



## Risk Assessment Form (GUIDANCE)

In line with British Triathlon Federation (BTF) and Government guidance Clubs and coaches in ENGLAND are required to provide a COVID SECURE Operation including:

1. All community clubs must appoint a named COVID-19 Officer (CO), Lisa Lager and Dan Watson–
2. All community clubs must develop a COVID-19 Action and Plan and Risk Assessment.
3. All clubs and coaches must comply with government guidance around social distancing before, during and after activity.
4. All clubs and coaches must capture pre-activity health questionnaires, including participant contact details which can be shared upon request with the government’s Track and Trace initiative. Register at the start of session, contact details held by membership coordinator (Lisa Lager)–
5. Clubs and coaches 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 more meticulously planned to ensure their needs are catered for.

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Prior to commencing club and coaching activity in line with your club action plan\* please ensure you complete risk assessments for your sessions.

The template below provides guidance for face to face coaching during COVID-19, this includes additional risks you should consider along-side the standard risk assessment for your session. You may wish to add to this template based on your specific scenario.

Please consider how you will communicate your plans with your participants, coaches, wider workforce, parents and members.

\*If you are an independent coach you should also refer to the [Club Action Plan](#) to guide you through your planning.

Venue:	<u>Writtle College University</u>	Venue Contact Name & Contact Details:	
Address: (Include postcode)	<u>Lordship Road,</u> <u>Chelmsford,</u> <u>CM1 3RR</u>		
Group:	<u>Chelmsford Tri Club</u> <u>Discovery</u>	Location of first-aider:	<u>Coaches</u> <del>Please consider this may need to be the coach.</del> <u>How can you administer first aid whilst following social distancing?</u>
Date:	<u>Thursday</u>	Location of Defibrillator	If facilities are closed- where is the nearest accessible defibrillator?
Time:	<u>6.30-730 pm</u>	Location of telephone:	

Participants:	Number:	<u>12-20</u>	Location of toilets:	<u>When we have use of the indoor facilities, toilets are located in the corridor behind the hall. Please check if toilets will be open.</u>	
	Age:	<u>7-16</u>	Location of changing rooms:	<u>No changing rooms needed. If closed - consider if any changing is needed and what guidance should be given to participants</u>	
	Ability:	Please consider changes to fitness from lockdown, people who have had COVID-19 and the effects to their health.	Location of first-aid kit:	<u>Head coach has first aid kit and welfare officer has first aid kit. If facilities are closed - can you provide this?</u>	
Lead coach name:	<u>Ashley Nicholson</u>		Stocked and maintained:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Venue documents read and understood  (please ✓ appropriate box):	Normal operating procedures:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Additional notes:		
	Health and safety policy:	<input type="checkbox"/> Yes <input type="checkbox"/> No			<u>Risk assessment will be added to and amended when we have been given to go ahead to start swimming.</u>
	Emergency action plan (EAP):	<input type="checkbox"/> Yes <input type="checkbox"/> No			<u>All areas concerning indoor training do not apply from 23<sup>rd</sup> Sept 2020 until further notice.</u>

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## COVID-19 Additional Considerations Risk Assessment Form

Always start your planning process by reviewing the latest guidance from British Triathlon: <https://www.britishtriathlon.org/covid-19/coaching> Please note the guidance has variation across England, Scotland and Wales.

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Social distancing	All	Likelihood: Impact: <u>Medium</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<u>Ensure large open area to train</u> <u>Avoid any activities that brings participants in close proximity or sharing equipment.</u> <u>Use of team app to ensure we know how many will attend.</u> <u>Groups to be sorted before session so that children don't</u>	<u>Coaches/activators</u>  <u>Participants</u>  <u>Covid officers</u>	Likelihood: Impact: <u>Low</u>	<u>Dec 2020</u>  <u>March 2021</u>

