



# Tonbridge Athletic Club

## **Tonbridge AC Training Summer 2021 – Risk Assessment**

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Date 20<sup>th</sup> March 2021

Note – Covid Supervisor = the person nominated as such for each Training session

| Location of Training | Hazards identified                                                          | Who might be harmed       | Responsibility                | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Update     |
|----------------------|-----------------------------------------------------------------------------|---------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| General              | Transmission of symptoms and/or virus, through close proximity with others. | Anyone attending the club | Coaches<br>Covid Supervisor   | Any costs to coaches for Personal Protection Equipment, Hand Sanitisers, Anti-Bacterial Disinfectant spray maybe reimbursed by Tonbridge AC. Please send details to the Covid Officer for consideration.<br>'Covid Supervisors' highlighted on Google Control Sheet for coaches.<br>Coaches must book sessions that utilising the track or fields at Tonbridge School on the shared Google Sheet. Any changes to the booking to be made immediately.<br>Coaches must know which athletes will be attending their sessions and ensure that groups do not mix with others.<br>Coaches must ensure that athletes leave the facility once their session is completed, should a new group be booked in for the following session.<br>Coaches must ensure that every athlete attending has signed the required health declaration form. | 20/03/2021 |
| General              | Athlete displays Covid 19 symptoms                                          | Anyone attending the club | Athlete and their Group coach | Athlete notifies the Group Coach.<br>Group Coach notifies others who have trained with athlete in previous 7 days.<br>Athlete arranges Covid 19 test.<br>Athlete does not attend training until negative result received and symptoms have subsided.<br>Group coach notifies Covid Officer<br>If test positive Group Coach notifies all others in contact group, in previous 7 days to self-isolate for 7 days from point of contact.<br>Presumably Track and Trace process will identify and notify as well.<br>Also note that if household member tests positive the athlete should not attend the club for at least 7 days.<br>This is no change from previously and it is why it is important for coaches to keep groups larger than 6 divided.                                                                               | 20/03/2021 |
| General              | Coach displays Covid 19 symptoms                                            | Anyone attending the club | Group Coach and their         | Coach notifies the Covid Officer and Coaching Coordinator.<br>Group Coach notifies others who have trained with coach in previous 7 days.<br>Coach arranges Covid 19 test.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 20/03/2021 |

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|         |                                                                             |                           | support coaches                            | Coach does not attend training until negative result received and symptoms have subsided.<br>Group coach notifies Covid Officer<br>If test positive Group Coach notifies all others in contact group, in previous 7 days to self-isolate for 7 days from point of contact.<br>Presumably Track and Trace process will identify and notify as well.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |
| General | Volunteer displays Covid 19 symptoms                                        | Anyone attending the club | Volunteer and group coach                  | Informs Group Coach and does not attend training until negative result received and symptoms have subsided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 20/03/2021 |
| General | Supporter displays Covid 19 symptoms                                        | Anyone attending the club | Supporter                                  | Does not attend training until negative result received and symptoms have subsided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 20/03/2021 |
| General | Transmission of symptoms and/or virus, through close proximity with others. | Anyone attending the club | Individuals<br>Coaches<br>Covid Supervisor | Each lead coach of a group maintains a full register of attendees at each training session, as required in normal circumstances.<br>All attendees to have signed a suitable individual or group health declaration form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 20/03/2021 |
| General | Transmission of symptoms and/or virus, through close proximity with others. | Anyone attending the club | Individuals<br>Coaches<br>Covid Supervisor | The Tonbridge AC policy in all areas is to abide by the guidelines of 12 athletes to 1 coach in a group. To enable this requires the environment to be considered as 'Covid Secure'. This requires the following –<br>Health declaration form to be accepted and signed by all attendees.<br>All attendees to maintain 2 metres social distancing, before, during and after activity.<br>Hand sanitizing facility to be available and used regularly (even after form signing)<br>Sanitising spray to be used before and after the use of equipment.<br>Method available of contact all attendees swiftly should Track and Trace processes be required.<br>Should any attendee subsequently test positive for Covid 19 they must complete UK Athletics form - <a href="https://www.uka.org.uk/governance/health-safety/covid-19-form/">https://www.uka.org.uk/governance/health-safety/covid-19-form/</a> | 20/03/2021 |
| General | Transmission of symptoms and/or virus, through close proximity with others. | Anyone attending the club | Individuals<br>Coaches<br>Covid Supervisor | Current England Athletics Guidelines can be found here – <a href="https://www.englandathletics.org/athletics-and-running/news/guidance-update-2021/">https://www.englandathletics.org/athletics-and-running/news/guidance-update-2021/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 20/03/2021 |
| General | Transmission of symptoms and/or virus, through close proximity with others. | Anyone attending the club | Individuals<br>Coaches<br>Covid Supervisor | Use of equipment stores – door handles and any item touched should be cleaned before and afterwards with anti-viral spray.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 20/03/2021 |

