

# CLC STRIDERS ACTION PLAN AND RISK ASSESSMENT: COVID-19



## Action plan

The committee have been working hard behind the scenes to make sure we can start club runs and training safely and in a Covid secure way, in line with Government and England Athletics guidance. This states that we are now able to have unlimited numbers training in a 'Covid secure' environment. We are confident that we have the necessary arrangements in place for this, namely: a Covid-19 coordinator; a risk assessment and action plan; social distancing before, during and after activities; providing contact details for Track and Trace; and a pre-activity health questionnaire where more than six runners are running together (i.e. interval training).

There are a few things to let you know about:

### Covid-19 co-ordinator

Matt Ashman (Club Secretary) has been nominated as the Covid-19 co-ordinator for CLC Striders and will liaise with the committee and members to ensure we train in a Covid secure manner.

### Monday social runs

These will be in line with Government and [England Athletics guidance](#) and our risk assessment (below), so please take a moment to refresh your memory of these.

The main points are as follows:

- We will all meet at a designated point. From Monday 7 September 2020 this will be by the Honeybourne entrance to the right of the CLC Health & Fitness centre entrance on Malvern Road. The venue may change from time to time and will be communicated by a member of the Committee.
- Members may use the CLC Sports Centre car park for cars and bikes, but should not go into the venue. The sports centre has agreed that toilet facilities may only be used 'in an emergency'. No changing facilities or lockers are available for members to use at present.
- Please arrive ready to run at **1830 prompt** - we will leave at **1835 at the latest**, to minimise people waiting around.
- Keep 2 meters from each other whilst waiting, running and after the run.
- We will split into groups of up to 6 people for the run. There may not be a 'run leader' for each group, but one person will be responsible for making sure their group gets back safely.
- Attendees do not need to sign up for the sessions, but the leader of the session will record who is in attendance to ensure they can be provided to the Government Track and Trace team if needed. The details will be stored securely in the Club's OneDrive account.
- Give way to members of the public and keep at least 2m distance from them.
- There will be a 6 mile and 4 mile route, which will be communicated in advance and will be appropriate to the amount of daylight and conditions on the night.

DO NOT attend if you have any Coronavirus symptoms, or have been in close contact with anyone else who has. Wash hands before coming and on returning home.

### Wednesday interval training

These sessions will also be held in line with Government and England Athletics guidance. Members are required to sign up beforehand via the Microsoft Form so that we know the number of members attending; to collect contact details for Track and Trace, and to answer the pre-activity health questionnaire.

Members will be sorted into groups based on approximate pace, and the location and coach/leader for each group will be communicated to members before the session. The size and locations of groups will be determined by the number of members taking part, the coaches available, the amount of daylight and other conditions. Group size will be appropriate for the location whilst maintaining the well-being of runners, coaches and members of the public.

The main points are as follows:

- Do not attend training if you have any Coronavirus symptoms, or have been in close contact with anyone else who has
- Wash your hands before you come to training and when you get home
- Keep at least 2 metres away from others at all times before, during and after training
- Listen to and follow the instructions of your coach/leader

Please arrive at your specified location for a prompt 1830 start; we will warm up together, on arrival. There are generally no changing/storage or toilet facilities available.

### Track and Trace

The committee needs to retain a list of names of all the attendees for each session.

The leader of the Monday social run will manually record the names of those in attendance then load them into a secure spreadsheet stored in the Club's OneDrive account. This is only accessible by the Club Secretary and Coaches.

Once members have signed up for a Wednesday speed training session their details are downloaded into a spreadsheet and securely stored in the Club's Microsoft OneDrive account – again this is only accessible by the Club Secretary and Coaches.

In the event that an individual tests positive for Covid-19, the Government Track and Trace process will kick in. The individual will be asked to provide contact information of those they have been in contact with. It is up to the individual (as with anyone in this situation) to provide this information. At this point, the Government Track and Trace team will explain time frames and scenarios for when considering who you may have been in contact with.

If as a club member you test positive and you have attended a club run you will need to provide the details of those you ran with to the Track and Trace team. If you don't know the people you ran with or don't have their contact information you will need to instruct the Government Track and Trace team to contact the Club Secretary ([secretary@clcstriders-runningclub.co.uk](mailto:secretary@clcstriders-runningclub.co.uk)). The club will then refer back to the attendance list and provide the name, email and phone number to the tracers.

The club will only provide this information if requested by the Track and Trace team as it is in the interest of public health and in line with government requirements. If you object to the club passing this information on, please let the Club Secretary know.

Only name, number and email will be provided to the Government Track and Trace team. The club will not pass and contact information to the infected person or anyone else.

### **Keeping us informed**

We ask that any member who falls ill with Covid-19 after attending a club event informs the Club Secretary ([secretary@clcstriders-runningclub.co.uk](mailto:secretary@clcstriders-runningclub.co.uk)) so the Committee can determine if there is a need to contact other members who may have been in contact with them.

### **England Athletics form**

England Athletics have developed a Covid-19 form which is purely to inform EA that you have tested positive. The club will not complete this form, it is up to you to send on if you wish.

The tracking form is available from <https://www.uka.org.uk/governance/health-safety/covid-19-form/> .

