



# LIFTING ATHLETICS OUT OF LOCKDOWN

#StaySafe

## Return to Track & Field Competition (V8 07/06/2021)

This document has been created to provide sport-specific advice to help Competition Providers and Officials (as well as athletes, coaches and parents) within the confines of the Welsh Government's roadmap to unlocking society. All Welsh Athletics guidance will be updates as per Welsh Government guidelines when they are made available or as soon as possible thereafter.

These guidelines will apply to Wales only and are based on those detailing the use of Track & Field facilities that are open.

All competitions should take account of local conditions and any risk assessment for normal activity should be undertaken along with a COVID-19 specific risk assessment. It is the responsibility of each competition provider, athletes, coach and facility to make assessments based on their local environment. The event risk assessment must consider mitigations and plans for when activities do not go as expected e.g. treatment of an injury whilst maintaining social distancing.

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## Welsh Government Restrictions for Outdoor Sport & Activity

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The Welsh Government has specific guidance on maximum numbers that are permitted in organised events/activity.

*“Maximum numbers who may attend regulated gatherings outdoors is up to 4,000 people of any age”*

Competition Providers must ensure that any event is delivered in line within this limit – this includes those participating, facilitating and spectating. Organisers should be mindful that the facility capacity will be governed by the space available whilst social distancing is in force. Participant entries must be taken in advance of the event. It is recommended that a ticketing system is in place for spectators, but it is recognised that this may not be possible for all events.

The activity must be organised by a Welsh Athletics registered Competition Provider or Club. The environment must be risk-assessed and all reasonable measures to reduce the risk of spreading the virus should be taken.

Although the risk of transmission with young children is lower, parents and responsible adults should still exercise good judgement and encourage children to follow hand hygiene protocols and minimise close contact wherever possible.

### Guiding Principles

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The safety and wellbeing of all athletes, runners, coaches, officials, volunteers and the wider community is at the heart of any guidance that Welsh Athletics is distributing.

The guidance that follows provides sport specific advice. It is important to say that any return to activity must take account of local conditions and any risk assessment for normal activities should be undertaken as well as ensuring that all government guidance around Covid-19 is taken into account.

It is the responsibility of each athlete, coach and facility to make that assessment based on their local environment. Risk assessment must take into account mitigations and plans for when activities do not go as expected. Planning scenarios around, for example, an injury occurring to an athlete and the need to support that athlete while social distancing should be undertaken.

<b>Health first</b>	<b>If you have any doubts or concerns about the risk to your health or that of others, stop and re-assess</b>
<b>Stay up to date</b>	How will you make sure you, and those you're with, are following the latest guidance? <ul style="list-style-type: none"><li>• <a href="#">Check the latest Welsh Government Guidance here.</a></li></ul>

**Think ahead:  
Before, during, & after**

What do you need to do before taking part? Have you assessed the risks? How will you get to and from where you're going?

When lifting restrictions please consider the following at a local level<sup>1</sup>:

- Can the measures be implemented effectively in practice?
- How will you clearly communicate the changes to all without disadvantaging any parties?
- Will you need to provide extra encouragement or incentives to bring people back to the sport?
- Ensure you consider any consent issues – any decision to participate should be voluntary and informed.

## Health

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Everyone associated with a competition should monitor themselves daily for any sign of the virus as well as general health. Everyone should follow the advice of their GP or medical practitioner in all cases. Anyone showing signs of ill health or symptoms of COVID-19 **should not** attend the competition in any capacity.

Pre-event communication to all participants must include reminders about the following:

- Not to attend the event if they have been unwell or had COVID-19 symptoms in the last 10 days.
- Not to attend the event if they have been in contact with/exposed someone with COVID-19 in the last 10 days.
- Not to attend the event if they have been overseas or exposed to someone with COVID-19 in the last 10 days.
- Not to attend the event if they have been told to self-isolate as part of any contact tracing measures in place.

Anyone who subsequently becomes ill, whether it is deemed to have been as a result of attending the event or not, should contact the COVID-19 officer for that event immediately and inform them.

A register of competitors, officials, volunteers and nominated persons accompanying athletes to the event should be kept to assist with Track, Trace & Protect requirements.

## Competition Provider Checklist

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### General Planning

- Ensure you keep up to date with the latest Welsh Government information relating to COVID-19 restrictions (<https://gov.wales/sport-recreation-and-leisure-guidance-phased-return-html>)

- Ensure you contact your facility provider well in advance to discuss the event. They may have their own COVID-19 operations in place.
- Ensure, where appropriate, that Welsh Government regulations relating to self-isolation (including when returning from international travel) are not breached by anyone at the event.