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| Entry to facilities<br>And movement | Transmission of symptoms and/or virus, through close proximity with others.             | Anyone attending the club | Individuals<br>Coaches<br>Covid Supervisor | All to maintain 2 metres social distancing at all times.<br>Coaches to remind athletes at each session.<br>Covid Supervisor to oversee coordination of training groups and monitor for lapses                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 20/03/2021 |
| Entry to facilities<br>And movement | Transmission of symptoms and/or virus as attend toilet facilities within Sports Centre. | Anyone attending the club | Individuals<br>Coaches<br>Covid Supervisor | All TAC members to arrive at training and only enter the Tonbridge School Centre for toilet use, via the entrance/exit by the track.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 20/03/2021 |
| Entry to facilities<br>And movement | Transmission of symptoms as arrive and leave.                                           | Anyone attending the club |                                            | Please report directly to your group coach or the Covid monitor on duty and do not mix with other training groups.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 20/03/2021 |
| Track area                          | Transmission of symptoms                                                                | Any attendee              |                                            | All to maintain 2 metres social distancing at all times.<br>Coaches to remind athletes at each session.<br>All Lead Group Coaches to oversee coordination of training groups and monitor for lapses                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 20/03/2021 |
| First aid provision                 | Transmission of symptoms                                                                | Any attendee              |                                            | Only first aid available is emergency contact with Tonbridge School Sports Centre.<br>There is no massage or sports injury related first aid available.<br>All athletes to have suitable transport available to them as contingency.                                                                                                                                                                                                                                                                                                                                                                                                                          | 20/03/2021 |
| Sprints                             | Transmission of symptoms and/or virus                                                   | Coaches and athletes      |                                            | Lead coach to book area on Google drive<br>Maximum of 12 athletes per Coach using facility<br>All persons to maintain 2 metres social distancing before, during and after the training session<br>Use of blocks<br>Each set of blocks should be transported and used by one athlete per session<br>Blocks should be wiped down with suitable disinfectant before and after training sessions and also should there be a change in athlete utilising the blocks                                                                                                                                                                                                | 20/03/2021 |
| Hurdles                             | Transmission of symptoms and/or virus                                                   | Coaches and athletes      |                                            | Lead coach to book area on Google drive<br>Maximum of 12 athletes per Coach using facility<br>All persons to maintain 2 metres social distancing before, during and after the training session<br>Use of hurdles<br>Hurdles should be transported and set up only by the coach and/or an assistant.<br>Alternatively, a single athlete can set up with Coach's instruction.<br>The coach/assistant/athlete should use hand sanitizer gel before and after setting up hurdles, whilst also when repositioning them in any way, during the session<br>Should an athlete touch a hurdle with their hands they should immediately cleanse with hand sanitizer gel | 20/03/2021 |
| High Jump                           | Transmission of symptoms and/or virus                                                   | Coaches and athletes      |                                            | Lead coach to book area on Google drive<br>Maximum of 6 athletes per coach using facility<br>All persons to maintain 2 metres social distancing before, during and after the training session                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 20/03/2021 |

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|             |                                       |                      |  | <p>When setting up the equipment prior to training all helpers in this respect should use hand sanitizer gel before and after.</p> <p>The landing bed should be sprayed with anti-bacterial spray before and after each athlete has finished jumping.</p> <p>Bars should be cleaned using anti-viral spray or wipe before use and managed by dedicated individuals for the session. They should also be cleaned after the session.</p>                                                                                                                                                                                                                                                                                                                                    |            |
| Pole Vault  | Transmission of symptoms and/or virus | Coaches and athletes |  | <p>Lead coach to book area on Google drive</p> <p>Maximum of 6 athletes per coach using facility</p> <p>All persons to maintain 2 metres social distancing before, during and after the training session</p> <p>When setting up the equipment prior to training all helpers in this respect should use hand sanitizer gel before and after.</p> <p>The landing bed should be sprayed with anti-viral spray before and after each athlete has finished jumping.</p> <p>Own poles to be used by athletes or a single TAC pole to be selected (no cross over between athletes during the session)</p> <p>TAC implements to be wiped down before and after training with suitable disinfectant wipes</p> <p>If using TAC implement – hand sanitizer to be used beforehand</p> | 20/03/2021 |
| Long Jump   | Transmission of symptoms and/or virus | Coaches and athletes |  | <p>Lead coach to book area on Google drive</p> <p>Maximum of 6 athletes per coach using facility</p> <p>All persons to maintain 2 metres social distancing before, during and after the training session</p> <p>When setting up the equipment prior to training all helpers in this respect should use hand sanitizer gel before and after.</p> <p>The rake for the replacement of sand in the pit should either be used by a single person, who utilises hand sanitizer gel before and after the session or if used by multiple persons then this should happen at any change in rake use. The same applies to the use of measuring equipment.</p> <p>The landing pit sand should be turned over after any change in athletes jumping.</p>                               | 20/03/2021 |
| Triple Jump | Transmission of symptoms and/or virus | Coaches and athletes |  | <p>Lead coach to book area on Google drive</p> <p>Maximum of 6 athletes per coach using facility</p> <p>All persons to maintain 2 metres social distancing before, during and after the training session</p> <p>When setting up the equipment prior to training all helpers in this respect should use hand sanitizer gel before and after.</p> <p>The rake for the replacement of sand in the pit should either be used by a single person, who utilises hand sanitizer gel before and after the session or if used by multiple persons then this should happen at any change in rake use. The same applies to the use of measuring equipment.</p> <p>The landing pit sand should be turned over after any change in athletes jumping.</p>                               | 20/03/2021 |
| Hammer      | Transmission of symptoms and/or virus | Coaches and athletes |  | <p>Lead coach to book area on Google drive</p> <p>Maximum of 6 athletes per coach using facility</p> <p>All persons to maintain 2 metres social distancing before, during and after the training session</p> <p>Own implements to be used by athletes or a single TAC implement to be selected (no cross over between athletes during the session)</p>                                                                                                                                                                                                                                                                                                                                                                                                                    | 20/03/2021 |

