

***Peterhead Athletics***

***COVID – 19***

***RISK ASSESSMENT PROCEDURE***

***Catto Park Track / Field Peterhead***



## **1. Introduction**

During this Covid-19 outbreak, Peterhead Leisure Facilities, including Catto Park Track have remained closed for club usage until such times as the Scottish Government deems it safe for them to re-open.

This document has been drawn up in preparation for when the facility can be allowed re-open for club use sometime in the future. It complies with Scottish Athletics guidelines and in the event of any changes to guidelines will be updated accordingly.

### **Note**

*All Control Measures contained within this document are in compliance with the existing Covid-19 National Guidelines which seeks to minimise the number of athletes / coaches / volunteers at the track and the risk of cross infection between these groups subject to the Control Measures being in place and followed.*

## **2. Risk Assessment 'Process'**

### **2.1 The Facility operator (prior to opening Catto Park Track/Field for use) is to ensure that:**

- Areas where athletes are likely to enter, e.g., toilets, dressing rooms etc have been thoroughly cleaned with an anti - bacterial solution.
- All toilets are fully stocked with soap and hand towels with 'Please Wash Your Hands' notices displayed outside and inside the toilet.
- A risk assessment for pavilion / storage is in place.
- Hand sanitiser will be in all toilets.
- Sufficient bins will be in place within Catto Park Track/field area.
- Suitable signage will be displayed within the Track/ Field area informing every one of the Covid-19 controls in place.
- They have liaised with Peterhead Athletics Club accordingly on PAC Covid-19 Risk Assessment controls.
- A site visit to Catto Park Track/Field for a few PAC coaches and Peterhead Leisure staff is arranged to 'walk through and test' the Risk Assessment Controls.

### **3. Peterhead Athletics Club (PAC) actions prior to Track /Field usage**

#### **3.1 Club/ Coaches**

- Club Secretary will ensure that all members contact details are up to date and applicable registers updated.
- Club Secretary will ensure that all members (new or existing) are to be provided with the following documentation -. PAC Process for Booking club sessions, recording attendance, covid-19 symptoms check and the PAC Risk Assessment. (The signed acknowledgement of this document is required to be returned to the Club Secretary. [Secretary@peterheadathleticsclub.co.uk](mailto:Secretary@peterheadathleticsclub.co.uk) or to 6 Victoria Road Peterhead AB42 1UB.
- Covid-19 Co-ordinator will ensure that all coaches are aware/familiar with the identified areas, (which meet social distancing guidelines) for-

- ❖ Where coaches and volunteers to meet up when arriving at the track prior to athletes arriving (Appendix 1)
- ❖ The arrangements for all coaches, athletes, volunteers and parents being met at the track to be directed accordingly to their respective areas (Appendix 1)
- ❖ Suitable viewing / waiting areas (which meet social distancing guidelines) for parents prior to taking their athletes away from the track/field area (Appendix 1).
- ❖ Arrangements for ensuring that only one person is allowed into the toilets and that the pavilion corridor is managed accordingly to achieve this
- ❖ The impact of each planned athletic activity on maintaining compliance with reducing the risk of cross infection between athletes, coaches and volunteers (PAC Risk Assessments).

**Note**

*Covid-19 Co-ordinator will ensure that all coaches are aware/familiar with the above; however it is the responsibility of the coaches / helpers at the Club sessions to adhere to /follow the PAC Risk assessments, Risk Assessment Procedure and the Process for booking, recording attending attendance / covid-19 checks.*

- Coaches will have their areas of group training identified (which meet social distancing guidelines).
- Club Welfare officer should ensure that there is suitable cleaning equipment / material stored with the club equipment located on site at the Catto Park track. The following is required –

Hand Sanitizer
Cleaning Wipes
Dettol / water (cleaning solution)
Container to spray cleaning solution
Gloves
Masks
Milton Tablets – if applicable re sandpit
Black bags

