|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SACU Covid-19 Risk Assessment C:\Users\sms\Desktop\MSS\Logos and Branding\SACU.jpg** | | | | |
| **Organising Club:** |  | | **Submission Date:** |  |
| **Type of Event:**  **Discipline:**  **Venue:** | **Date of Event:** |
| **Risk Assessment By:** |  |
| **Position:** |  |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Record anything else that you think is**  **needed to manage this risk:** | **Action by (provide name of responsible person):** |
| **General Arrangements - All Persons** | | | | |
| **Vulnerable persons or those with underlying health conditions** | ***\*All persons attending\**** who are vulnerable or have underlying health issues risk becoming seriously ill due to contact with COVID-19 | * Individuals who are classed as “Clinically extremely vulnerable” or those living with someone who is “clinically extremely vulnerable” should not attend the event. |  |  |
| **Transmission of virus from a person displaying the symptoms of COVID-19.** | ***\*All persons attending\**** risk contracting Covid-19 | * Individuals who are displaying symptoms (namely high temperature or a new, continuous cough) should not attend the event. * If an individual starts to display the symptoms at an event, they must leave as soon as is possible and the organiser must implement a cleaning and disinfection protocol. * Signs will be displayed at the entrance advising persons with the symptoms not to enter the event. * Any person displaying symptoms will be respectfully asked to leave. |  |  |
| **Social Distancing** | ***\*All persons attending\**** risk contracting Covid-19 through physical contact, aerial transmission or deliberate acts if social distancing requirements are not followed | * Organisers will follow current Government Regulations /SACU Guidelines in relation to social distancing. This will need to be considered and applied to all aspects of the event * Competitor and spectator numbers may need to be reduced to achieve social distancing requirements * The wearing of PPE such as face masks is advisable where social distancing cannot be maintained |  |  |
| **Handwashing & General Hygiene Arrangements** | ***\*All persons attending\**** risk contracting COVID-19 through infrequent / poor handwashing | * Regular handwashing / sanitising is advised in accordance with Government / SACU Guidance * Wherever possible organisers are to make public handwashing / sanitising facilities available * Toilet facilities will be provided with additional external hand sanitising facilities for public use prior to entry * Organisers will provide / make available hand sanitiser for all persons working at the event |  |  |
| **COVID-19 Hazard Warning Information** | ***\*All persons attending\**** will be reminded of controls to prevent contracting COVID- 19 | * Covid-19 hazard warning information to be added to event paperwork and entrance signage - persons with symptoms told to stay away, social distancing requirements of 2m+, regular handwashing / sanitising, wearing of PPE (masks and gloves) advised |  |  |
| **Travelling** | Organisers risk contracting Covid-19 whilst travelling to and from a practice event | * Organisers will follow current Government Regulations /SACU Guidelines in relation to travel at all times * Organisers are encouraged to use their own private transport to get to and from the event where possible * Sharing of vehicles is to be avoided wherever possible - where necessary windows should be kept open to allow natural ventilation and try to keep vehicle sharing with the same people as much as possible. |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Record anything else that you think is**  **needed to manage this risk:** | **Action by (provide name of responsible person):** |
| **Specific Arrangements – Event Organisers** | | | | |
| **Working Parties** | Organisers risk contracting Covid-19 whilst setting up / clearing away a practice event | * Working parties will involve small numbers of people who will follow social distancing requirements of 2m+ * Organisers will strictly follow Government guidance in relation to self-isolation where Covid-19 symptoms are present - any organising members with symptoms will stay at home - see general arrangements * Individuals notified as being in the 'clinically extremely vulnerable' category will not attend - see general arrangements * Hand washing facilities / hand sanitiser will be made available and regular hand washing practices will be followed * Protective gloves and face masks will be worn * Organisers will travel to and from working parties in separate vehicles - see general considerations above |  |  |
| **Spectator Admission - Parking and**  **Viewing Areas** | **Spectators are currently NOT permitted** | | | |
| **Event Entry - Gate Staff** | Gate staff risk contracting Covid-19 through contact with people entering the practice event. This can be from physical contact, aerial transmission or deliberate acts of aggression. | * In accordance with Govt. advice any persons with Covid-19 symptoms will be told to stay at home * Gate staff will be provided with and wear disposable gloves, a face mask and face shield when checking in riders * Hand sanitiser will be provided to gate staff and used regularly * PPE will be changed frequently and disposed of in a sealed, clearly marked bag |  |  |