### Pre-Competition

- Apply for a competition license (further details on Track & Field licenses for competitions during the pandemic can be found in the Licensing section of this document)
- Appoint a named COVID-19 Officer (see Appendix 1 for further information on this role).
- Appoint officials for the competition (further guidance on this process can be found in the Appointing Officials section of this document).
- Work with the facility management to ascertain how many people the venue and therefore the competition can cater for. This will dictate the number of events, and the number of participants in each event.
- Entries should be taken online prior to the event to ensure that numbers and timetabling can be managed.
- Ensure that arrangements are in place within the facility to ensure that Welsh Government regulations on social distancing are adhered to by all present.
- Pre-competition communication should remind all athletes, coaches, parents and officials not to attend if they have been unwell or self-isolation in the last 10 days.

### Competition Day

- Ensure that adequate PPE (masks, gloves) is available on site for those who need it to perform their duties throughout the day.
- Ensure that arrangements are made to comply with the Test, Trace & Protect scheme in Wales. This applies to all present on the day.
- Ensure that timetabling allows for social distancing to be maintained throughout, including when entering and leaving the facility, and whilst warming up.
- Parents, coaches and anyone accompanying athletes to the event are not permitted to congregate before or after the event, including around the finish area.
- Ensure all hygiene guidance relating to equipment use is followed.

### Post-Competition

- The venue must be restored to its original state unless agreed otherwise with the venue management.
- All equipment used must be appropriately cleaned.

- Each person present must be briefed to ensure that if they do test positive for COVID-19 within 48 hours of the event, UKA must be notified. A link to the report form can be found [here](#).

## Appointing Officials

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Officials are needed for the delivery of licensed competitions. The safety and wellbeing of Officials must be considered in the planning phase of any competition.

- Officials must have been appointed and have confirmed in writing (electronic formats are acceptable) before applying for a license.
- The Competition Provider must contact the officials directly and only seek advice/assistance from the Officials Secretary.
- Officials should be selected who are within close proximity to the venue. Only once all avenues for suitably qualified Officials locally have been explored, can the competition provider expand the search further.
- Evidence of Officials who have accepted selections will be required when applying for a license.
- Officials appointed into a role which will have face-to-face contact within 2m of others must wear appropriate PPE.
- Any Official or volunteer cleaning surfaces before and after competitions must be properly equipped.

[Please see UK Government guidance for cleaning in a non-healthcare setting.](#)

Further detail on safety mitigations for Officials along with suggested duty allocation can be found in Welsh Athletics' Return to Officiating Guidance.

## Track & Field Licensing

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License Application forms can be found [here](#). This should be completed no later than 4 weeks before the competition date to ensure that there is sufficient time to review the competition format and risk assessment.

These license applications will be processed by Welsh Athletics, ensuring that the allocation of officials can be managed and that planned event formats will operate within Welsh Government and Welsh Athletics guidelines.

For any competition results to be included on Power of 10 rankings, a track & field license must be granted. This includes any competition which will adopt a virtual format.

Full guidance on the Track & Field licensing process can be found [here](#).

All facilities used for licensed competition must have or be working toward Track Mark status.

**A license will only be granted if all COVID-19 regulations are applied to the competition.**

## Competition Operations

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### Risk Assessments & Mitigating Factors

An example risk assessment is contained within Appendix 6 of this document. This is in no way exhaustive and should be specific to the venue and the event.

- Clear signage to ensure social distancing and clear marking of routes around the venue.
- Appoint a dedicated person to ensure that signage information is adhered to and the flow of the competition is being followed.
- Hygiene/cleaning requirements for all equipment and facilities should meet both the facility and Welsh Government guidance.
- Ingress and egress from the facility whilst maintaining social distancing for all.
- Routes from car parking to the event area for all competitors, officials, volunteers and spectators;
  - Liaise with the facility to ensure that capacity guidelines for the venue are adhered to.
- Routes into and around the venue for competitors such as warm up and competition areas.
- Consider athletes' warm down routines. Could this be factored into the venue zoning plans, or timetabling? If this is not possible, the athlete may have to warm down at another location.
- Oversight of young athletes by parents.
- Changing facilities will not be available (as they are an indoor area).
- Toilet allocation is provided whilst meeting all guidance on hygiene/cleaning and social distancing requirements.
- Under no circumstances should indoor areas be used for any activity.
- Preparation and planning for the potential occurrence of injuries or other accidents should be in place.
- Adverse weather contingency plans.

### Participation Communication and Management

All information about the event, including safety and wellbeing measures in place, should be sent to participants prior to the event. Competition Providers should update athletes, parents, and coaches on policies, risk assessments and operating procedures in light of COVID-19. As an example, this should include the following:

- Timetables
- Venue access, maps and routes
- People management measures in place
- Event provisions and competition management procedures
- Health and safety and risk mitigations

- Adverse weather contingency plans, if any – any plans to this effect should ensure that social distancing can be adhered to
- Baggage and kit drop for athletes without the need to call on someone for support
- Spike length permitted must be communicated, as onsite checking may not be available

## **Officials Communication and Management**

Competition Providers must put in place a risk assessment for Officials' and their activities, and ensure that all events can be managed to meet the latest Welsh Government guidance on COVID-19 as well as meeting licensing and event needs:

- Welsh Government guidance around PPE and/or vulnerable individuals must be followed.
- Where practicable, have separate ingress and egress points to the venue for Officials/volunteers.
- Clear communication of safety and wellbeing measures put in place for Officials should be distributed prior to the event.
- Consider how a register of officials for Test, Trace & Protect will be done in a contactless fashion.
- Officials' briefings should all take place outside.
- Provision of a bag area for Officials' kit at each event area where practicable.

