

Bedford Harriers AC

7th August 2020

Action Plan for the return of coach led, unlimited number, group training sessions.

Introduction.

The object of this action plan is to introduce the processes to create a Covid 19 Secure Activity and a Covid 19 Secure Environment, within the confines of coach led sessions, in unlimited group numbers, away from any venue.

Note difference between Covid secure activity and Covid secure environment.

The owner of this Action Plan is Bedford Harriers AC

This Action Plan covers the return to training and coaching of the members of Bedford Harriers AC in respect of coach led sessions, in unlimited group numbers, undertaken in the open air, away from any stadia, leisure centre, school or any physical facility of a similar nature.

Open environments are parks, bridle paths, footpaths, pavements, roads, and the like where the general public has free access.

Basis to support 'running in unlimited group numbers.'

England Athletics has published a number of documents relating to ['A return to restricted training activity and ability to access track venues – Athletics & Running'](#)

Much of the dialogue is given over to activities within a venue and relates to track and field activities. Frequent reference is made to the coach to athlete ratio in a venue setting. Consideration of athletic activity away from a venue setting is cursory within the EA published documents, nevertheless it is there. At the end of this document is an appendix 'A' detailing the references used to support 'running in unlimited group numbers.'

Processes to create a Covid 19 secure activity.

- Appoint Covid 19 Coordinator
- Develop health questionnaire protocol
- Develop Track & Trace protocol
- Develop social distancing protocol
- Add to or amend existing risk assessments
- Develop communication protocol
- Develop narrative for group session participants
- Develop narrative for group session coaches
- Develop cancellation and curtailment protocol

Covid 19 Coordinator.

Health & Safety Guidance suggests that the Club appoints a Covid 19 Coordinator. The appointed coordinator requires clear guidance of the expectations of the role.

Actions.

Club committee to appoint a Covid 19 Coordinator.

Club committee to provide guidance on the expectations of the role to the Covid 19 Coordinator.

Suggested expectations of the Covid 19 Coordinator (Direct copy from EA Guidance for Affiliated Clubs)

- Liaising with the facility manager/landowner in relation to all matters concerning COVID-19.
- Producing site-based risk assessments ensuring that the club is compliant with Government guidelines.

These will need to be updated when guidance or club activity changes or evolves.

- Ensuring all necessary levels of risk mitigation are in place prior to training.
- Clubs should ensure they are prepared and have planned for circumstances where injuries or other

accidents occur, and they have mitigating procedures and plans in place to resolve the issue while maintaining all Government guidance ensuring compliance of social distancing measures during training sessions.

- Ensuring that volunteers, coaches/leaders, athletes, and parents/guardians are adhering to this guidance.
- Ensuring that the club complies with the facility restrictions and guidance.
- Ensuring the club has a process in place for capturing details of all members / participants who take part in EVERY club session to ensure they are able to support the UK Government track and trace programme.

The COVID-19 Coordinator role is not expected to take full responsibility for all health and safety, or risk assessment protocols implemented by the club. It is the responsibility of the club committee and key officers/volunteers to ensure protocols are implemented and reviewed across the club with the COVID-19 Coordinator acting as the key point of contact for related matters.

Health questionnaire protocol.

As part of the initial membership application process new members are provided with an 'Informed Consent Form for Running & Multisports' This is for completion by the new member and for their own retention, the object being to prompt the new member to ask themselves health questions in respect of physical activity. This form is not retained by the Club and its contents are not revealed to coaches.

Actions.

Members will be required to visit/re-visit the 'Informed Consent Form for Running & Multisports' to prompt them to consider health questions in respect of physical activity. This form is not retained by the Club and its contents are not revealed to coaches.

Members will be asked to monitor themselves for any signs of the virus, not take part in training or group sessions if they do have indications of the virus, and follow Government/NHS guidance regarding testing and/or isolation.

Members that have previously suffered from Covid 19 will be asked to seek medical advice, and adhere to it, before returning to group training sessions.

Above actions will be communicated to the Club membership by email, website posting and social media posting.

Track & Trace protocol.

The Club maintains a membership database, this will be used as the basis for providing contact information to the Government's Track & Trace initiative.