| **Event Entry - Money Handling** | Gate staff risk contracting Covid-19 from handling money | * All payment will be made in advance online - there will be no cash   transactions |  |  |
| **Paddock Area - Parking** | Riders and their associates risk contracting Covid-19 through social contact in paddock areas. This can be from physical contact, aerial transmission or deliberate acts of aggression | * In accordance with Govt. advice any persons with Covid-19 symptoms will be told to stay at home - see general considerations * Paddock parking will be spread out so far as possible to maximise the space between vehicles / awnings etc. to achieve Govt. social distancing requirements * Covid-19 signage will be displayed reminding members of the paddock to observe social distancing protocols, regular hand washing protocols and face masks are advised to be worn in public areas - riders will stay in their designated paddock area, only leaving this area for practice or if medical attention is required * Riders and their associates will be responsible for abiding by / self- policing social distancing protocols * There will be no overnight camping and social gatherings |  |  |
| **Signing On - Competitors & Officials** | Organisers and Riders risk contracting Covid-19 through  contact when signing on for an event | * Riders will book in advance to register - riders will not be permitted   entry without pre-booking   * No sharing of pens, pencils or paper * PPE to be worn during signing on and off |  |  |
| **Technical Inspection** | **No technical control** | | | |
| **Event Officials – Secretary, Clerk of Course , Track Staff, Marshals, Observers etc.** | Organisers risk contracting Covid-19 whilst carrying out their duties at the event | * Briefing will be conducted with persons observing social distancing requirements - everyone will be advised of Covid-19 procedures * Event Officials arrangements will be reviewed and subject to social distancing requirements - this might result in single manning * Event Officials will be provided with suitable PPE (face masks / visors / gloves). Hand sanitiser will be provided * Event Officials will be instructed to not leave their position, in the event of an incident, the Clerk of the Course will determine and direct what assistance is required - see fallen rider |  |  |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Record anything else that you think is**  **needed to manage this risk:** | **Action by (provide name of responsible person):** |
| **Medical Services** | Medical staff risk contracting Covid-19 at events through the provision of general and emergency medical assistance | * Medical providers will provide organisers with their own Covid-19 specific risk assessment * Medical staff will observe social distancing requirements and wear suitable PPE (face masks / visors / gloves) whilst responding to incidents / treating casualties * Medical staff will follow strict hand cleaning / sanitising practices |  |  |
| **Timekeeping Services / Clerk of the Course** | Clerk of Course risks contracting Covid-19 through direct contact or aerial transmission. | * There is no Timekeeping at practice events * The Clerk of the Course will maintain social distancing requirements and wear face protection when speaking with competitors / others * Hand sanitiser will be provided and regular hand cleaning practices followed |  |  |
| **Scoring (TRIALS)** | Clerk of Course / secretary/ riders risks contracting Covid-19 through direct contact or aerial transmission.  Personal Scoring may take place for a rider to measure their performance. | * There is no scoring at practice events * If riders have been issued with their own punch, they should not share it with others. A rider can observe for others as long as they keep hold of the punch card for the duration of the trial and ensure it has been disinfected prior to handover. * If Trial has designated observers, they will ensure social distancing by marking scores in a book or similar. No punching of score cards to be carried out by observer. * The Clerk of the Course will maintain social distancing requirements and wear face protection when speaking with competitors / others * Hand sanitiser will be povided and regular hand cleaning practices followed |  |  |
| **Mechanics / Rider Assistance** | Mechanics, friends and family assisting a rider risk contracting Covid-19 through physical contact, aerial transmission or deliberate acts at events | * Each rider will be restricted to one mechanic/assistant who will only use their own tools. Tools are not to be shared * Social distancing requirements will be followed and wearing of PPE such   as face masks is advised |  |  |
