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| CTT Logo | Risk Assessment |
| **Issue Assessed: COVID19 RA** | **Course: All** |
| **Date of Assessment/Review: 02/06/2020** | **Name of Assessor: Nick Clarke** |
| **Edition date: 08 June 2020** | **Added to for Coalville Wheelers CC by Alan Vallance, Tom Bailey, Howard Pymm & Nick Horner Maddocks**  **02/07/2020** |

**Coalville Wheelers CC will comply with all of the CTT recommended measures. We have added our own measures to meet our specific risks. ALL OF THE MEASURES SHOULD BE READ CAREFULLY AND ADHERED TO. THEY ALL APPLY.**

**The intention is to keep everyone as safe as possible. The continuation of the events depends on all adhering to these measures.**

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| **Issue Description:**  **UK government advice has set out five Alert levels in response to COVID19; it has also allowed Scotland and Wales to move at a different speed. This Risk Assessment looks at how to operate within England under the current alert levels, and where Scotland and Wales legislation allows (n.b. care is taken to separate guidance and legislation) this can then follow the UK guidance following the Alert Level Scales.** |

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| **COVID Alert Levels:**  Level 5 – No CTT sanctioned events can take place  Level 4 – Preparation for CTT sanctioned events; using this RA to prepare.  Level 3 & 2 – It is within these levels that the scope of this RA is centred  Level 1 – Social distancing is no longer required, any legislation would need to be reviewed and only some elements of this RA be implemented. |

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| **History:**  **COVID19 is a new and emerging Biological threat; the science is constantly evolving and as such so does the guidance. It is essential that one point of truth be centred around, as while having a wide range of information is useful for personal knowledge, for setting strategy and moving forward, it is essential to use the same sources that the national strategy is based around to enable the sport to be agile and compliant with the strategy, yet not paralysed.** |