Immediately prior to the start of any group training session the coach will record the names of the participants by any means convenient to said coach, can be pen & paper or electronic media. Immediately following the session group participant names are to be communicated to the Covid 19 coordinator by any means convenient to the coach. The Covid 19 coordinator will have access to the Clubs membership database and be able to provide relevant contact information to the Track & Trace initiative.

Any participant that has attend a group training session and subsequently proves positive for Covid 19 must complete the UKA Covid 19 tracking form.

Actions.

Members will be requested to access their record on the database and ensure that it is up-to-date.

Members to be advised that their names will be recorded at the beginning of any group training session.

If a participant develops Covid 19 symptoms the NHS guidance should be followed and can be viewed via the following web address; [NHS Guidance Test & Trace](#)

Additionally, members to be advised that should they prove positive for Covid 19 they must complete the [UKA Covid 19 tracking form](#)

Above actions will be communicated to the Club membership by email, website posting and social media posting.

Social distancing protocol.

Current Government guidance on social distancing remains at 2mts. Participants in group training sessions should maintain the 2mt social distance between group members, before, during and after the session, including maintaining the said distance between other environment users. Congregating before and after sessions to be avoided.

Actions.

All members to be reminded and advised to follow the Government social distancing guidance. Participants in group training sessions to be reminded that they should maintain the 2mt social distance between group members, before, during and after the session, including maintaining the said distance between other environment users. Congregating before and after sessions to be avoided.

Coaches to be asked to verbally remind group participants of the Government social distancing guidance at the start of a training session, during the session, and at the end of the session.

Above actions – ‘All members’ action will be communicated to the Club membership by email, website posting and social media posting. Coaches action to be communicated by email.

Risk assessments.

The Club has existing published running risk assessments that are available to view via; [Bedford Harriers Risk Assessments](#) In addition, covering Covid 19, a separate Risk Assessment has been prepared and is available to view via; [Covid 19 RA](#) and is also included in this document. All members participating in group training sessions should follow the published risk assessments.

Action.

All members to be reminded and advised to follow the existing published risk assessments and the additional risk assessment relating to Covid 19.

Above actions will be communicated to the Club membership by email, website posting and social media posting.

Communication protocol.

The Club uses the mediums of direct email, (using the contact information in the membership database) website publication and social media posting to communicate with its members.

To ensure effective communication members will be requested to ensure that their contact information is accurate and to check the Club’s website and social media for latest information.

Action.

Membership will be requested to access their record on the membership database and ensure that it is up-to-date and advised to check the Club’s website and social media for the latest information.

Above action to be communicated to the membership by email.

Narrative for group session participants.

It is of paramount importance that those operating within clubs, including club personnel, coaches, and athletes, monitor themselves for any signs of the virus, as well as general health.

Accessing sessions.

Members wanting to access the group sessions should consult the Team Up calendar in the usual manner to ascertain the starting location & time and to ensure that they are capable of completing the planned session.

Before attending any training session prospective participants should;

Monitor themselves for any signs of the virus, not take part in training or group sessions if they do have indications of the virus, and follow Government/NHS guidance regarding testing and/or isolation.

Check the latest information regarding local measures.

Observe hand washing regime.

Members that have previously suffered from Covid 19 should seek medical advice, and adhere to the advice, before considering returning to group training sessions.

Participants attending the session should;

Carry with them a face covering, sanitising gel, tissues, gloves and a mobile phone.

During the session participants should;

Ensure the coach has recorded their name as a participant.

Not congregate at beginning or end of a session.

Maintain 2mts Social Distancing.

Respect others 2mts Social Distancing.

Wipe catches, gates, stiles & other surfaces touched.

Use tissues for coughs & splutters.

Put on face covering & gloves in the event of medical emergency, either your own or if assisting another group member.

After a session;

If a participant develops Covid 19 symptoms the NHS guidance should be followed and can be viewed via the following web address; [NHS Guidance Test & Trace](#)

In addition, after attending a group training session and subsequently proving positive for Covid 19 the participant must complete the UKA Covid 19 tracking form.

Narrative for group session coaches.

Session planning.

In addition to the usual planning, consider a meeting place that is likely to be relatively free of general public and away from congested areas. Try to incorporate a route that will be relatively free of other users.

At the meeting point.

Take a register of names, record by whatever means is convenient at the time.