## **Promotion of Events**

Ensure that any event promotional material includes information about which facilities and events will be available, and any restrictions on age and ability.

It is essential that the Competition Provider communicates with all parties involved the protocols for each area of the competition from arrival to departure. Due diligence should be considered when factoring in elements such as registration, warm up and cool down. This list is not exhaustive.

Athletes and spectators should be aware of the competition plans and be able to make their own assessment and judgement of the risk of participation with the information provided.

It is the responsibility of all involved (athletes, parents, coaches, Officials) to NOT attend the competition if they have symptoms (or suspect they have symptoms), have tested positive for COVID-19 or have come into contact with someone who has tested positive for COVID-19.

## **Spectators**

Spectators are now permitted at events in line with Welsh Government guidance.

Organisers should ensure that the admission of spectators (coaches, parents, carers) does not breach either the maximum facility capacity when social distancing is taken into consideration, or the upper limit of attendees at events (standing).

## Athlete Guidance

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### Athlete Checklist for Competition

- Ensure you are familiar with the latest Welsh Government guidance relating to COVID-19 (including travel).
- Ensure you are aware of the policies, rules and procedures put in place by the competition provider (including access for parents and coaches).
- Adhere to any venue and event specific guidance in place at the competition.
- Carry your own hand sanitiser with you and ensure you have a mask to wear when using indoor toilet facilities.
- Ensure you bring enough food/hydration for the competition as on-site hospitality services may not be available.
- Athletes should not use competitions as an opportunity to socialise. Gathering before or after an event is not permitted.
- Do not attend in any capacity if showing symptoms of COVID-19 or self-isolating.

### Disability Athletes

- Disability athletes requiring support are permitted to bring one carer with them to competition provided this person is part of their normal 'family' unit. This could include athletes with an intellectual impairment, athletes needing support tying shoelaces, changing, stretching etc. Everyone involved with the competition should maintain social distancing laws.
- **Guide Runners:** Currently with the social distancing law of 2m in place, unless the guide is part of the same household, guide running should not be carried out.
- **Equipment:** Para athletes will be permitted to use their own personal throwing frames and straps, race running frames and racing wheelchairs. Hygiene guidance should always be followed.
- **Wheelchair Racing:** Athletes should be permitted additional time/laps pre-race to warm up and set compensators. This should be in the lane they are racing in. Chairs may be checked by officials using rulers and by asking athletes to demonstrate working steerer/brakes.
- **Race Running:** As above; competitor numbers should take into account Welsh Government laws around social distancing. This will incorporate both the athlete and their assistant.
- **Seated Throws:** Extra time should be allowed for throwing frames to be moved and secured in place, whilst socially distancing. All seated throwers (F31-34/F51-57) are permitted assistance for implement retrieval. An additional assistant may be

permitted into the Competition area to support tie-downs. Frames may be measured using rulers, but must not be touched.

- **Accessible Toilets:** Please refer directly to the relevant facility guidance as accessible toilets may not be in use. If they are made available, the Competition Provider must ensure that access to them is managed to only allow access for those needing the use of Accessible toilets.
- **Guide Dogs:** Dog owners should refer to guidance on Guide Dog welfare via Guide Dogs Cymru.

## **Event Specific Guidance**

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In all cases normal competition practice with risk assessment and high-quality practice should be adhere to as well as implementing any requirements around social distancing and hygiene. A UKA risk assessment template for competition providers can be found here. Anyone involved in the competition should ensure they have followed government hygiene rules including washing hands and cleaning any equipment prior to use.

Social distancing must be maintained at all times whether in warm up, cool down or a competition environment. It is recommended that 'zoning' of the track and field areas is adopted (see Appendix 3)

This information must be circulated to everyone involved in the competition. Anyone involved in the competition must follow hygiene guidance put in place by the facility.

### **Track (Sprints & Hurdles)**

- Social distancing must be adhered to immediately before and after races.
- Sprints may be seeded using all available lanes.
- The use of hurdles in a competition environment will only be permitted if permission to use this equipment has been granted by the venue.
- Athletes should wash/sanitise their hands immediately before and after each race.
- Stadium blocks should be cleaned appropriately between each user.
  - It is the decision of the competition provider whether athletes are permitted to use their own blocks.
- Relay batons must be cleaned before and after each use.

