes are to remain 2 metres from the registration desk. Number is to be placed on a separate desk for the athlete to collect. Face masks to be worn by registration team.</p>	
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			<p>(vi) <u>Warming Up.</u> All warm-ups to be performed in the area designated for warm-up for the event in question. For example, warm-up for 100m will be on the back straight.</p> <p>(vii) <u>Athlete Reporting for Races.</u> Athletes to report to designated reporting area (a pen marked out by staff and/or the event organiser (or its volunteers)).</p> <p>(viii) <u>Spectating.</u> Prohibit spectating (unless strictly necessary due to age or needs of athlete, and in any event by only one parent/guardian/carer <u>who must remain in place(s) designated by staff</u>).</p> <p>[Note: no under 18s are to be allowed on site when they are merely attending as spectators, (i) to keep attendee numbers to a minimum and (ii) to minimise the risk of non-compliance with social distancing</p>	
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			<p>guidelines or track usage policy.]</p> <p>(ix) <u>Congregating</u>. No congregating is to be permitted at the Entry or Exit Gate.</p> <p>Spectators and attendees other than athletes are to be strongly encouraged to remain 2m apart at all times.</p> <p>Athletes are to be strongly encouraged to remain 2m apart save when closer proximity is unavoidable during an event on the track.</p> <p>(x) <u>Timetable</u>. The programme for the meeting should allow for a reasonable period of time between races or other competitive events, enabling athletes and others involved to move from one area of the site to another or to exit the site, thereby facilitating social distancing.</p> <p>(xi) <u>Leaving the site</u>. Athletes and Spectators to leave the</p>	
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			site (via One Way System) through Exit Gate to Norman Park.	
Spread of COVID 19 (Coronavirus)	Athletes, Officials, Coaches, Parents, Staff & Anyone who visits the Track	<u>Avoid touching commonly touched surfaces</u> Avoid touching surfaces commonly touched by others.	Warn people to minimise or avoid touching outdoor surfaces such as hand-rails by the track (or elsewhere) and to minimise touching door handles or indoor surfaces. Warn people to use wash hands or use hand sanitiser as soon as possible after touching any surface and to avoid touching face, eyes, nose or mouth.	As Low As Reasonably Practicable
Spread of COVID 19 (Coronavirus)	Athletes, Officials, Coaches, Parents, Staff & Anyone who visits the Track	<u>Hand Washing – follow and promote Public Health Guidelines issued by Government.</u>	Employees and all other users to be reminded (by display of a sign) of the need: (a) to wash their hands frequently for 20 seconds with soap and water; (b) to dry hands using paper towels where available;	As Low As Reasonably Practicable

		<p>Wash hands regularly and thoroughly with soap and water.</p> <p>Dry hands using disposable paper towels (if available).</p> <p>Use hand sanitiser.</p>	<p>(c) to use hand sanitiser. (d) to stay away if ill, or if they or members of their household are showing symptoms of COVID-19 or are required to self-isolate.</p> <p>In addition, remind people to catch coughs and sneezes in tissues ('Follow, Catch It, Bin It, Kill It') and to avoid touching face, eyes, nose or mouth with unclean hands. Remind people to use wash hands or use hand sanitiser.</p> <p>Make tissues and bins available throughout the workplace.</p>	
<p>Spread of COVID 19 (Coronavirus)</p>	<p>Athletes, Officials, Coaches, Parents, Staff & Anyone who visits the Track</p>	<p><u>Limit use of indoor space.</u></p> <p>Restrict number of people who may be present in any indoor space to 1 person only.</p>	<p>Close changing rooms.</p> <p>Allow access to and use of one cubicle and one sink only in the male and female toilet facilities (so that track users have access to a facility which has hot-water hand-washing facilities).</p>	<p>As Low As Reasonably Practicable</p>

			<p>Affix sign to the door to the male and female toilet facilities stating clearly that only one person is permitted to access each of the toilet facilities at a time and that only one toilet cubicle and one sink will be available in each.</p> <p>Allow only one member of staff in the kitchen at any one time. Prohibit entry by public.</p> <p>Allow only one member of staff in the office at any one time. Prohibit entry by public.</p>	
Spread of COVID 19 (Coronavirus)	Athletes, Coaches, Parents, Staff & Anyone who visits the Track	<p><u>Minimise overlap between incoming/outgoing track users.</u></p> <p>Use separate Entry and Exit gates and (to the extent feasible) a One Way system (as stated above).</p>		As Low As Reasonably Practicable

<p>Spread of COVID 19 (Coronavirus)</p>	<p>Athletes, Coaches, Parents, Staff & Anyone who visits the Track</p>	<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Increase frequency of cleaning of male and female toilet facilities.</p>	<p>Clean commonly used objects and surfaces at the end of each booked slot before arrival of next group of track users.</p> <p>Clean the male and female toilet facilities at the end of each booked slot before arrival of next group of track users.</p> <p>*** See below (under heading "Handling/Using equipment) for cleaning required in respect of fixed or movable athletics equipment.</p>	<p>As Low As Reasonably Practicable</p>
<p>Spread of COVID 19 (Coronavirus)</p>	<p>Athletes, Coaches, Parents, Staff & Anyone who visits the Track</p>	<p><u>Refreshments</u></p> <p>No refreshments are to be provided / sold to athletes, coaches or spectators.</p> <p>Officials and volunteers should be encouraged by the event organiser to bring</p>	<p>The kiosk is to remain closed.</p>	

