



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 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:		Thornes Park Stadium		Venue Contact Name & Contact Details:	Mike/Simon/Paul 01924 302385
Address: (Include postcode)		Horbury Road Wakefield WF2 8TY			
Group:		Wakefield Junior Triathlon Club		Location of first-aider:	First aid kit to be provided by lead coach Parent to administer first aid
Date:		1.3.21 17.5.21		Location of Defibrillator	Charlsworth Butchers Horbury
Time:				Location of telephone:	Coaches’ mobiles
Participants:	Number:	30 (TBC)		Location of toilets:	TBC whether toilets will be open

	Age:	7-17	Location of changing rooms:	No changing rooms available
	Ability:	Mixed ability and grouped accordingly	Location of first-aid kit:	Provided by lead coach
Lead coach name:		Greg Parkin	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: M Impact: H	☒ No ☐ Yes If yes, who:	<i>Ensure large open area to train Avoid any activities that brings participants in close proximity or sharing equipment.</i>	Coach and covid officers	Likelihood: L Impact: L	1.3.21
Equipment	All	Likelihood: M Impact: H	☒ No ☐ Yes If yes, who:	<i>Have a no touch/sharing policy on cones/ equipment Adults only to touch equipment and then sanitise hands</i>	Coaches and COVID officers	Likelihood: L Impact: L	28.8.201.3.21
Access points (gates/ barriers etc)	All Particularly registration volunteer	Likelihood: M Impact: H	☒ No ☐ Yes If yes, who:	<i>Consider if facilities can be opened without touching/ use gloves also consider if emergency access may be restricted.</i>	Covid officers and chair	Likelihood: L Impact: L	28.8.201.3.21

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
				Reg volunteer to wear a mask Reg volunteers no longer required to wear a mask as all duties are outdoors			
Other users- If public areas you may not have any control of other users-	All	Likelihood: L Impact: H	☐ No ☒ Yes If yes, who: Thornes to confirm exclusive use	Give clear rules to participants to social distance with other users of space- consider stopping session if unable to maintain distances.	Coaches and Covid officers and chair	Likelihood: L Impact: L	28.8.20 1.3.21
Method of travel for coach and participants to the session.	All	Likelihood: M Impact:H	☒ No ☐ Yes If yes, who:	Please consider travel to sessions avoiding public transport where possible. Check parking availability	Parents and coaches	Likelihood: L Impact: L	28.8.20 1.3.21
Permissions to use area		Likelihood: L Impact:L	☒ No ☐ Yes If yes, who:	Do you have permission to use the area- some parks have specific bye laws- or may have additional restrictions	Covid officers	Likelihood: L Impact: L	1.3.21

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	All	Likelihood: M Impact:M	☒ 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.	coaches	Likelihood: L Impact: L	28.8.20 1.3.21

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: M Impact:H	✓ No ☐ Yes If yes, who:	<i>Reg volunteer only to wear a mask</i>	Covid officers	Likelihood: L Impact: L	28.8.20 1.3.21
Hand washing/sanitising	All	Likelihood: M Impact:H	✓ No ☐ Yes If yes, who:	<i>Hand sanitiser to be provided by club and participants and coaches use on arrival and departure</i>	Covid officers	Likelihood: L Impact: L	28.8.20 1.3.21

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**