**Key Identified Risks**

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| **Risk No.** | **Summary of Location/Role/Area** | **Identified Significant Risk/Hazards** | **Level of Risk Low/Med/High** | **Measures to reduce Risk (if applicable)** | **New Level of Risk Low/Med/**  **High** | **CWCC specific measures** |
| 1 | **Tier 1 members of public - those with a PHE/NHS letter suggesting that they currently shield.** | High Risk individual who could come into contact with COVID19 virus in sufficient quantities to be of a serious risk of the virus to themselves. | High | All documentation and risk assessments should state that none of these people should be involved in the on the day running of an event or participate as a competitor. They can obviously complete the paperwork on the run up and send out correspondence from home. | Risk Eliminated | No high risk individuals / members to attend |
| 2 | **Those of a current age banding that government advice suggests should limit social contact/shield/practice social distancing with extreme care** | Age can be a factor in the risk to health from COVID19 to the individual, however the guidance also makes reference to the disparity of health conditions by using age ranges solely. | High | CTT strongly suggests that those over current government age guidelines do not participate or volunteer for any CTT events, however an absolute ban should not be considered for specific age bands as they can be in hugely different states of health and as and when the government’s position on age moves and shifts the CTT should harmonise with it. There are a number of mitigation methods detailed below that provide a significant protection that if a relevant person is no longer shielding/practicing social distancing with extreme care that they could be a part of a CTT event. Where roles are allocated, the roles with the least likelihood of any social distancing concerns (e.g. solo marshal, or finish circuit TK in a 12 hour) should be preferred, those in risk age groups should not be involved in the management of the HQ or in applying the social distancing discipline to others | Risk eliminated if risk age ranges are not allowed to volunteer or participate.  Low Risk if all other aspects are strictly controlled to minimise Risk. | Vulnerable members in this category should not attend, but if they do, they should have no contact with others by doing low risk tasks and also wear suitable face masks to protect them. |
| 3 | **Marshal Duties** | The risk of coming into close contact with other individuals who may have COVID19 and infect them.  . | Medium | Marshals are outside, this reduces the risk substantially, where more than 1 marshal is at a junction, they are easily able to maintain government social distancing guidelines. Marshals should not be briefed at or visit the HQ, they should be briefed before the day via phone, video or documentation, should bring own Hi-Viz or one dropped off in advance by organiser (washed and cleaned before and after) Consideration be given to being provided hand sanitiser as running water is unlikely to be available should hand washing be required. Marshals should phone organiser when in position, organiser should contact marshals when complete. | Low Risk | * Marshals at junctions are outside and will observe social distancing when at the HQ, remaining outside * Marshal(s) to use own hi viz jacket whenever possible * If needed, one jacket to be washed at HQ and rewashed after use * Bottles of hand sanitiser are available for use. * Soap is available in toilet and kitchen area |
| 4 | **Pusher Off** | The risk of coming into close contact with other individuals who may have COVID19 and infect them. | Medium | This is not essential and under Level 3 or 2 on the Covid Alert scale should not be included. On level 1 the pusher can be re-introduced, but it may be good practice to provide a box of nitrile gloves, but again this is not essential, as under level 1 social distancing is no longer required. | Risk eliminated | No pusher off used. Start with one foot on the road. |
| 5 | **Start Area** | The risk of coming into close contact with other individuals who may have COVID19 and infect them. | Medium | Organiser to assess space based on current social distancing guidance, ensure the space given is from rear of bike to front of next bike and mark.  In pre-race information riders told not to arrive earlier than the amount of spaces available (e.g. 3 minutes before if only 3 spaces). | Low | Lines at two metres to be marked in start lay-by for riders to use to maintain distance |
| 6 | **2up + TTTs + tandems** | The risk of coming into close contact with other individuals who may have COVID19 and infect them. | High | Whilst social distancing guidance is in effect this risk cannot be mitigated, and as such 2up, TTT’s and tandems cannot take place until social distancing is relaxed or government guidance can feasibly allow people to meet without social distancing from different households.  Competitors riding a tandem can be allowed provided both competitors are from the same household. | Risk eliminated | Only 2 ups or tandems allowed from the same household – not applicable to the open event on 31st August. |
| 7 | **Time Keeper/Starter/Finish TK/Finish Circuit TKs** | The risk of coming into close contact with other individuals who may have COVID19 and infect them. | Medium | The start TK should use their own personal vehicle. The window on the driver’s side should be closed, the heater/blower set to recirculating air or off. The opposing passenger window should be closed but can be open a crack if essential. The TK can tap on the window to get the riders attention and count down visually by hand.  The protection offered by a physical barrier in an open air environment makes this Low Risk.  Where a car cannot be used the TK should place themselves in excess of the distance currently advised by government guidance and as far as possible, this is NOT the preferred option.  For finish line TKs and Circuit TKs the vehicle requirement is less essential, instead all competitors will be advised NOT to stop at the finish and continue on; the TK should be the distance currently advised by government advice from the road side as if social distancing from an individual. | Low | Start and finish TKs to remain in their cars. If outside, to remain a suitable social distance away from riders |
| 8 | **Competitors** | The risk of coming into close contact with other individuals who may have COVID19 and infect them. | Medium | Competitors on entering should be informed that they should not attend if they feel ill in ANY way especially if they or family members have any symptoms.  They should be told that an elevated resting heart rate or exceptionally quick to react heart rate during warm up can suggest an underlying asymptomatic illness of ANY kind, and that they should DNS and leave immediately and not go to the start line if they feel this is the case.  All static warm-ups should be prohibited and no gatherings in the car park.  All warm-ups should be done on the road.  Competitors on finishing should not stop at the finish and should not loiter at the HQ/Car Park and should pack away and leave immediately upon completion of the race. | Low | * Entry governed by CTT * Members from locally locked down areas should not attend. * Maximum of 40 riders per event, no reserves. This is to ensure social distancing can be maintained at clubroom. * Riders to be self-sufficient and be able to get themselves back to the HQ in the event of a puncture or mechanical failure. * Organiser to ride/drive course following event to ensure all riders return safely. |