### **Track (Endurance)**

#### **800m**

The Welsh Government guidance permits the 2-metre physical distancing rules to be breached during competition and therefore it is permitted to run 800m in its traditional format with a reduced field size.

- Social distancing laws must be adhered to immediately before and after the race.
- Athletes should wash/sanitise their hands immediately before and after each race.
- No more than 8 athletes should run in any one race. This number includes a pacemaker (if using).
- Every effort should be made to ensure that athletes socially distance on the start line.
- Athletes must not shake hands with their competitors after the conclusion of the race, nor should they gather in close proximity to one another once crossing the finish line.

### **1500m & above**

The Welsh Government guidance permits the 2-metre physical distancing rules to be breached during competition and therefore it is permitted to run endurance races in their traditional format with a reduced field size.

- Social distancing laws must be adhered to immediately before and after the race.
- Handwashing facilities should be made available for athletes immediately before and after the race.
- No more than 12 athletes should run in any one race. This number includes a pacemaker (if using).
- Every effort should be made to ensure that athletes socially distance on the start line.
- Athletes must not shake hands with their competitors after the conclusion of the race, nor should they gather in close proximity to one another once crossing the finish line.

### **Throws**

Athletes must adhere to social distancing at all times and clean hands immediately before and after competing.

- Competitor numbers should ensure that both athletes and officials can adhere to social distancing for the duration of the competition.
- Athletes should use their own equipment where possible. Weighing of equipment should be done following all relevant hygiene procedures and in a socially distanced manner.
- If venue implements are to be used, they must be thoroughly cleaned in line with Welsh Government and Public Health Wales guidelines before and after each competition. Where possible, allocate one implement per athlete for the duration of the competition.

- Venue seating can be used if the athletes are given separate seats and provided it is cleaned before use. All seating should be laid out in a socially distanced manner. An athlete should retain their one seat for the duration of the competition.
- Athletes must provide their own chalk (if using) which cannot be shared between competitors. No stadium chalk should be made available.
- Should an implement need to be retrieved from the net, the relevant cleaning procedures should follow before the implement is returned to the athlete.
- Technical equipment (EDM, measuring tapes etc.) must only be used by dedicated individuals for the whole competition. Where management of this duty changes, the cleaning regime for that equipment should be repeated prior to competition resuming.
- A dedicated official should be responsible for implement retrieval from the field throughout the competition. This official should be provided with disposable gloves for this role.

### **Horizontal Jumps**

Athletes must adhere to social distancing at all times and clean hands immediately before and after competing.

- Competitor numbers should ensure that both athletes and officials can adhere to social distancing for the duration of the competition.
- The sandpit should be cleaned in line with the venue guidance before and after each pool/competition.
- Equipment such as rakes, tape measures, EDM should be managed by dedicated individuals for the whole competition. Where management of this duty changes, the appropriate cleaning regime should be repeated prior to the competition resuming.
- It is advised that a measuring tape is laid out for athletes prior to the event, to prevent traffic up and down the runway with athletes measuring their runup.
- Stadium runway markers should not be used – athletes should bring their own.
- Venue seating can be used if the athletes are given separate seats and provided it is cleaned before use. All seating should be laid out in a socially distanced manner. An athlete should retain their one seat for the duration of the competition.
- All equipment should be cleaned in line with venue guidelines once the competition has finished.

### **Vertical Jumps**

Athletes must adhere to social distancing at all times and clean their hands immediately before and after competing.

- Competitor numbers should ensure that both athletes and officials can adhere to social distancing for the duration of the competition.
- The landing bed must be cleaned in line with manufacturer and Welsh Government guidance before and after each pool/competition. In the event that multiple pools compete on the same day, sufficient time should be allowed between each group to ensure that the landing area is dry (minimum 15-minute drying time).
- Bars and uprights should be cleaned before use and managed by dedicated individuals throughout the competition. Where management of this duty changes, the appropriate cleaning regime should be repeated prior to the competition resuming.
- It is advised for Pole Vault that a measuring tape is laid out prior to the event for athletes to mark out their runups in order to prevent traffic on the runway.
- Athletes should avoid sharing poles. If it necessary that athletes do share poles, they should be re-gripped and any part of the pole outside the grip should be cleaned before being used by another athlete.
- Stadium runway markers should not be used – athletes should bring their own.
- Venue seating can be used if the athletes are given separate seats and provided it is cleaned before use. All seating should be laid out in a socially distanced manner. An athlete should retain their one seat for the duration of the competition.

## **Risk Assessment Template**

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Each Competition Provider must create a risk assessment for their competition outlining how transmission risks will be mitigated in every element of the competition. This should be done in addition to the usual competition risk assessment that would take place. A generic competition risk assessment can be found [here](#).

Appendix 6 provides guidance on creating a COVID-19 specific risk assessment for Competition Providers. Whilst this may not include all elements applicable for your competition, it will provoke thought around mitigations in each area of the event.

