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###### 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).
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.
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.

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](https://www.triathlonengland.org/resources/club-information/templates-and-guidance) to guide you through your planning.

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| --- | --- | --- | --- | --- |
| Venue: | |  | Venue Contact Name & Contact Details: |  |
| Address:  (Include postcode) | |  |
| Group: | |  | Location of first-aider: | Please consider this may need to be the coach.  How can you administer first aid whist following social distancing? |
| Date: | |  | Location of Defibrillator | If facilities are closed- where is the nearest accessible defibrillator? |
| Time: | |  | Location of telephone: |  |
| Participants: | Number: |  | Location of toilets: | Please check if toilets will be open. |
| Age: |  | Location of changing rooms: | If closed- consider if any changing is needed and what guidance should be given to participants |
| 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: | If facilities are closed- can the you provide this? |
| Lead coach name: | |  | Stocked and maintained: | Yes  No |
| Venue documents read and understood  (please ✓ appropriate box): | | Normal operating procedures:  Yes  No | Additional notes: |  |
| Health and safety policy:  Yes  No |  |  |
| Emergency action plan (EAP):  Yes  No |  |  |

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: | No  Yes  If yes, who: | *Ensure large open area to train*  *Avoid any activities that brings participants in close proximity or sharing equipment.* | Coach | Likelihood:  Impact: |  |
| equipment | all | Likelihood:  Impact: | No  Yes  If yes, who: | *Have a no touch/sharing policy on cones/ equipment* |  | Likelihood:  Impact: |  |
| Access points (gates/ barriers etc) |  | Likelihood:  Impact: | No  Yes  If yes, who: | *Consider if facilities can be opened without touching/ use gloves also consider if emergency access may be restricted.* |  | Likelihood:  Impact: |  |
| Other users- If public areas you may not have any control of other users- |  | Likelihood:  Impact: | No  Yes  If yes, who: | *Give clear rules to participants to social distance with other users of space- consider stopping session if unable to maintain distances.* |  | Likelihood:  Impact: |  |
| Method of travel for coach and participants to the session. |  | Likelihood:  Impact: | No  Yes  If yes, who: | *Please consider travel to sessions avoiding public transport where possible. Check parking availability* |  | Likelihood:  Impact: |  |
| Permissions to use area |  | Likelihood:  Impact: | No  Yes  If yes, who: | *Do you have permission to use the area- some parks have specific bye laws- or may have additional restrictions* |  | Likelihood:  Impact: |  |

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 |  | Likelihood:  Impact: | No  Yes  If yes, who: | *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.* |  | Likelihood:  Impact: |  |
| PPE for coach & participants |  | Likelihood:  Impact: | No  Yes  If yes, who: | *The coach should check latest guidance on this- in some cases this will be personal choice.* |  | Likelihood:  Impact: |  |
| Hand washing |  | Likelihood:  Impact: | No  Yes  If yes, who: | *Will facilities be open? What alternatives can you put it in pace (e.g. hand sanitiser).* |  | Likelihood:  Impact: |  |
|  |  | Likelihood:  Impact: | No  Yes  If yes, who: |  |  | Likelihood:  Impact: |  |
|  |  | Likelihood:  Impact: | No  Yes  If yes, who: |  |  | Likelihood:  Impact: |  |
|  |  | Likelihood:  Impact: | No  Yes  If yes, who: |  |  | Likelihood:  Impact: |  |

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| --- |
| **Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):**  **Mapping software can support this process:**   * **Use measuring tools to work out distances / space available to ensure social distancing with athletes and other users** * **Plan routes carefully and can be shared with all** * **Define meeting places and advise on parking/ access** * **You may be able to check busy times- some public spaces have real time information on usage** |