| 9 | **Spectators** | The risk of coming into close contact with other individuals who may have COVID19 and infect them. | Medium for Hill Climbs  Low for other events | The risk of groups gathering and social distancing being maintained is higher at high profile events, particularly hill climbs. As such all documentation should point out that those not competing should not be encouraged to attend.  For hill climbs, where road closures are implemented; all access, pedestrian and vehicular should be restricted to competitors and officials only. | Low | No spectators |
| 10 | **Support Crews for 100 Mile/12 Hour TT’s** | The risk of coming into close contact with other individuals who may have COVID19 and infect them. | Medium | Support crews should consist of the same household or if not from the same household as few as possible. (As current rules allow) each support vehicle must ensure when stopped it has sufficient space to provide the government advised social distancing space in all directions so that each support crew will be minimum of twice the distance from the next this is to ensure that people remain in a 'safe box' to conduct hand-ups.  Bottles should ONLY be retrieved by support crew; it is suggested that where that person does not live in the same household that nitrile gloves are used and the dropped bottles are deposited in a bucket of hot soapy water and NOT reused during the event.  This should be the responsibility of the supporter/competitor and not the organiser. The supporter is advised to change gloves after retrieving/completing a hand-up.  All rubbish must be collected afterwards.  Alternatively if current government guidance does not support this, riders may be self-supported, not allowed support crews, and have an allocated area for storing any spare food and drink. | Low  Or Risk eliminated if self-supported. | Not applicable |
| 11 | **Event HQ - Changing Facilities (Type A events)** | The risk of coming into close contact with other individuals who may have COVID19 and infect them. | Medium | Should not be provided whilst under Level 2 & 3 as not essential; the lack of changing facilities should be documented in any pre-race information  Where this is not possible, it should be stated on the race information that there is NO parking at the HQ. | Risk eliminated | * No changing in the HQ. Come dressed ready to race |
| 12 | **Event HQ - Parking** | The risk of coming into close contact with other individuals who may have COVID19 and infect them. | Medium | People should be reminded that they should NOT be socialising with others in the car park and should upon leaving their car, get their bike out and go straight out onto the road to warm up; a large collection of people has a negative perception and should be avoided.  Consideration for taping off/coning every other bay (or covering it in pre-race information) to allow social distancing measures to be easily maintained.  Car parks need to be sufficiently large for number of entrants; this may reduce maximum field size. Organisers should be mindful of the carpark size and number of entrants of any venue selected for a type A event.  Where this is not possible, it should be stated on the race information that there is NO parking at the HQ. | Low | * Limited parking is available, parking head to toe in the car park and paddock or observing social distancing. * Parking on the road is possible, but should be avoided as this restricts traffic flow and can potentially upset our neighbours * Consider parking legally elsewhere and riding to the HQ * No socialising in groups in car park/paddock * Entry limited to 40 people, field for car park can cope with this number. |
| 13 | **Event HQ - Sign on/out sheets** | The contamination risk of infected material transferring via the sign on sheet | Low | Provide hand sanitiser prior to sign on and post sign on. PHE signs visible to show how to wash hands with hand sanitiser.  Pre-race information to inform riders to bring own pen. No pens provided. | Low | * Signing on will be outside under a gazebo. * Unmanned start sheet will be taped to the table * Use hand sanitiser provided * Place numbers after use in bucket for washing. |
| 14 | **Event HQ – Prize giving/Results Board** | The risk of coming into close contact with other individuals who may have COVID19 and infect them. | Medium | All competitors informed no results on site, and no prizes supplied on the day. Results posted online as soon as practicable | Risk eliminated | * Results will be posted directly to CTT site, no results presentation on the day. |
| 15 | **Event HQ – Toilet Facilities** | The risk of coming into close contact with other individuals who may have COVID19 and infect them. | High | Signs showing one in one out, correct distances for taped lines outside the HQ/toilet building.  Queue outside the premises not inside, a simple one way system where feasible.  Hand washing signs, directed to wash hands before and after.  If there are windows in the toilet open fully. If there is a door into the toilet area (not cubicle) keep open unless it is a fire door.  Well signed. No changing signs up, PHE hand washing signs.  Briefed in start sheet. | Low | * Adhere to signage * HQ disable toilet can be used one at a time. Changing rooms and showers NOT to be used * Close the door when toilet is in use, open when leaving * Queue outside if needed * Use antibacterial spray and paper towels to thoroughly wipe down any surface touched after use * Wash your hands thoroughly and use paper towels for drying them. |
| 16 | **Event HQ – Race Numbers** | The contamination risk of infected material transferring via the race number | Low | For Type A events, use disposable numbers and post to competitor; where this is not possible, for example Type B club events, use approved disinfectant wipes (not baby wipes) or submerge and wash with hot soapy water.  For Type B club events, consider giving a competitor one number for the competitor to retain and to be used for all such club events for the duration of the season. | Low | * Collect number from signing on table * After use, place in bucket of water for washing |
| 17 | **Event HQ – Entries on the day** | The contamination risk of infected material transferring via cash | Low | Where possible use Paypal or similar services.   Volunteers handling cash to be provided with handwashing facilities; where this is not possible, consider hand sanitiser or nitrile gloves | Risk eliminated if no cash used.  Low Risk | N/A |
| 18 | **Event HQ – Venue** | The risk of coming into close contact with other individuals who may have COVID19 and infect them. | Medium | No refreshments offered or supplied.  The internal venue is not to be used, all sign on activities to be conducted outside, consider a gazebo (with open sides – air flow is key) for potential adverse weather/extreme direct sunshine.  Sign-on to be unstaffed; and all instructions to be by pre-race information and signage.  Where no toilet facilities are required (eg Type B Events) consideration should be given to dispensing with an HQ building entirely, and creating an “HQ Area” in open space. | Low | Sorry no tea or cakes to be provided. |
| 19 | **Race Format** | The risk of coming into close contact with other individuals who may have COVID19 and infect them.. | Low | Pre-existing drafting rules lend themselves to reviving competition prior to other forms of sport. | Low | * No drafting * Overtake other riders as wide as is safe * Allow overtaking rider to pass, DON’T accelerate. |
|  | **First Aid** | Not included in CTT risk assessment |  |  |  | * A First Aid kit is available at the HQ * Members should ride taking care for their own health and safety and that of others. * If First Aid is required, riders should treat themselves, whenever possible. * If not possible, any First Aider giving treatment should wear suitable PPE * For serious injuries, an ambulance should be called. |

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| Risks based on advice and scientific direction of SAGE/PHE/Government. Other sources are not considered in this risk assessment. |