Brief (socially distanced) runners on;

- i) The principals of the prevention of the spread of the virus.
- ii) How athletes can protect themselves from contracting the virus.
- iii) How to negotiate other users.
- iv) How to manage gates, stiles and other obstacles.
- v) How to maintain social distancing whilst running.
- vi) How to re-group maintaining social distancing.

During the session.

- i) Use wipe to open/close gate fixings.
- ii) Use wipe to clean stile/fence crossings.
- iii) Instruct group on the appropriate method to negotiate other users, e.g. safely cross to other side road.
- iv) Should an accident or medical emergency occur, coach or other group members must wear face covering and gloves before approaching injured party.
- v) The injured party should wear a face covering, if possible, prior to attention from coach/group members.
- vi) Only those that can actively assist in the recovery of the injured party should approach said injured party.

On completion of the session coaches should.

- i) Advise participants what to do should Covid 19 symptoms develop.
- ii) Register names with Club Covid 19 officer*, use any convenient method, include date of session.

* Contact details, Steve Crane hello@bedfordharriers.co.uk, mobile 07771850751, landline 01234 742507

Cancellation & Curtailment protocol.

As assessed by the Club's Covid 19 Coordinator training sessions that are the subject of this document must be suspended or cancelled as directed by any relevant body, e.g. National or Local Government, UK Athletics, Sport England, England Athletics etc. With immediate effect or at a date specified by the relevant body.

Action.

Notification of cancellation or curtailment must be communicated direct to the Club's membership by email, website and social media postings.

Creating a Covid 19 Secure environment.

Key requirements.

A Covid 19 Co-ordinator is in place.

An environment Covid 19 action plan and risk assessment must be in place. The action plan details the processes followed to make the activity Covid 19 secure, including, but not limited to, Covid 19 Co-ordinator detail, risk assessments, tracking protocol and communication plans with all members.

All activity must comply with Government guidance on social distancing.

Club protocol for pre-activity health questionnaires, including contact details that can be shared with the Government's Track & Trace initiative. Process for ensuring that any member subsequently testing positive for Covid 19 after attending a training session completes the UKA Covid 19 tracking form.

Meeting the key requirements.

The Club has established Stephen Crane as its Covid 19 co-ordinator.

An Action Plan is in place, see above action plan.

Risk assessments are in place, see above action plan.

Tracking protocol is in place, see above action plan.

Communication protocol is in place, see above action plan.

Activity complies with Government guidance on social distancing, protocol in place, see above action plan.

Club protocol for pre-activity health questionnaires, including contact details that can be shared with the Government's Track & Trace initiative, is in place, see above action plan.

Process for ensuring that any member subsequently testing positive for Covid 19 after attending a training session completes the UKA Covid 19 tracking form, see above action plan.

Appendix 'A'

Qualifying statement	Source	Date of source document
Clubs, groups and coaching/leading activity can now take place in unlimited numbers if it is within a Covid-19 secure environment, otherwise the limit of groups of six (including a coach or leader) remains. Each coach is able to train 12 people at one time so in a club/running group setting, multiple coaching/training groups can be run if the requisite number of coaches/leaders are present.	Guidance update for restricted return to activity (for coaches, leaders, athletes, runners and facilities) – step 3 https://www.englandathletics.org/athletics-and-running/news/guidance-update-for-restricted-return-to-activity-for-coaches-leaders-athletes-runners-and-facilities-step-3/	In public domain as of 30 th July 2020
Athletics and Running activity can now take place in unlimited numbers as long as it is within a COVID secure environment (which can be a track, indoor hall (25th July), open space such as a park or road).	A RETURN TO RESTRICTED TRAINING ACTIVITY AND ABILITY TO ACCESS TRACK VENUES – ATHLETICS AND RUNNING GUIDANCE FOR ROAD RUNNING COACHES https://d192th1lqal2xm.cloudfront.net/2020/07/EA-return-to-activity-guidance-road-running-coaches-240720.pdf Section 1, page 2 Section 2, page 5	24 th July 2020
Group sizes and management • There is no limit on individual group sizes, but as above sessions need to be able to comply with restrictions and guidance above.	A RETURN TO RESTRICTED TRAINING ACTIVITY AND ABILITY TO ACCESS TRACK VENUES – ATHLETICS AND RUNNING GUIDANCE FOR AFFILIATED CLUBS	24 th July 2020