## **Disclaimer**

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Please note that the subject matter covered in this guidance is in no way exhaustive and the material does not stand on its own nor is intended to be relied upon as a substitute for obtaining specific legal advice. Individual circumstances will differ. The information contained in this guidance is given in good faith but any liability of Welsh Athletics Ltd or its professional advisors (including their respective members or employees) to you or any third party which may arise out of the reliance by you or any other party of the contents of this guidance is hereby excluded to the fullest extent permitted by law. Welsh Athletics Ltd and its professional advisors accept no duty of care or liability for any loss occasioned, whether caused by negligence or otherwise, to any person acting or refraining from actions as a result of any material in this guidance. We would strongly recommend that you consult professional

advisors on specific issues before acting or refraining from action on any of the contents of this guidance.

This guidance has been prepared by Welsh Athletics Ltd.

## **Appendix 1 – COVID-19 Officer Role**

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The COVID-19 Officer is responsible for reviewing each area of the competition and asking pertinent questions to ensure that Welsh Athletics and Welsh Government guidance is adhered to throughout the competition. This person can be the Meeting Manager, or someone else deemed appropriate for the role.

Competition Providers should appoint a designated COVID-19 Officer (preferably someone with experience in Health & Safety in a professional or volunteer setting) whose responsibilities include:

- Liaising with the facility manager / landowner in relation to all matters concerning COVID-19
- Assisting to produce site-based risk assessments ensuring that COVID-19 compliant processes and protocols are in place.
- Ensuring all necessary levels of risk mitigation are in place prior to competition.
- Competition Providers 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 Welsh Government guidance and ensuring compliance of social distancing measures.
- Ensuring that volunteers/Officials, coaches/leaders, athletes, and parents/guardians are adhering to this guidance.
- Ensuring that the competition complies with the facility restrictions and guidance.

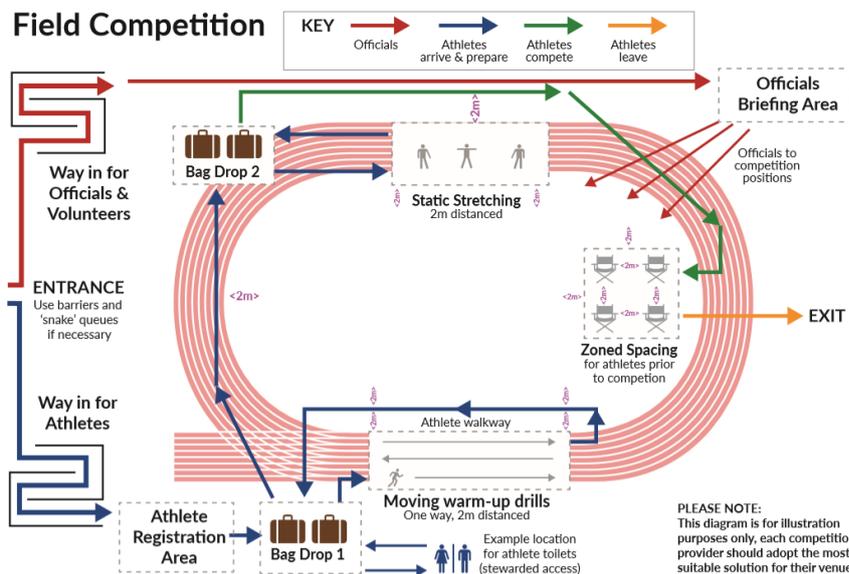
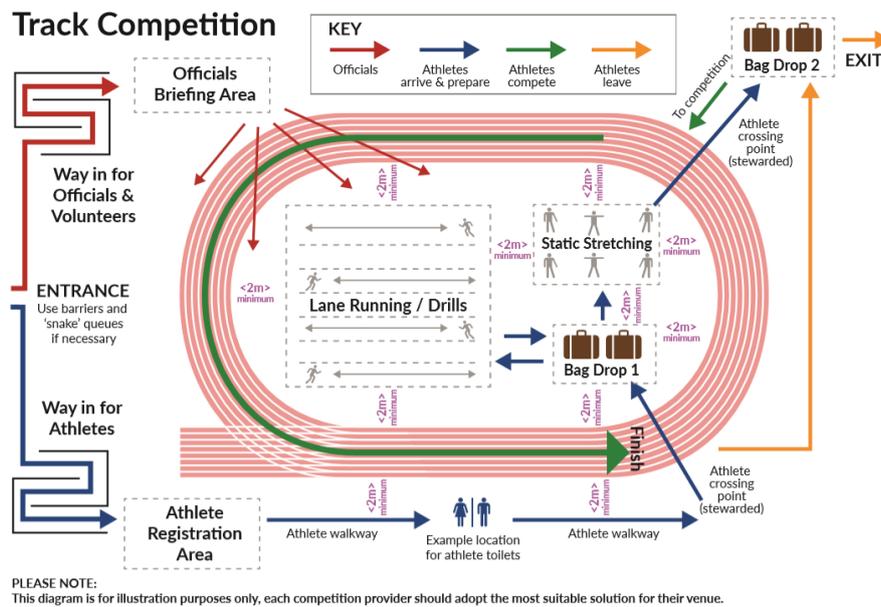
## **Appendix 2 – Information Posters**

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It is important that information posters are displayed upon entrance to your competition that remind people not to attend if they are showing signs of illness, and also to reinforce that Welsh Government guidelines are being adhered to at the competition. A collection of Public Health Wales posters can be viewed [here](#).

