

# Bedford Harriers AC

2nd April 2021

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

### Introduction.

This document replaces and supersedes the Action Plan originally published in August 2020. There are very few changes mainly the links and references to external bodies.

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 [Return of athletics and running \(updated 26<sup>th</sup> March 2021\)](#)

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 Test & 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 - Operations

## Guidance For Athletics & Running Training for Affiliated Clubs)

- Liaise with the facility manager/landowner in relation to all matters concerning Covid-19
- Produce site-based risk assessments to ensure that the club is compliant with the latest UK Government guidelines
- Ensure all necessary levels of risk mitigation are in place prior to training
- Ensure the club is prepared and has planned for circumstances of injuries or accidents occurring, with mitigating procedures and plans in place to resolve them while maintaining compliance with relevant UK Government guidance (e.g. social distancing measures)
- Ensure volunteers, coaches/leaders, athletes and parents/guardians are adhering to the guidance
- Ensure the club complies with the facility restrictions and guidance
- Ensure the club has a process in place for capturing details of all members/participants who take part in every club session to facilitate possible test and trace requests

*The Covid-19 Co-ordinator 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 Co-ordinator 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.

## Test & Trace protocol

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

Any participant that has attend a group training session and subsequently proves positive for Covid-19 must complete the [UKA Health & Safety - Covid Reporting 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 tests positive for Covid-19 they must complete the [UKA Health & Safety - Covid Reporting 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 is 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 HEALTH & SAFETY - COVID REPORTING 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](mailto: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, test and trace 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 Test & Trace initiative. Process for ensuring that any member subsequently testing positive for Covid19 after attending a training session completes the [UKA Health & Safety - Covid Reporting 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.

Test and Trace 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 Test & 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 Health & Safety - Covid Reporting Form](#) , see above action plan.

## Appendix 'A'

Qualifying statement	Source	Date of source document
Formal organised outdoor athletics & running activity that is Covid-secure can take place for both children and adults (no Covid group size limits)	England Athletics <a href="#">England Athletics Covid Roadmap 2021 for Athletics and Running</a>	In public domain updated 26 <sup>th</sup> March 2021

Outdoor organised sport and physical activity is permitted in larger numbers and is exempt from the legal gathering limits, as long as it's undertaken in line with Covidsecure guidance and follows sport-specific guidance where appropriate.	Sport England <a href="https://www.sportengland.org/howwe-can-help/coronavirus/returnplay/frequently-asked-questionsnational-coronavirus?section=step_1_phase_2_-_from_29_march#outdooractivities-13137">https://www.sportengland.org/howwe-can-help/coronavirus/returnplay/frequently-asked-questionsnational-coronavirus?section=step_1_phase_2_-_from_29_march#outdooractivities-13137</a>	In public domain
Organised outdoor sport  Outdoor sport for adults and children is permitted in larger numbers, provided it is formally organised (for example, by a national governing body or a qualified instructor - see the section on understanding 'organised sport' for more information) and follows COVID-secure guidance.	GOV.uk Guidance Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sportsguidance-for-the-public-and-sportproviders">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sportsguidance-for-the-public-and-sportproviders</a>	In public domain Updated 23 <sup>rd</sup> March 2021

## 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
<b>Non-session specific</b>							

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 transmission by wiping surfaces with sanitising wipe prior to and after use	Club management committee  Coach whilst session is in progress
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

<b>Training/coaching session specific</b>							

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 of 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, kissing gates and the like. Contact surfaces to be wiped with sanitising wipes	Coach
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	Running group members	3	5	15	C	Those attending the casualty should wear coverings and gloves.	All medical attendees

group member and coach/group member/medical providers, during medical treatment, by either airborne transmission or surface contact	Medical providers					Emergency services attending are likely to be wearing shields.	
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Proposed email to coaches

Dear Coach

Resumption of coach led, unlimited number, group training sessions.

As was discussed at the coaches meeting 17<sup>th</sup> March 2021 the resumption of coach led, unlimited number, group training sessions are to recommence in April 2021.

Applicable from Wednesday 7<sup>th</sup> April 2021 Bedford Harriers AC is pleased to announce the resumption of coach led, unlimited number, group training sessions.

This follows on from the publication of Government Guidance - [Coronavirus \(COVID-19\): grassroots sports guidance for the public and sport providers](#), last updated 23<sup>rd</sup> March 2021, and as per section

3. Participation in sport and physical activity: Step 1B (29 March)

There is no change from our previous arrangements; the Action Plan has been reviewed to amend the links to references contained within the Action Plan. The Action Plan is attached and will shortly be available via the Club's website.

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.

We still need to comply with the Test & Trace requirements. Please register session attendees' names with the Club Covid-19 officer\*, use any convenient method and include the date of the session.

\*Covid-19 Officer, Steve Crane [hello@bedfordharriers.co.uk](mailto:hello@bedfordharriers.co.uk), mobile 07771850751, 01234 742507 also on WhatsApp

Coaches that are happy to return to coach led, unlimited number, group training sessions, as per the Action Plan, should publish their sessions on the Team Up calendar as per the previous arrangement.

This will facilitate the return of the sessions and promote the inclusivity that is a feature of the club.

The suggested restart date is Wednesday 7<sup>th</sup> April 2021. The membership will be emailed and advised to check the Team Up calendar to ascertain when their regular group sessions start. Amongst other detail the email will emphasise that members should only join their regular group and not migrate to another group because their regular group hasn't published a session.

This should avoid any coach/group attracting numbers larger than prior to the pandemic.

A review of the Action Plan is set for the week commencing 14<sup>th</sup> June 2021 unless local or national circumstances dictate otherwise.

Coaches not involved in the unlimited number, group training sessions, can proceed as they see fit without publishing any detail on Team Up but please be advised that you will not be running under the Bedford Harriers banner and will need to make your own arrangements.

### **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](mailto:hello@bedfordharriers.co.uk), mobile 07771850751, 01234 742507 also on WhatsApp

Chris Capps/Richard Woodward/Steve Crane

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Resumption of coach led, unlimited number, group training sessions.

Dear Member

Applicable from Wednesday 7th April 2021 Bedford Harriers AC is pleased to announce the resumption of coach led, unlimited number, group training sessions.

This follows on from the publication of Government Guidance - [Coronavirus \(COVID-19\): grassroots sports guidance for the public and sport providers](#), last updated 23<sup>rd</sup> March 2021, and as per section

3. Participation in sport and physical activity: Step 1B (29 March)

The following is taken from the initial membership email dated 23rd August 2020, all of which is still relevant, current and should be observed.

The Action Plan facilitating this is attached and will shortly be available via the Club's website.

## **Test & Trace**

Members are requested to ensure that their membership data is up-to-date for Test & Trace purposes. To check, please visit [http://www.bedfordharrier.me.uk/membership/member\\_login.php](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.

It must be emphasised that members should only join their regular group and not migrate to another group because their regular group hasn't published a 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 a 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 Health & Safety - Covid Reporting Form](#).

Any questions or queries should be directed to [hello@bedfordharriers.co.uk](mailto:hello@bedfordharriers.co.uk)

Chris Capps/Richard Woodward/Steve Crane  
Bedford Harriers AC

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