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Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
				<u>congregate in groups of more than 6 at start of session.</u> <u>Warm up and cool down to be done in group.</u> <u>5m gap to be left when running.</u> <u>Markers put on floor before session to ensure 2m distance (more if possible).</u> <u>As many activities outside as possible i.e 2 running/drill type activities outside and 1 group of 5 in hall on turbos.</u> <u>Oct 2020 – groups of 8 allowed during session.</u>			
equipment	all	Likelihood: Impact: <u>Medium</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<u>Have a no touch/sharing policy on cones/ equipment</u> <u>Have anti bac wipes available to wipe down any thing that is touched.</u> <u>Each child to have own high viz vest rather than giving in each week.</u>	<u>Coaches/activators</u> <u>Participants</u> <u>Covid officers</u>	Likelihood: Impact: <u>Low</u>	<u>Dec 2020</u> <u>March 2021</u>
Access points (gates/ barriers etc)	<u>all</u>	Likelihood: Impact: <u>Low</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<u>Consider if facilities can be opened without touching/ use gloves also consider if emergency access may -be restricted. <u>Caretaker will follow guidance/risk assessment of the venue.</u></u>	<u>Venue caretaker</u>	Likelihood: Impact: <u>Low</u>	<u>Dec 2020</u> <u>March 2021</u>
Other users- If public areas you may not have any control of other users-	<u>all</u>	Likelihood: Impact: <u>Low</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<u>Give clear rules to participants to social distance with other users of space- consider stopping session if unable to maintain distances.</u>	<u>Coaches</u> <u>Covid officers</u>	Likelihood: Impact: <u>Low</u>	<u>Dec 2020</u> <u>March 2021</u>

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Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Method of travel for coach and participants to the session.	<u>all</u>	Likelihood: Impact: <u>Low</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<i>Please consider travel to sessions avoiding public transport where possible. Check parking availability</i>	<u>Coaches</u> <u>Participants and parents</u>	Likelihood: Impact: <u>Low</u>	<u>Dec 2020</u> <u>March 2021</u>
Permissions to use area	<u>All</u> <u>Members of the public</u>	Likelihood: Impact: <u>Low</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<i>Do you have permission to use the area- some parks have specific bye laws- or may have additional restrictions</i> <u>We have permission to use all outside areas at Writtle college. We are waiting for permission to use hall and swimming pool at Moulsham High</u>	<u>Covid officer</u>	Likelihood: Impact: <u>Low</u>	<u>Review when approval given to start swimming and use hall.</u>

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## Risk Assessment Form Part 2

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Participant health and ability to exercise	<u>participants</u>	Likelihood: Impact: <u>Low</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<i>How will you determine your participants current fitness levels and how will you ensure that you factor in a variety of levels of performance? This will need to be done in advance of the session.</i> <u>Ability and age grouping will be considered and coaches will plan activities to suit all fitness and age levels.</u>	<u>Coaches</u>	Likelihood: Impact: <u>Low</u>	<u>Dec 2020</u> <u>March 2021</u>

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Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
PPE for coach & participants	all	Likelihood: Impact: <u>low</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<i>The coach should check latest guidance on this- in some cases this will be personal choice. <u>Coaches/activators should have a masks/gloves available in case they need to administer first aid.</u></i>	<u>Coaches</u> <u>Covid officers</u> <u>First aiders</u>	Likelihood: Impact: <u>Low</u>	<u>Dec 2020</u> <u>March 2021</u>
Hand washing	all	Likelihood: Impact: <u>Medium</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<i>Will facilities be open? What alternatives can you put it in place (e.g. hand sanitiser). <u>Sanitise at start of session, in between activities and at end.</u></i>	<u>Coaches</u> <u>Participants</u> <u>Covid officers</u>	Likelihood: Impact: <u>Low</u>	<u>Dec 2020</u> <u>March 2021</u>
<u>Parents staying on premises</u>	all	Likelihood: Impact: <u>Low</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<u>Parents will not be allowed to congregate inside the hall while athletes train. Suggest staying in car. Must follow the groups of six rule.</u>	<u>Parents</u>	Likelihood: Impact:	<u>Dec 2020</u> <u>March 2021</u>
<u>Setting up/taking down of turbos in hall</u>	all	Likelihood: Impact: <u>Medium</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<u>Arrive in plenty of time as only 6 people at a time should be in the hall taking down or setting up turbos, parents/children should wait by cars until space in hall is available.</u>	<u>Parents</u> <u>Participants</u>	Likelihood: Impact: <u>Low</u>	<u>Dec 2020</u> <u>March 2021</u>
		Likelihood: Impact:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:			Likelihood: Impact:	

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