## Appendix 3 – Examples of Zoning

In line with guidelines issued by World Athletics, we recommend the use of ‘zoning’ and one-way flow throughout the venue to ensure that any unnecessary transmissions are reduced. Consider the separation of Officials/volunteers & athletes upon entry to the venue. Examples of zoning are shown below. These will be unique to each venue, but the following diagrams should assist with planning of these zones.

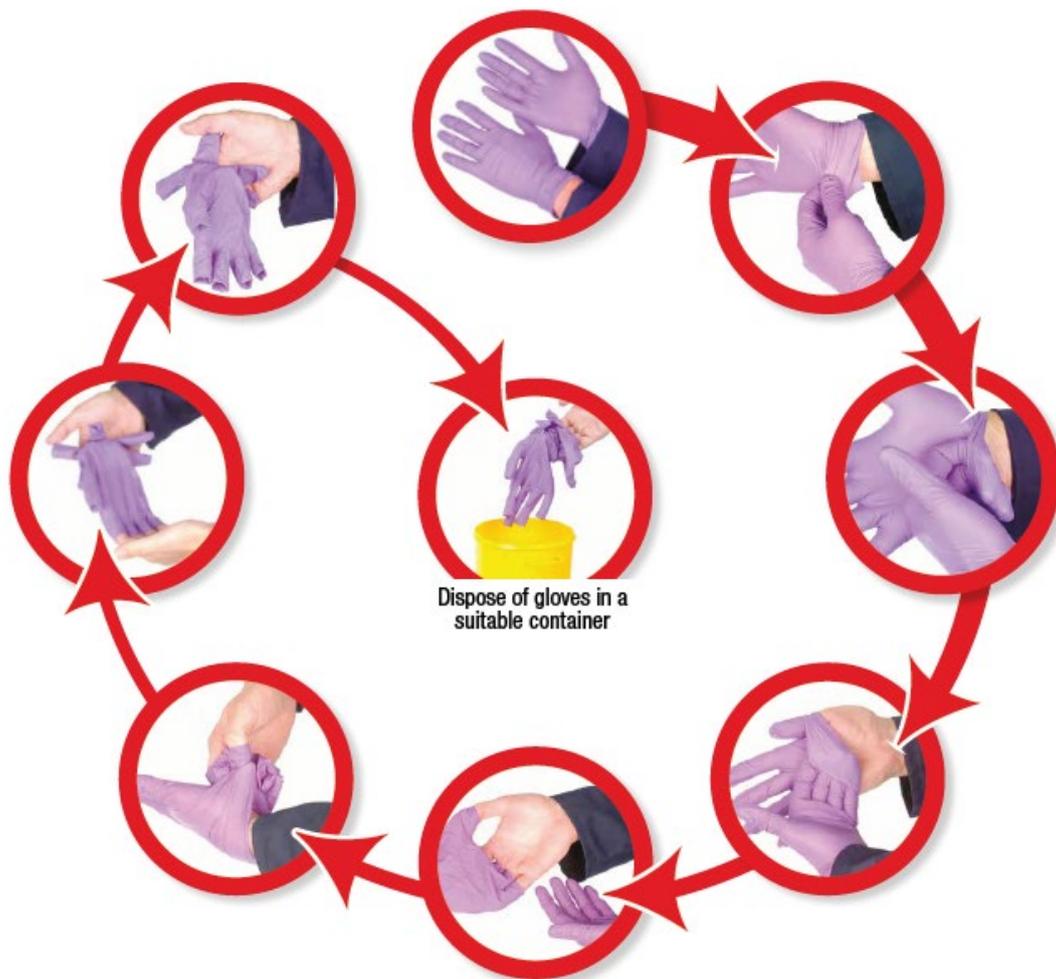


Welsh Athletics' Return to Officiating Guidance provides examples of how officials can operate to ensure they remain socially distanced as much as possible during the competition. These are examples only. Each scenario will be different at each event and venue.

## Appendix 4 – Safe Removal of Disposable Gloves

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Follow the simple steps below to remove and dispose of gloves correctly;





# Appendix 5 – How to Wear A Medical Mask Safely

## HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](https://www.who.int/epi-win)

### Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

### Don'ts →



Do not Use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

**Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.**




## Appendix 6 – COVID-19 Health & Safety Considerations for Competition

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### Welsh Athletics COVID-19 for Competition Providers

This document is intended to offer Competition Providers some guidance for implementing health & safety protocols specifically relating to COVID-19 when resuming formal face-to-face athletics competition. Each Competition Provider is responsible for their own actions. Welsh Athletics has prepared and issued this document as guidance only, subject to the disclaimer notice contained within.