- Coaches are responsible for ensuring that prior to any equipment being used in a club session, it is thoroughly cleaned with cleaning solutions / wipes. (coaches are responsible for informing the Club Welfare Officer of any replenishment to cleaning equipment)
- Coaches are responsible for ensuring that they have a confirmed sufficient number of coaches and volunteers to manage any planned athletic activity within the track/field bearing in mind that additional people will be required to 'monitor' the activities.
- Coaches are responsible for ensuring that their session plans adopted adhere to / take into account covid-19 requirements (see PAC Risk Assessments)
- Coaches are to consider the age groups of the athletes they intend to bring to the session at Catto Park Track/Field, i.e., are they of an age where they can understand and comply with PAC Covid-19 Control Measures which may also have a direct impact on the numbers of athletes attending.
- Coaches / helpers are to ensure that they are briefed accordingly regarding the planned session / risks.
- Coaches are responsible to ensure that that the track/field area is clear of hazards.
- In the event that the long jump pit will be used, coaches are to ensure that that the long jump pit has been sprayed with Milton cleaning solution and has been allowed 15 minutes minimum to dry before use / rake to be cleaned and handled by x1 coach only
- Coaches should ensure that no - one should attend the session at the Track / field area if they believe they have Covid-19 symptoms. They are to stay at home as per government guidelines and the Club Process for booking /recording attendance & covid-19 symptoms check.

- Coaches are responsible for ensuring that any equipment (Including long jump pit) is cleaned with applicable cleaning solution and stored safely in the onsite facility.

#### **4. Peterhead Athletics Club (PAC) actions to be taken for each session**

##### **4.1 Members**

- Athletes are to ensure that they have pre-booked their attendance at the session using the PAC booking system. (See PAC process for booking, attendance /covid-19 check).
- Athletes are to arrive at the designated time for registration / covid-19 checks.
- Once parents begin to arrive at the track, they will be directed to their own area suitable viewing / waiting areas prior to taking their athlete out of the track/field area (Appendix 1).

##### **4.2 Registration**

- Athletes on arrival are to meet up at the designated registration meeting point (which meets social distancing guidelines) – (Appendix 1). At registration athletes will have their attendance / covid-19 symptoms' check recorded and will be reminded of social distancing / good hygiene practises. (Hand sanitizer will be available to use at the station).
- All athletes will be made aware of their respective area to take their training kit to. Athletes will ensure to place it separate from other athletes' training kit in particular they need to ensure that their water / juice bottles are stored inside their kit and only used by them (Appendix 1).
- Athletes will be made aware of their designated training area according to coaches' session plan (to meet with social distancing guidelines).
- All coaches, volunteers and athletes should be aware of the planned athletic activities including their role with regards to social distancing, good hygiene practices, and covid-19 symptoms'.
- All athletes will receive a safety brief from their coach prior to beginning their planned athletic activity.

- Currently toilet facilities remain closed at Catto Park Track. Therefore, athletes are to ensure to use their own toilets prior to attending the session. Going forward (in the event toilet facilities are re-opened) there may be limited usage.
- Those identified to act as 'Monitors' should be in position before any planned athletic activities begins.
- It is the responsibility of all athletes, parents, coaches to ensure to adhere to social distancing / good hygiene guidelines and maintain compliance with government, Scottish athletics and PAC guidelines to support with reducing the risk of cross infection between athletes, coaches and volunteers. Safety is paramount.

*Coaches have a responsibility to ensure guidelines are followed, any athlete, coach, volunteer who fails to follow government, Scottish athletics and subsequent PAC measures in place may be asked to leave a session*

### **5. Suspected Covid-19 Infection while at Catto Park Track/Field**

- If anyone experiences / shows any Covid-19 symptoms while at the session at Catto park Track, they must inform their coach who will arrange for the person to be taken to a holding area pending their parent (if applicable) being informed to come and take them home.
- If coughing or sneezing, they must use a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow.
- If symptoms become so severe, the emergency services must be contacted, (in accordance with National guidelines) with the individual being isolated at the track until they leave.

### **6. First Aid Measures at Catto Park Track / Field**

- First aid kits now include face mask, glasses/full face visor and disposable gloves.
- If CPR is required - **Only do Chest Compressions**

## **7. Acknowledgment**

Due to the covid-19 pandemic and according to government and Scottish athletics guidelines. PAC have been advised to put measures in place which aligns with their guidelines and allows PAC to move forward (in the applicable phase of the covid-19 exit plan and with all measures in place ) members can begin to attend club sessions ensuring that not only themselves, but fellow athletes are kept safe whilst adhering to social distancing / good hygiene practices.