<ul style="list-style-type: none"> Ensure your training sessions are compliant with coach / leader ratios as per the terms of the coach / leader licence i.e. each coach / leader should not be responsible for more than 12 athletes / runners at one time. 	https://d192th1lqal2xm.cloudfront.net/2020/07/EA-return-guidance-affiliated-clubs-240720.pdf Section 1, page 3	
For adults there is no restriction on total group sizes in a Covid secure environment	COVID Frequently Asked Questions https://d192th1lqal2xm.cloudfront.net/2020/07/Guidance-FAQs-240720-1.pdf Page 1, Question 3, last line Page 2, Question 6	24 th July 2020

Risk Assessment.

This Risk Assessment is solely for the benefit and use of Bedford Harriers AC members whilst engaged in published training/coaching sessions undertaken in the open air away from any stadia, leisure centre, school or any physical facility of a similar nature.

It should only be read in conjunction with the document entitled 'Action Plan for the return of coach led, unlimited number, group training sessions' and the existing published running risk assessments that are available to view via; [Bedford Harriers Risk Assessments](#)

Covid 19 Risk Assessment

Calculation of risk				
(L) Likelihood	(S) Severity	Risk value (L x S)	(RR) Risk rating	(AP) Action priority
1 = Improbable	1 = Minor	21-25	Very high	A (high)
2 = Unlikely	2 = <3 day injury	16-20	High	B
3 = Occasional	3 = >3 day injury	11-15	Medium	C
4 = Frequent	4 = Major injury	6-10	Low	D
5 = Likely	5 = Death	1-5	Very low	E (low)

Risk/hazard	Persons at risk	L	S	RV	AP	Action to reduce risk	Person responsible for implementing action
Non-session specific							
Lack of awareness around Covid-19 risk factors and key Government/ England Athletics/ local guidance for limiting the spread/ transmission of the virus	Runners/ Members	2	5	10	D	Ensure members are aware of risk factors and communicate via email	Club management committee
Spreading/ transmission of Covid-19 through surface contact, e.g. gate catches, stiles	Runners General public	2	5	10	D	Communicate risk of transmission through surface contact to all members via email. Ensure coaches and members are aware of the need to avoid	Club management committee Coach whilst session is in progress

						transmission by wiping surfaces with sanitising wipe prior to and after use	
Spreading/transmission of Covid 19 through airborne medium by infected person, e.g. breathing in droplets/aerosol from exhalation, coughing, sneezing, perspiration	Runners General public	2	5	10	D	Communicate risk of airborne transmission by infected person, breathing in droplets from exhalation, coughing, sneezing, perspiration and the like, to all members via email. Include requirement to maintain social distancing of 2mts and to follow Government guidelines in respect of coughing and sneezing	Club management committee
Training/coaching session specific							
Spreading/transmission of Covid 19 between group members by airborne transmission	Running group members	2	5	10	D	Runners to maintain minimum social distancing as per current Government guidelines of 2mts. Follow Government guidelines in respect of coughing & sneezing to reduce the likelihood of airborne transmission. Verbally remind running group members immediately prior to session start.	Coach
Spreading/transmission of Covid 19 between a group member/s to a member/s of the general public (and vice versa) by airborne transmission	Running group members General public	2	5	10	D	Group to cross to other side of the road if safe to do so, move to side of bridle path/footpath, slow to a walk or stop if necessary. Verbally remind running group members immediately prior to session start and instruct whilst session is in progress.	Coach
Spreading/transmission of Covid between group members by infected surface contact	Running group members	2	5	10	D	Group members should avoid touching gates, latches and the like, use minimal contact to negotiate stiles,	Coach

						kissing gates and the like. Contact surfaces to be wiped with sanitising wipes	
Spreading/ transmission of Covid 19 between a group member/s to a member/s of the general public by infected surface contact	Running group members General public	2	5	10	D	Group members should avoid touching gates, latches and the like, use minimal contact to negotiate stiles, kissing gates and the like. Contact surfaces to be wiped with sanitising wipes.	Coach
Spreading/ transmission of Covid 19 between a group member and coach/group member/medical providers, during medical treatment, by either airborne transmission or surface contact	Running group members Medical providers	3	5	15	C	Those attending the casualty should wear coverings and gloves. Emergency services attending are likely to be wearing shields.	All medical attendees

Proposed email to coaches.