#### Key points to note

- Resumption of competition will always carry a degree of risk associated with transmission of COVID-19. The risk cannot be eliminated unless it is decided that activity will not resume until an effective vaccine or cure has been found, or the disease is eliminated from the UK. As a Competition Provider consideration needs to be given to what the key generic, operational and site-specific risks are, and how these risks can be mitigated against through specific actions. The law does not expect all risk to be eliminated, but protection for all persons involved is required as far as 'reasonably practicable'.
- Risks and actions taken will need to be reviewed on a regular basis to understand how effective they are and what may need to change. This should be done at regular intervals and in line with any changes to Welsh Government, Welsh Athletics and site-specific guidance.
- Whilst it is necessary that Competition Providers appoint a COVID-19 Officer (see Appendix 1 for more details about this role) for each event, it is not this person's sole responsibility to produce, implement and review health & safety protocols and risk assessments. This should be jointly carried out by key members of the Competition Provider's organisation who all have a responsibility in this area.
- Continually refer to and strictly follow guidance issued by the Welsh Government. This can be found [here](#). This will supersede any guidance issued by Welsh Athletics.
- All Competition Providers, either acting solely within a club competition, or within a UKA licensed competition will have access to Public Liability Insurance as a result of having up to date affiliation with Welsh Athletics that sits alongside club governance including up-to-date policies, procedures and risk assessments.
- The items in the example risk assessment below will need to be reviewed as and when any Welsh Government / Welsh Athletics / Local Authority guidance is updated.
- Competition ratios and delivery should be in line with Welsh Athletics competition guidance and Welsh Government guidance around the number and location of organised gatherings.

## Risk Assessments

All Competition Providers should have risk assessments in place for competitions as a standard requirement. This is an ideal time to ensure your standard risk assessments are up to date and meet your current requirements.

The table below will help you to write risk assessments for your competition taking COVID-19 into account. The points listed below should be added to your own risk assessment template or added to the recommended template that is included within the [Welsh Athletics Return to Athletics webpage](#).

<b>What are the hazards?</b>	<b>Who might be harmed?</b>	<b>Settings &amp; Activities</b>	<b>Considerations for mitigations</b>
<b>Lack of awareness around COVID-19 risks and key Welsh Government/Welsh Athletics/Local Authority guidance for limiting the spread/transmission of the disease</b>	Athletes, Officials, venue staff, volunteers, parents, coaches  Anyone involved in attending or participating in the event	All settings/activities	Consider how and when relevant information is communicated.
<b>Spread/transmission of COVID-19 through contact with disease on surfaces</b>	Athletes, Officials, venue staff, volunteers, parents, coaches  Anyone involved in attending or participating in the event	Sanitisation & PPE	What will you implement and why? Who will implement this – you or the venue?
		Ingress/Egress	How will this be managed? What signage will be in place? Will you have routes through the venue? Are there pinch points that need addressing?
		Car Parking	Will car parking be available on-site? How many spaces are available? Is signage required? Will you need to schedule arrivals?
		Registration & Competition Entry	What will the registration process look like?

			<p>How will you collect data of people at the facility for track &amp; trace purposes?</p> <p>What sanitising/social distancing measures will be in place?</p> <p>What is the procedure for bib numbers?</p>
		Payments	<p>How will competitors pay for their competition? (if necessary)</p> <p>If cash is used, what mitigations will be in place to minimise risk of virus transmission?</p>
		Seeding/Lane Draw	How will athletes be seeded?
		Timetables	<p>How will the timetable be communicated?</p> <p>What will the timetable look like and include?</p> <p>What happens if an athletes misses their allocated time slot?</p>
		Warm Ups	<p>Where will warm-up be located?</p> <p>How will that area be managed?</p> <p>What/who will be allowed in that area?</p>

			<p>What signage will be in place? (if required)</p> <p>Is there a need for one-way systems?</p>
		Food & Drink	<p>Will food &amp; drink be available on site?</p> <p>If so, when/how?</p> <p>What mitigations are in place for this?</p>
		Waste disposal	<p>How will this be managed and by who?</p>
		Toilets/Changing Rooms	<p>What is available at the venue?</p> <p>How will numbers be managed?</p> <p>How will these arrangements be communicated to all taking part?</p>
		First Aid & dealing with minor injuries	<p>Who will be appointed as First Aid cover for the competition?</p> <p>Who will provide First Aid supplies?</p> <p>What happens if an incident occurs? How will guidance be adhered to? What happens with younger athletes who have parents at the competition?</p>
		First Aid & dealing with major or life threatening injuries	<p>Can the local hospital accommodate requirements?</p>