As a result, to ensure that all members including coaches, volunteers and parents are aware and familiar with the new PAC process / procedure and adhere to the guidelines for PAC records could you please sign, print and date this sheet and returned to the club Secretary

[Secretary@peterheadathleticsclub.co.uk](mailto:Secretary@peterheadathleticsclub.co.uk) or to 6 Victoria Road Peterhead AB42 1UB

### **Acknowledgment**

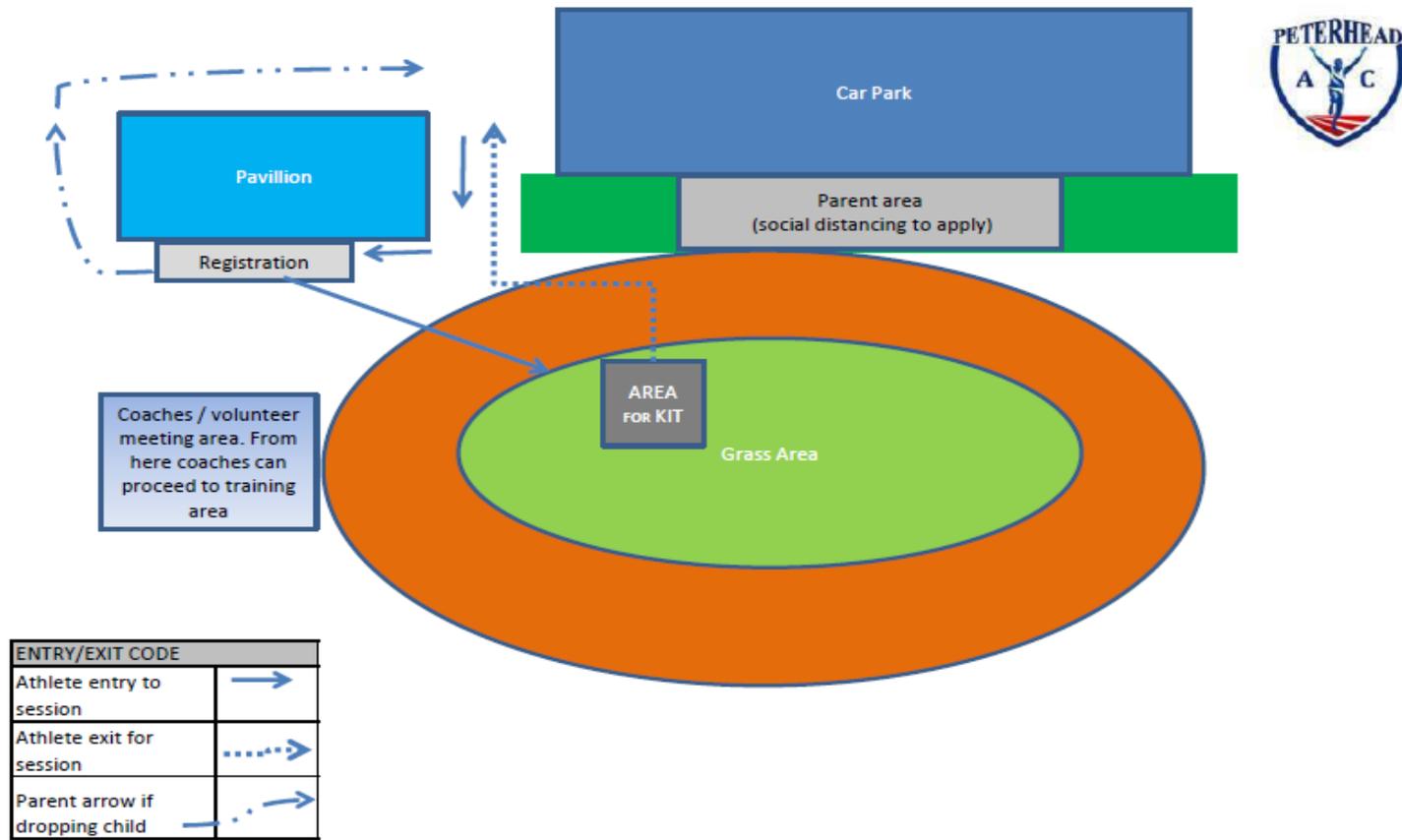
*In order to support with COVID-19 measures  
I have read/understand and will adhere to the guidelines specified in the Peterhead  
Athletics Club Risk Procedure.*

**PRINT NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SIGNED** \_\_\_\_\_

**APPENDIX 1**



**Peterhead Athletics Club**

**COVID – 19 Catto**

**APPENDIX 2**