### **Additional information**

More information is available from <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

## Risk assessment

<b>Date created:</b>	<b>Assessed by:</b>	<b>Review date:</b>
2020-06-22	Matt Ashman – Covid-19 co-ordinator	2020-08-28

Risk	Risk description	Risk Rating	Mitigation	Net Risk Rating	Action by whom	Target date
Ensuring a Covid secure environment	There is a risk that members could become infected with Covid-19 during training if another attendee is symptomatic.	H	<ul style="list-style-type: none"> <li>A Covid co-ordinator has been identified by the committee – Club Secretary</li> <li>Members are asked to ensure they do not attend training if they are symptomatic or have been around anyone who is</li> <li>The responsible person at Monday training will take a note of all attendees which will be logged in the Club OneDrive account – to be provided to Track and Trace if needed</li> <li>Members are asked to sign up to Wednesday speed training and provide their details, these are stored in the Club OneDrive account – to be provided to Track and Trace if needed.</li> <li>Members can complete the England Athletics Covid-19 form if they wish - <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> .</li> </ul>	M	All	2020-06-22
Respiration of airborne particles from club members / public.	There is a risk of club members / public breathing in contaminated airborne droplets and developing Covid-19	H	<ul style="list-style-type: none"> <li>Limiting group numbers, with all members continuing to observe social distancing protocols (2m) at all times.</li> <li>The route for training will be determined beforehand and where possible to reduce unnecessary interactions with other members of the public.</li> <li>Limit the time at the start and end of the training event where the group congregate and socialise.</li> <li>All members are asked to book onto intervals training in advance of the session – a list of attendees per week will be retained in case anyone in the group becomes ill, to aid with 'track &amp; trace'.</li> <li>Members should be conscious of not breaking the 2m distancing whilst running.</li> <li>Members must refrain from spitting at all times.</li> </ul>	M	All	2020-06-22

			<ul style="list-style-type: none"> <li>Runners must keep at least 2m away from members of the public whilst training and should ensure they move out of the way (and not expect the MOP to move out of the way).</li> </ul>			
The planned training session location is not suitable	The chosen location to undertake the training session may prove unsuitable if others are making use of the area	M	<ul style="list-style-type: none"> <li>If the coach/group leader feels that the planned area to be used is not suitable e.g. due to the number of other people there (members of the public, other running groups etc), the area will be changed accordingly.</li> <li>If at any time during training the coach/leader feels the session cannot continue safely, they should stop the session at that point.</li> </ul>	L	All	2020-06-22
Attendees come into contact with contaminated surfaces.	There is a risk to Club members and the public of infection when touching hands to mouth, eyes & nose.	M	<ul style="list-style-type: none"> <li>Limit the number of surfaces touched. If gates need opening have one person open and hold the gate for the whole group.</li> <li>Limit the touching of your face.</li> <li>Maintain good respiratory hygiene i.e. coughing in to arm / clothing.</li> <li>Ensure good personal hygiene at all times. Use of hand sanitizer / gloves and washing hands once able to do so.</li> <li>Club members should not share drinks or food items.</li> </ul>	L	All	2020-06-22
Exposure whilst travelling to and from training.	Club members being exposed to respiratory particles in a vehicle.	M	<ul style="list-style-type: none"> <li>Members should be advised to travel to and from the session separately from others who are not part of their household</li> <li>Where possible members should run/walk or cycle to the session.</li> <li>Ensure hand sanitiser is applied before training commences</li> </ul>	L	All	2020-06-22
First aid / emergency protocol	Club members having a requirement for either minor or major first aid.	H	<ul style="list-style-type: none"> <li>If a club member feels unwell, or if they or any member of their household has any of the symptoms of Covid-19 they should stay at home.</li> <li>Ensure that at least one member of the group has a mobile phone in case of an emergency - always ring 999 if required.</li> <li>If minor first aid is required this should be self-administered by the injured party where possible.</li> <li>If help is required then limit the amount of close contact and touching to a minimum, gloves should be worn and a face mask if available. Hand sanitiser should be applied before and after administering help</li> <li>Ensure the other group members continue to observe social distancing.</li> </ul>	M	All	2020-06-22

			<ul style="list-style-type: none"> <li>A coach should have disposable gloves, face mask and antibacterial hand gel with them to be used for administering first aid.</li> </ul>			
Lack of facilities	Club members not having access to toilet facilities	M	<ul style="list-style-type: none"> <li>Ensure all members are informed that toilet facilities may not be available - toilet facilities are open until 1915 by the main play area in Pittville Park but could close at any time.</li> <li>Ensure that members are made aware that they are representing CLC Striders and not to be anti-social.</li> </ul>	L	All	2020-06-22
Lack of secure storage	Club members / coaches potentially subject to cross contamination / infection	M	<ul style="list-style-type: none"> <li>Ensure members make arrangements to secure their own valuables (keys, phones and etc.) during training</li> <li>Coaches advised not to offer to store valuables</li> <li>Encourage members to run / walk / cycle to the training session</li> <li>Encourage members to leave phones and other valuables at home (unless needed for training)</li> </ul>	L	All	2020-06-22