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|           |                                       |                      |  | <p>TAC implements to be wiped down before and after training with suitable disinfectant wipes</p> <p>If using TAC implement – hand sanitizer to be used beforehand, plus on throwing glove</p> <p>All implements to be retrieved by athlete who throws (unless from same household when an exception can be made)</p> <p>Implements caught in throws cage – only to be retrieved by the coach, who should use hand sanitizer before and after the retrieval</p> <p>If implement is left caught high up in the cage then Tonbridge School to be informed as usual</p> <p>All other procedures in terms of equipment use to be followed as normal</p> <p>If the throws circles is changed or adjusted then it should be sprayed with anti-viral spray before and after.</p>                                                                                                         |            |
| Discus    | Transmission of symptoms and/or virus | Coaches and athletes |  | <p>Lead coach to book area on Google drive</p> <p>Maximum of 6 athletes per coach using facility</p> <p>All persons to maintain 2 metres social distancing before, during and after the training session</p> <p>Own implements to be used by athletes or a single TAC implement to be selected (no cross over between athletes during the session)</p> <p>TAC implements to be wiped down before and after training with suitable disinfectant wipes</p> <p>If using TAC implement – hand sanitizer to be used beforehand, plus on throwing glove</p> <p>All implements to be retrieved by athlete who throws (unless from same household when an exception can be made)</p> <p>All other procedures in terms of equipment use to be followed as normal</p> <p>If the throws circles is changed or adjusted then it should be sprayed with anti-viral spray before and after.</p> | 20/03/2021 |
| Shot Putt | Transmission of symptoms and/or virus | Coaches and athletes |  | <p>Lead coach to book area on Google drive</p> <p>Maximum of 6 athletes per coach using facility</p> <p>All persons to maintain 2 metres social distancing before, during and after the training session</p> <p>Own implements to be used by athletes or a single TAC implement to be selected (no cross over between athletes during the session)</p> <p>TAC implements to be wiped down before and after training with suitable disinfectant wipes</p> <p>If using TAC implement – hand sanitizer to be used beforehand, plus on throwing glove</p> <p>All implements to be retrieved by athlete who throws (unless from same household when an exception can be made)</p> <p>All other procedures in terms of equipment use to be followed as normal</p>                                                                                                                       | 20/03/2021 |
| Javelin   | Transmission of symptoms and/or virus | Coaches and athletes |  | <p>Lead coach to book area on Google drive</p> <p>Maximum of 6 athletes per coach using facility</p> <p>All persons to maintain 2 metres social distancing before, during and after the training session</p> <p>Own implements to be used by athletes or a single TAC implement to be selected (no cross over between athletes during the session)</p> <p>TAC implements to be wiped down before and after training with suitable disinfectant wipes</p> <p>If using TAC implement – hand sanitizer to be used beforehand.</p> <p>All implements to be retrieved by athlete who throws (unless from same household when an exception can be made)</p> <p>All other procedures in terms of equipment use to be followed as normal</p>                                                                                                                                              | 20/03/2021 |

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| Steeplechase barriers               | Transmission of symptoms and/or virus | Coaches and athletes |  | Not to be used without prior discussion with the Tonbridge AC Covid Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 20/03/2021 |
| Training on Tonbridge School Fields | Transmission of symptoms and/or virus | Coaches and athletes |  | <p>The use of the fields is controlled via groups with a coach to use an area booked via a shared Google Sheet.</p> <p>Coaches to remind athletes to maintain 2 metres social distancing at all times.</p> <p>Groups not to meet, before or after training.</p> <p>Athletes to bring own hand sanitizer.</p> <p>The fields are divided into 4 locations and 3 groups of 10, each overseen by a Lead Coach, is allowed to use one location at a time. Each group of 10, if including under 18s, should be accompanied by a suitably qualified coach or assistant.</p> <p>Both groups should be overseen by the same Lead Coach.</p> <p>Should every member of a group be over 18 years old then no qualified coach presence is required.</p> <p>If there are 3 groups then they should meet at different points of the field.</p> <p>At no time before, during or after training should the groups meet or mix.</p> | 20/03/2021 |