

KLTC tri Club		Version No.	V1
Reference	Title	Issue Date	10/06/2020
RA 001	Risk Assessment Template-Virus management	Created by	Darren Elsdon
		Issued by	Darren Elsdon

Assessment Ref.	KLTC COVID 19	Assessment Title	Management of Virus	Overall Assessment of Risk (Acceptable or Unacceptable)	Acceptable
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Site	KLTC training Facilities various	Lead Assessor	Darren Elsdon	Detailed Description of Process/Task/Activity	Delivery of training in open spaces while adhering to the 2 meter distancing	Persons at Risk	Club members , Club employees, visitors to the area during activities
Location /Department /Area	Various locations	Assessment Team	Darren Elsdon	Equipment/Tools in use	Not applicable	Date of assessment	31/05/20

1. Identified Hazard	2. Current control measures	3. Can the risk Be controlled further?	4. If 'Yes'- What Additional controls are required?	5. Can the risk be controlled further? (If 'Yes' return to 4.)	6. Responsible person(s)	7. Date to Complete by	8. Actual date of Completion
<u>Persons accessing training</u>	<p>All Persons</p> <p>1. All non-essential persons requested not to attend any training sessions.</p> <p>2. All Club members given pre training information for current guidance from GOV website.</p> <p>3. All Club members will complete a medical questionnaire which will be reviewed before access is permitted.</p> <p>4. No access to training will be agreed were a question over medical information arises.</p> <p>5 Club members advised of GDPR position with reference to any health questionnaire.</p>	Yes	All Visitors are currently banned from training areas unless they are a full club member and aware of the 2 meter rule , this will be enforced by club trainer during all and every training session , all club members will be requested to arrive "ready " for training and reminded of the 2 meter distancing. Family pods maybe allowed if known in advance and space is available to the club.	No			
<u>Risk awareness</u>	1. Club Crisis (Control) team in place Chairman or nominated	yes	Control Team in place and Communication locally in	No			

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	<p>deputy, Training Co-ordinator and H&S rep.</p> <p>2. Communication program on Covid-19 management from information via BTF and KLTC website.</p> <p>3. Posting (Covid-19) management data on Website and Facebook.</p> <p>5. Local communication of training specific programs to control the risk of infection from COVID-19.</p> <p>6. Crisis (control) management meeting and subsequent communication program.</p>		<p>local demographic , Covid 19 discussion forms part of the any KLTC meeting chaired by Chairman where improvements and suggestions on the management of person in and out of the environment) KLTC sessions are discussed</p>				
<u>Biological</u>	<p>1. All members has been fully briefed with current advice on staying protected through the Clubs Covid-19 communications.</p> <p>2. Club members train at home where this is feasible.</p> <p>3. All non-essential meetings have been postponed and / or restricted to ensure social distancing.</p> <p>4. Any club members experiencing any symptoms or who has come into contact with someone who has had symptoms confirmed to follow current Government guidance to self-isolate.</p> <p>5. Increased hand sanitisation is</p>	yes	<p>, Government Posters put up in at training facilities and on website notice boards,</p> <p>Website Notices displayed and club members directed to via email , notices on the website for what to do on Self isolating</p> <p>Conference calling only meetings now</p> <p>Audits completed in areas for compliance of hand washing or sanitising of hands</p>	No			

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	<p>promoted during training, but first advise to all members is to arrive and wash hands or bring own sanitisation that contains at least 60% alcohol.</p> <p>6. Continue to limit social contact where possible (make use of open spaces, where viable).</p> <p>7. Robust hygiene measures are followed.</p> <p>8. Club members updated with local procedures on reporting any isolations and any changes government guidance</p>		<p>No shared travel to training is currently allowed by others than the same family group or the same social bubble and will not until government restrictions lifted</p> <p>Training will be located in areas / locations that support social distancing and safe practice</p>				
Social distancing	<p>1. Training environments – club members informed of current Government guidance on distance required.</p> <p>2. club members- moved to open spaces where required to ensure social distancing.</p> <p>3. Distance measures placed on floors in sign in areas where practical.</p> <p>4. Movement controlled at the beginning and end of training to negate cross contamination</p> <p>5. Canteens and food eating areas will not be allowed during the current pandemic under the KLTC banner eating in one’s own car during training with other</p>	yes	<p>Start times have been changed in the Club so all persons do not arrive at the same time , persons booking training will be given an arrival time so as not to interfere with the previous person arriving , cones will be placed at 2 meter intervals to control any queue that develops during sign in time , a register will be taken and during this the people will be expected to sign in by themselves but will be watched over by training leader , when leaving training this register will be used to</p>	NO			

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	<p>family members will be permitted.</p> <p>6.All one to one training to be managed around social distancing and or the use of online services to be utilised such as Zoom or Skype</p> <p>8.Where a person needs medical intervention or in the case of rescue in water , the First aid or rescue crew will be required to wear face coverings , these will be as per current government guidance , during the first aid or rescue procedure during any rescue activity.</p> <p>9.Controlled managed staggered leaving times for all training and safety crew , club members and others.</p> <p>10.All non-club critical meetings stopped and / or restricted to limited numbers to enforce the distance protection standards</p> <p>11. The segregation of club members where social distancing is not possible where members are training on either side of the each other "as far as reasonable practicable".</p>		<p>release people from the training environment at socially distance timings</p> <p>Only club critical training will take place by trainer on an appointment basis</p> <p>All meeting now conference calls all others cancelled</p>				
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Hygiene	<p>1. Increased hygiene programs.</p> <p>2. Increase the promotion of hand sanitisation during training with wash your hands messages emailed out to all members.</p> <p>3. Increased communication of hygiene process expected by KLTC.</p>	Yes	<p>Additional Hygiene emails have been sent to all registered members</p> <p>All Doors have been opened to avoid handle contact were possible</p> <p>Tours of all training facilities will be undertaken by at least one member of the Crisis team members to ensure compliance</p>	No			
Home working	<p>1. Home working will not take place for KLTC during the current pandemic</p>						
Psychological / Staff wellbeing	<p>1. Regular information sharing and communications through centralised communications resource.</p> <p>2. Regular communication between KLTC committee members and club members and welfare team.</p>	Yes	<p>The club has a reporting path to the welfare officer if they feel the sessions are not being run correctly or feel the sessions are not being run in accordance with current Government guidance.</p>	No			

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By signing below you are confirming that the Risk Assessment has been completed in Suitable and Sufficient detail and that you agree with its finding of Overall Assessment of Risk									
Assessment findings agreed by	Health & Safety	Name	Darren Elsdon	Club Chairman	Name	Alistair Doig	Club Training Co-ordinator	Name	Jess Cunningham
		Signature			Signature	<i>Alistair Doig</i>		Signature	
		Date	16/06/2020		Date	16/06/2020		Date	16/06/2020
Assessment reviewed by	Welfare Officer	Name	Johanna Riches	Club Assistant Chairman	Name	Ian Kidman	Junior Lead Representative	Name	Sharon Elsdon
		Signature			Signature			Signature	
		Date	16/06/2020		Date	16/06/2020		Date	16/06/2020