Dear Coach

Having reviewed the current guidance, the Club is proposing a return to coach led, unlimited number group training sessions.

The Action Plan facilitating this is attached and can also be viewed via the Club website in due course.

As ever, coaches will play a vital and pivotal role in delivering these group training sessions and the Club is grateful for the support of its coaches.

No coach should feel any obligation to lead or contribute to these sessions and neither will any coach be expected to provide an explanation for their decision.

It is of paramount importance that those operating within clubs, including club personnel, coaches, and athletes, monitor themselves for any signs of the virus, as well as general health.

Narrative for group session coaches.

Session planning.

In addition to the usual planning, consider a meeting place that is likely to be relatively free of general public and away from congested areas. Try to incorporate a route that will be relatively free of other users.

At the meeting point.

Take a register of names, record by whatever means is convenient at the time.

Brief (socially distanced) runners on;

i) The principals of the prevention of the spread of the virus.

- ii) How athletes can protect themselves from contracting the virus.
- iii) How to negotiate other users.
- iv) How to manage gates, stiles and other obstacles.
- v) How to maintain social distancing whilst running.
- vi) How to re-group maintaining social distancing.

During the session.

- i) Use wipe to open/close gate fixings.
- ii) Use wipe to clean stile/fence crossings.
- iii) Instruct group on the appropriate method to negotiate other users, e.g. safely cross to other side road.
- iv) Should an accident or medical emergency occur, coach or other group members must wear face covering and gloves before approaching injured party.
- v) The injured party should wear a face covering, if possible, prior to attention from coach/group members.
- vi) Only those that can actively assist in the recovery of the injured party should approach said injured party.

On completion of the session coaches should.

- i) Advise participants what to do should Covid 19 symptoms develop.
- ii) Register names with Club Covid 19 officer*, use any convenient method, include date of session.

* Contact details Steve Crane hello@bedfordharriers.co.uk, mobile 07771850751, 01234 742507

As a coach would you be prepared to lead a group as you would have done in the past with the addition of the measures outlined above?

We would be grateful for your response in consideration of the above.

Proposed email/web/social media posting to membership.

Dear Member

Bedford Harriers AC is pleased to announce the return of coach led, unlimited number group training sessions.

The Action Plan facilitating this is attached and can also be viewed via the Club website.

Track & Trace

Members are requested to ensure that their membership data is up-to-date for Track & Trace purposes. To check, please visit http://www.bedfordharrier.me.uk/membership/member_login.php

Health

It is of paramount importance that those operating within clubs, including club personnel, coaches, and athletes, monitor themselves for any signs of the virus, as well as general health.

To comply with Government guidance and as one of the protocols for the Covid 19 Action plan certain health related topics need to be addressed.

Members are required to complete the '[Informed Consent Form for Running & Multisports](#)' (it is page 3 of the Membership Application form) and consider their responses relating to the activity they undertake during Club training sessions. This is for members own benefit and the information is not seen or retained by the Club or its coaches.

Accessing sessions.

Members wanting to access the group sessions should consult the Team Up calendar in the usual manner to ascertain the starting location & time and to ensure that they are capable of completing the planned session.

Before attending any training session prospective participants should;

Monitor themselves for any signs of the virus, not take part in training or group sessions if they do have indications of the virus, and follow Government/NHS guidance regarding testing and/or isolation.

Check the latest information regarding local measures.

Observe hand washing regime.

Members that have previously suffered from Covid 19 should seek medical advice, and adhere to the advice, before considering returning to group training sessions.

Participants attending the session should;

Carry with them a face covering, sanitising gel, tissues, gloves and a mobile phone.

During the session participants should;

Ensure the coach has recorded their name as a participant.

Not congregate at beginning or end of a session.

Maintain 2mts Social Distancing.

Respect others 2mts Social Distancing.

Wipe catches, gates, stiles & other surfaces touched.

Use tissues for coughs & splutters.

Put on face covering & gloves in the event of medical emergency, either your own or if assisting another group member.

After a session.

If a participant develops Covid 19 symptoms the NHS guidance should be followed and can be viewed via the following web address; NHS Guidance Test & Trace.

In addition, after attending a group training session and subsequently proving positive for Covid 19 the participant must complete the [UKA Covid 19 tracking form](#).