| **Rider Numbers / Age Restrictions / Track Activity** | Riders and organisers risk contracting Covid-19 through direct contact or aerial transmission at practice events | * Subject to social distancing requirements, rider numbers will be limited at each event – organisers must follow the most current Government Guidelines with regards to participation bubbles and maximum attendance * Practice organisers must comply with current Government social distancing guidelines of 2m+ * No mass starts - riders will be held in a socially distanced manner in their respective class before being allowed onto the track with a minimum length of start straight between each person |  |  |
| **Coaching** | Riders and organisers risk contracting Covid-19 through direct contact or aerial transmission at coached sessions | * Coaches can run organised outdoor, non-contact group training sessions - coaches must follow the most current Government Guidelines with regards to participation bubbles and maximum attendance (youth and adult) |  |  |
| **Machine Breakdown** | Motorcycles that have broken down will need to be recovered back to the paddock from the track. | * Rider/mechanic/rider's assistant only to recover machine with authority   from the Clerk of the Course |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Record anything else that you think is**  **needed to manage this risk:** | **Action by:** |
| **Fallen Riders** | Fallen riders may require assistance which would bring them into close contact with organisers / medical staff. Organisers and medical staff risk contracting Covid-19 through direct contact or aerial transmission when  assisting fallen riders | * Only the Clerk of the Course / Officials with medical support (if required) will attend to fallen riders. Full PPE will be worn (Mask / Gloves) whilst in attendance and discarded after use. * No marshals are to assist and no picker uppers will be allowed |  |  |
| **Track Maintenance** | Track staff risk contracting Covid-19 through the shared use of equipment such as tractors | * Where applicable track staff will not share tractors / equipment etc. to reduce the possibility of cross-contamination * Where applicable track staff will wear appropriate PPE and equipment   should be sanitised before use |  |  |
| **Food & Beverages** | Temporary catering facilities are employed to provide take away food and beverages for those attending the event. | * Subject to UK Government advice food vendors will only provide a take away service and operate strict social distancing protocols - individual condiments are to be provided * Where food vendors are not permitted, Riders / Organisers etc. should provide their own food / beverages for the duration of the event. |  |  |
| **Trade Stands** | Trade stands will supply goods and services to riders and those attending the event. | * Trade stands are not permitted * Riders should provide their own spares / equipment as required to participate at the event. |  |  |
| **Toilet Facilities** | Events are highly likely to be serviced by temporary toilet facilities that are without mains running water and used by a large number of people.  Hygiene arrangements in temporary toilets if unattended are often very poor and could be a source of infection that might result in people becoming unwell and potentially suffer fatal infection from Covid-19 | * Covid-19 warning signage should be displayed adjacent to washroom/temporary toilets emphasising importance of social distancing * Toilet facilities must be equipped with hand sanitising / hand washing facilities before and after use * Numbers of persons using communal washrooms will be restricted and controlled where necessary - defined queuing systems should be considered * If possible, temporary toilet facilities will not be used * Regular cleaning of washroom / facilities will take place throughout the event * Competitors are responsible for providing their own handwash facilities whilst in the Paddock area |  |  |
| **Litter & Waste Handling/Disposal** | Organisers risk contracting Covid-19 virus when collecting litter/handling waste/emptying bins. | * Covered waste skips are to be provided for litter and general waste * Organisers should avoid directly handling litter/waste and where this is not possible suitable PPE is to be worn |  |  |
| **Guidance Notes:** | | | | |
| **Please be aware that as part of managing the health and safety of your practice event you must control the risks in relation to Covid-19. The hazards and control measures listed within this assessment are not meant to be exhaustive - you should add any further items as you consider necessary and check with the SACU Office for the latest advice.** | | | | |
| **A risk assessment is not about creating huge amounts of paperwork but rather about identifying sensible measures to control the risks at your event. You are probably already taking necessary steps, but your risk assessment will help you decide whether you have covered all you need to.** | | | | |
| **A risk assessment should be carried out by a competent person such as the Clerk of the Course for each event that you are organising. The arrangements within this risk assessment should be carried out in conjunction with any specific recommendations made within the General Risk Assessment. In all cases, SACU events are to be organised in accordance with the current ACU Handbook.** | | | | |
| **If you are in any doubt then please contact the SACU Office (01506 858354)** | | | | |