		their own food and drink and not to share it.		
Spread of COVID 19 (Coronavirus)	Athletes, Parents, Staff & Anyone who visits the Track	<p><u>Handling money</u></p> <p>No cash transactions. Require payment online via paypal or, if necessary, using credit/debit card reader on site.</p>	<p>Online booking only.</p> <p>Payment to be made online when making a booking or, if necessary, by credit or debit card using contactless reader on site.</p>	As Low As Reasonably Practicable
Spread of COVID 19 (Coronavirus)	Athletes, Coaches, Parents, Staff	<p><u>Handling/Using equipment (including cleaning)</u></p> <p>Ensure the proper handling and cleaning of all movable and fixed equipment which is capable of carrying virus.</p> <p>Agree with the event organiser, prior to the event, who is to be responsible for cleaning what equipment, when, how and in what circumstances the cleaning is to be performed, and who is to supply cleaning equipment.</p> <p>Prohibit sharing of movable equipment by athletes (if</p>	<p>Require suitable adult supervision in the use of equipment: With the exception of Starting Blocks, prohibit the use of <u>any</u> of the track's equipment by any athlete <u>unless supervised by a responsible adult</u> (including Pole Vaults or landing beds, Hurdles, High Jump, Javelins and other Throwing Equipment).</p> <p>No sharing by athletes of movable equipment: restrict the use of commonly touched movable equipment, such as Starting Blocks, Pole Vaults</p>	As Low As Reasonably Practicable

		<p>such equipment is likely to be touched frequently during a session); e.g. Starting Blocks, Pole Vaults, Javelin.</p> <p>Restrict the sharing of ancillary equipment such as long jump rakes, measuring tapes, or high jump or pole vault adjustment apparatus.</p> <p>Adopt a proactive and conservative approach to the cross-contamination risks which may be posed by the Long Jump sand pits.</p>	<p>or Javelins and other Throwing Equipment, to one athlete for whole of the session.</p> <p>Movable equipment must be cleaned:</p> <p>(a) ensure that, at the end of a race or other competitive event, any movable equipment which has been used is cleaned by a designated individual before being used in a subsequent race or competitive event (e.g. Starting Blocks, Pole Vaults, Javelins, Discus, Shot, Hurdles, portable Pole Vault mats and portable High Jump mats, Pole Vault and High Jump bars);</p> <p>Fixed equipment must be cleaned: require fixed High Jump bed & Pole Vault landing bed, to be wiped clean by staff at the beginning of each event.</p> <p>Pole Vault: (i) cleaning of the landing bed at the</p>	
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			<p>beginning of a session; and (ii) the use of hand sanitiser by athletes before and after each vault).</p> <p>High Jump: Cleaning of the fixed high jump bed at the beginning of an event; and (ii) the use of hand sanitiser by athletes before and after each vault).</p> <p>Long Jump Sand Pits: Long Jump sand pits must be raked and turned by the coach (and/or by the athlete that the coach designates to perform this role for the session) before and after each athlete uses the pit.</p> <p>Long Jump sand pits only to be used by athletes when accompanied and supervised by their coach.</p> <p>Require use of hand sanitiser by athletes and coaches for Jumps and Hurdles: Each athlete doing pole vault, long jump, high jump or hurdles should be</p>	
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			<p>required to use hand sanitiser <u>at the beginning of the event and before and after each vault/jump/hurdle run.</u></p> <p>Coaches, Officials and Volunteers should be required to use hand sanitiser at the beginning of each event, as well as before and after touching any equipment.</p> <p>Ancillary equipment (e.g. rakes, jump bars, measuring tapes): Restrict use of ancillary equipment to designated adults.</p>	
Spread of COVID 19 (Coronavirus)	Athletes, Coaches, Parents, Staff & Anyone who visits the Track	<p><u>Access to First Aid</u></p> <p>Ensure access to usual first aid.</p> <p>Avoid coming within 2 metres of injured person save where absolutely necessary.</p>	Ensure that first aid kit is readily accessible without need for staff to come within 2 metres of injured person (where possible).	As Low As Reasonably Practicable
Spread of COVID 19 (Coronavirus)	Athletes, Coaches, Parents, Staff & Anyone who visits the Track	<p><u>Clinically vulnerable people</u></p>	Display warnings on site and on the website.	As Low As Reasonably Practicable

		<p>Warn coaches, staff, officials and others that, <u>if they have any of the following health conditions, they are clinically vulnerable</u> (meaning they are at higher risk of severe illness from coronavirus) and they are advised to stay at home as much as possible, but, if they do go out, to take particular care to minimise contact with others outside their household.</p> <p>Clinically vulnerable people are those who are:</p> <ul style="list-style-type: none">• aged 70 or older (regardless of medical conditions)• under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):• chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis		
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		<ul style="list-style-type: none">• chronic heart disease, such as heart failure• chronic kidney disease• chronic liver disease, such as hepatitis• chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy• diabetes• a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets• being seriously overweight (a body mass index (BMI) of 40 or above)• pregnant women <p>In addition, warn the further category of people with serious underlying health conditions who are <u>clinically extremely vulnerable</u> (meaning they are at very high risk of</p>		
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		severe illness from coronavirus) that they, their family and carers should be aware of the guidance on shielding which provides information on how to protect themselves still further should they wish to.		
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