

# Coronavirus - COVID 19 Policy

## **POLICY STATEMENT**

This document sets out guidance on how to work, operate and participate in sport and leisure activities safely while minimising the risk of spreading COVID-19. It gives practical considerations of how this can be applied in the facility or area of sport. The policy is to be adopted while the restrictions of the Coronavirus remain in place. It has been created to ensure, so far as it is reasonably practicable, that work will be carried out in our facility with a commitment to protecting the health of everyone who attends. This policy has the full support of the Directors.

## **INTRODUCTION**

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as a business and/or organisation or an employer you continue to comply with your existing obligations, including those relating to individuals with protected characteristics. It contains non-statutory guidance to take into account when complying with these existing obligations. When considering how to apply this guidance, take into account beneficiaries, contractors, customers, visitors and other people, as well as volunteers.

COVID-19 is a public health emergency. Team Endeavour Racing UK CIC has a legal responsibility to protect beneficiaries, volunteers, customers and users from risk to their health and safety, doing everything reasonably practicable to minimise the risk of COVID-19. It is important that a high level of hygiene is maintained at all times, but this is of particular importance at the current time, as the Coronavirus is known to spread through coughs and sneezes and to remain on surfaces for up to 72 hours, allowing it to be easily picked up and spread.

## **MANAGING RISK**

**Objective:** To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

The Senior Leadership Team have a duty to reduce risk to the lowest reasonably practicable level by taking preventative measures. Team Endeavour Racing must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means protecting the health and safety of our beneficiaries/volunteers and staff by working through these steps in order:

1. In every workplace, increasing the frequency of handwashing and surface cleaning.
2. Workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government.
3. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, Team Endeavour Racing will consider whether that activity needs to continue for team to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between beneficiaries and staff.
4. Further mitigating actions include:

- increasing the frequency of hand washing and surface cleaning
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- reducing the number of people each person has contact with by using ‘fixed teams or partnering’

Due regard to whether particular beneficiaries are especially vulnerable to COVID-19. A COVID 19 risk assessment should be maintained as appropriate and shared with all team staff, members and beneficiaries. Clear communication to beneficiaries, volunteers and staffs is critical to ensure that all reasonable measures to comply with social distancing and hygiene measures are adhered to, before, after and during physical activity. All team members should arrive at the facility in Team Endeavour Racing kit and where possible to travel home to change/shower.

Responsibility for implementing this Hygiene Policy Statement rests with the Principle Director. The Senior Leadership Team endorses this policy statement and is fully committed to its implementation.

### **FACE COVERINGS**

Team Endeavour Racing UK CIC are not at this time recommending the use of face masks or other face coverings. Team Endeavour Racing do not feel it to be beneficial to our beneficiaries. Our risk assessment shows that increased hygiene and social distancing are sufficient steps to manage the spread of Coronavirus especially as most activities will be in the open. However, any member of the team or beneficiaries or visitor who wishes to use this type of protection, may do so.

### **SUPPORTING TEST AND TRACE**

The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. Team Endeavour Racing will assist this service by keeping a record of all attendees in a way that is manageable for the team and to assist NHS Test and Trace with requests for that data if needed. Team Endeavour Racing will collect sufficient data on each attendee (name, home phone number, mobile number, date and times of entry and exit) so that each person could be contacted if there is a case of COVID-19 connected to the activity. This could help contain clusters or outbreaks

### **KEEPING THE FACILITIES CLEAN**

To keep the facilities clean and prevent transmission by touching contaminated surfaces. The following steps will be taken:

1. Maintaining good ventilation in the sport or facility. For example, opening windows and doors frequently, where possible.
2. Frequent cleaning of work areas and equipment including stationary equipment between use, using your cleaning products.
3. Frequent cleaning of objects and surfaces that are touched regularly, including stationary equipment, boats and ancillaries.
4. Providing spray and cloths and instructions for users.

Therefore, materials for self-cleaning of handles and rails after use (in line with normal practice) is essential and signage should emphasise to users that this is a duty to others. Team Endeavour Racing will:

1. Maintaining current rigorous cleaning procedures, reviewing and adapting where necessary including in increased high-risk spaces including main thoroughfares, touch points and walls and floors in circulation routes
2. If equipment cannot be cleaned after each use, it should not be used.
3. If cleaning after a known or suspected case of COVID-19 then specific guidance will be obtained.

## **HYGIENE – HANDWASHING, SANITATION FACILITIES AND TOILETS**

Team Endeavour Racing will help everyone maintain good hygiene through the training, maintenance day. Cleaning protocols will be put in place to limit coronavirus transmission in public places. Frequent cleaning of work areas and equipment between use, using usual cleaning products will be adhered to as is clearing workspaces and removing waste and belongings from work areas at the end of training days.

Maintaining hygiene, through handwashing, sanitisation facilities and toilets.

1. Signs reminding all participants of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into your arm.
2. Providing regular reminders and signage to maintain hygiene standards.
3. Frequent cleaning of work areas and equipment between use, using your usual cleaning products, is advised.
4. Providing hand sanitiser in multiple locations, in addition to washrooms, where there may be a higher risk of transmission.
5. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved.
6. Providing more waste facilities and more frequent rubbish collection.
7. Using disposable paper towels in handwashing facilities where possible.

## **REVIEW**

The effectiveness of this policy and associated arrangements will be reviewed regularly under the direct supervision of the Director as necessary to remain aligned to government guidelines.