			What is the process if an ambulance is needed? Who manages this?
		Emergency procedures & evacuations	Who will lead these, and how will this be communicated?
		Welfare & safeguarding of younger athletes	What is in place to protect children & vulnerable adults?
	Field of play – Athletes & Officials	Throws	Consider the following: <ul style="list-style-type: none"> <li>- Welsh Athletics Guidance</li> <li>- Implements</li> <li>- Sanitising</li> <li>- Social distancing</li> <li>- One Way systems</li> <li>- Number of athletes &amp; officials</li> <li>- Competition format</li> <li>- Seating</li> <li>- Measurement of distances</li> <li>- Mitigations for officials' hygiene when handling equipment</li> </ul> <p><i><b>This list is not exhaustive</b></i></p>
		Jumps	Consider the following: <ul style="list-style-type: none"> <li>- Welsh Athletics Guidance</li> <li>- Runway markers</li> <li>- Run-up measurement</li> <li>- Sanitising</li> </ul>

			<ul style="list-style-type: none"> <li>- Social distancing</li> <li>- One way systems</li> <li>- Number of athletes/officials</li> <li>- Competition format</li> <li>- Seating</li> <li>- Measurement of distances</li> <li>- Mitigations for officials' hygiene when handling equipment</li> <li>- Uprights &amp; bar management</li> <li>- Cleaning of landing areas</li> </ul> <p><i>This list is not exhaustive</i></p>
		Sprints & Hurdles (upto & including 400m Hurdles)	<p>Consider the following:</p> <ul style="list-style-type: none"> <li>- Welsh Athletics Guidance</li> <li>- Starting blocks</li> <li>- Starting area</li> <li>- Lane allocation</li> <li>- Pre-race</li> <li>- Post-race</li> <li>- Officials duties &amp; hygiene implications</li> <li>- Hurdles (management and cleaning)</li> <li>- Falls</li> </ul>

			<ul style="list-style-type: none"> <li>- Communication of procedures</li> </ul> <p><i><b>This list is not exhaustive</b></i></p>
		800m	<p>Consider the following:</p> <ul style="list-style-type: none"> <li>- Welsh Athletics Guidance</li> <li>- Lane allocation &amp; usage</li> <li>- Stagger</li> <li>- Officials duties</li> <li>- Pre-race</li> <li>- Post-race</li> <li>- Communication of procedures</li> </ul> <p><i><b>This list is not exhaustive</b></i></p>
		1500m & above (including Steeplechase)	<ul style="list-style-type: none"> <li>- Welsh Athletics Guidance</li> <li>- Lane allocation</li> <li>- Officials duties</li> <li>- Social distancing pre and post-race</li> <li>- Communication of procedures</li> </ul> <p><i><b>This list is not exhaustive</b></i></p>
		Zoning	<p>Will you use zones at your venue?</p> <p>For what purpose will they be used?</p> <p>How will they be managed in order to adhere to social distancing?</p>

		Results	How will results be managed in order to minimise transmissions between individuals? How will this be communicated to athletes?
		Non-Technical volunteers	Will you use an announcer? How will they be communicated with safely?
		Field Cards	Will field cards be required? How will they be safely distributed to officials? How will they be returned to the results staff safely?
		Timekeepers	How will Timekeepers ensure social distancing? Will equipment be made available e.g. timing pads?
		Photofinish	Consider the location and size of the room? How many can safely operate? How will the equipment be safely used and sanitised?
		Spectators	No spectators are permitted at the competition in line with Welsh Government guidance.
		Athlete +1	Will athletes be allowed to bring a +1? How will this be monitored? Where do they stand?

			Can they adhere to social distancing?
		Officials Area	Consider the location of this. Can social distancing be adhered to? What will happen to their personal belongings? How will arrangements be communicated? Adverse weather contingencies.
		Officials Briefing	Is one required? Where will this take place? How will it be managed and delivered?
<b>Spread/transmission of COVID-19 through airborne transmission of the disease by an infected person</b>	Athletes, Officials, venue staff, volunteers, parents, coaches  Anyone involved in attending or participating in the event		Consider how you will ensure social distancing is adhered to? Will PPE be a requirement?

This is a sample risk assessment. For information on how to write a risk assessment, and a template, please visit <https://www.uka.org.uk/governance/health-safety/risk-assessments/>

**NOTE:** The subject matter contained within the above example is not exhaustive and the material does not stand on its own nor it is intended to be relied upon as a substitute for obtaining specific legal and/or tax advice. The information contained in this document is given in good faith but any liability of Welsh Athletics or professional advisors (including their respective members or employees) to you or any third party which may arise out of the reliance of you or any other party on the contents of this document is hereby excluded to the fullest extent permitted by law. We would strongly recommend that you consult your own professional advisers on specific issues before acting or refraining from action on any of the contents of this document

