



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](#) to guide you through your planning.

Venue:	Chesham Open Air Pool (OAP)	Venue Contact Name & Contact Details:	Alex Jones Deputy Manager 01494 776975
Address: (Include postcode)	Chesham Moor Chesham Bucks		
Group:	Chiltern Tri	Location of first-aider:	Please consider this may need to be the coach. How can you administer first aid whilst following social distancing? First Aid provided by OAP-. Delivery of first aid in accordance with national guidance from RLSS, BRC, etc
Date:	Sun 16 August 2020	Location of Defibrillator	If facilities are closed where is the nearest accessible defibrillator? OAP

	Time:	<u>1700</u>	Location of telephone:	<u>Reception</u>
Participants:	Number:	<u>Max 20</u>	Location of toilets:	Please check if toilets will be open. <u>Changing room</u>
	Age:	<u>18+</u>	Location of changing rooms:	If closed consider if any changing is needed and what guidance should be given to participants <u>Changing rooms closed. All advised to come ready to swim.</u>
	Ability:	Please consider changes to fitness from lockdown, people who have had COVID-19 and the effects to their health. Good level of fitness however sessions will be adjusted to accommodated	Location of first-aid kit:	If facilities are closed can the you provide this? <u>Reception</u>
Lead coach name:			Stocked and maintained:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Venue documents read and understood (please ✓ appropriate box):	Normal operating procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Additional notes:	<u>Document will be updated as required by BTF / other governing body / PHE / government guidance.</u> <u>All members incl. cttee and coaches are advised that this document must be adhered to. Failure to comply with venue / BTF requirements will result in them being asked not to attend session until further notice.</u>
	Health and safety policy: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
	Emergency action plan (EAP): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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: <u>medium</u> Impact: <u>high</u>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who: <u>Venue / BTF</u>	<i>Ensure large open area to train Avoid any activities that brings participants in close proximity or sharing equipment.</i>	Coach	Likelihood: <u>low</u> Impact: <u>high</u>	<u>ongoing</u>
equipment	all	Likelihood: <u>low</u> Impact: <u>high</u>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who: <u>Club</u>	<i>Have a no touch/sharing policy on cones/ equipment</i>	<u>All</u>	Likelihood: <u>low</u> Impact: <u>High</u>	<u>ongoing</u>
Access points (gates/ barriers etc)	<u>All</u>	Likelihood: <u>medium</u> Impact: <u>high</u>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who: <u>Venue</u>	<i>Consider if facilities cannot be opened without touching. Use gloves also consider if emergency access may be restricted. Hand sanitiser is being made available by venue. Coaches will also have sanitiser available on poolside</i>	<u>Venue.</u> <u>Coach</u>	Likelihood: <u>low</u> Impact: <u>high</u>	<u>ongoing</u>
Other users- If public areas you may not have any control of other users-	<u>All</u>	Likelihood: <u>low</u> Impact: <u>high</u>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who:	<i>Give clear rules to participants to social distance with other users of space consider stopping session if unable to maintain distances. Chiltern Tri have exclusive use of the pool. OAP are leaving a timely gap between pool users.</i>	<u>Venue</u>	Likelihood: <u>low</u> Impact: <u>high</u>	<u>ongoing</u>
Method of travel for coach and participants to the session.	<u>All</u>	Likelihood: <u>low</u> Impact: <u>low</u>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who: <u>Club</u>	<i>Please consider travel to sessions avoiding public transport where possible. Check parking availability. Members are not to car share unless government guidance allows.</i>	<u>All</u>	Likelihood: <u>low</u> Impact: <u>low</u>	<u>ongoing</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
Permissions to use area	<u>All</u>	Likelihood: <u>low</u> Impact: <u>low</u>	<input type="checkbox"/> No <input checked="" type="checkbox"/> <u>Yes</u> If yes, who: <u>Club</u>	Do you have permission to use the area some parks have specific bye laws or may have additional restrictions <u>Chiltern Tri has dedicated use of the pool</u>	<u>Club</u>	Likelihood: <u>low</u> Impact: <u>low</u>	<u>ongoing</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>All</u>	Likelihood: <u>low</u> Impact: <u>high</u>	<input checked="" type="checkbox"/> <u>No</u> <input type="checkbox"/> Yes If yes, who: <u>Club</u>	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. All participants to complete current pre-activity health questionnaire. <u>Coaches will adapt sessions to the group</u>	<u>All</u>	Likelihood: <u>low</u> Impact: <u>low</u>	<u>ongoing</u>
PPE for coach & participants	<u>All</u>	Likelihood: <u>medium</u> Impact: <u>low</u>	<input checked="" type="checkbox"/> <u>No</u> <input type="checkbox"/> Yes If yes, who: <u>BTF, Govt, PHE</u>	The coach should check latest guidance on this- in some cases this will be personal choice.	<u>Coach</u>	Likelihood: <u>low</u> Impact: <u>low</u>	<u>ongoing</u>
Hand washing	<u>All</u>	Likelihood: <u>low</u> Impact: <u>low</u>	<input checked="" type="checkbox"/> <u>No</u> <input type="checkbox"/> Yes If yes, who: <u>Venue, govt</u>	Will facilities be open? What alternatives can you put it in place (e.g. hand sanitiser). Facilities will be available. Sanitiser will also be available	<u>all</u>	Likelihood: <u>low</u> Impact: <u>low</u>	<u>ongoing</u>

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
		Likelihood: Impact:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:			Likelihood: Impact:	
		Likelihood: Impact:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:			Likelihood: Impact:	
		Likelihood: Impact:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:			Likelihood: Impact:	

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

Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):

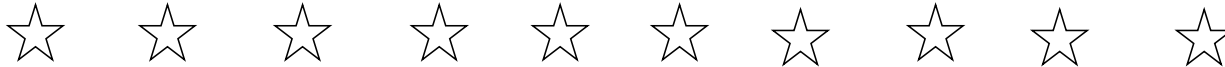
Windows along this wall floor to ceiling.....

Access to toilets (in ladies)

lifeguard

Pole

Pole



Club uses whole pool.

Stars represent cones which will be put on poolside to indicate to swimmers where to stop. Each cone is 2m apart down the length of the pool.

Swimmers will start and stop at these cones having self seeded their position in the lane. If changes need to be made it will be once the lane has stopped.

Normal swim direction applies.

Pool cover

Pole

Pole

Shallow end

Deep water

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