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|  | |  |  |  |  | | --- | --- | --- | --- | | **Assessment Details** | |  |  | | **Org Unit** | University of Birmingham Sport | **Assessor Name** | Stephen Harris | | **Description** | **Return to Campus COVID-19: Building Risk Assessment** | **Assessment Team Members** | Operations Manager | | **Assessment date** | July 20 | **Review Date** | August 20 | | **Location** | University of Birmingham Sport & Fitness Athletics Track and associated changing facilities (see site map) | **Activity Description** | **Operation of the named facility post Covid-19** | | **Risk Assessment Category** | General | **Number Of People Exposed** | 25 | | **Reviewed By** | University of Birmingham Health & Safety Officer  (Steve Harris) | **People Exposed** | University of Birmingham Staff ( coaches) and Invited Elite Athletes | | Risk Ass Index ref | AR Gen 6 | **Is This An Acceptable Risk?** | Yes | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Hazard Category**  **Note sources of information for this assessment:**  UBS Admissions policy  UBS safeguarding Children & Vulnerable Adults Policy  UBS Photographic/Recording policy  Risk Assessments produced by Hirer for similar events.  UBS Reporting accident/emergency procedures for hiring groups  **Note sources of information for this assessment:**  UBS Admissions policy  UBS safeguarding Children & Vulnerable Adults Policy  UBS Photographic/Recording policy  Risk Assessments produced by Hirer for similar events.  UBS Reporting accident/emergency procedures for hiring groups  **Note sources of information for this assessment:**  UBS Admissions policy  UBS safeguarding Children & Vulnerable Adults Policy  UBS Photographic/Recording policy  Risk Assessments produced by Hirer for similar events.  UBS Reporting accident/emergency procedures for hiring groups | **Person at Risk** | **How is Person at Risk** | Grading of Risk with control measures in place  **(Severity x Likelihood)** | **Ares thee adequate**  **Y/N** | **Control Measures** | **Further control measures- after annual review** | | University of Birmingham Safety Services Generic information- Grading determined locally | | | | | | | | Organisational- Psychological Well being | St, UG/,Pg | Anxiety and stress caused by concerns around returning to work and studies on Campus | 6  (C3 x L2) | Y | Regular communication is in place (individual and group) via  Mondays- am Senior Managers meeting.  Monday pm, HOD (Heads of Department).  Separate meeting throughout the week based on sub-projects related to business.  HODS- periodic catch -up meetings with all furloughed staff.  Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i,e line managers, Internal Comms) and shared with staff via;   * Phonecalls, video calls ( Zoom, Skype, Whatsapp) * and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx):   New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers and *University of Birmingham Sport*. These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Building completed with Estates Project Manager ( Stuart Arkless on 30/6/20*** * ***On-line induction materials for returning to campus***: combination of the guidance and videos.   https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx   * ***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment)**   Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing. |  | | Organisational- Psychological Well being | St, UG/,Pg | Anxiety and stress caused by concerns around returning to work and studies on Campus | 6  (C3 x L2) | Y | Manager’s have regular phone conversations (furloughed and working staff) are focused on the staff members wellbeing and references UoB Internal Comms emails, its contents are services available to staff members.  HODs have weekly one-to one chat with their Line Manager. As above, focused on their well being. HODS are sharing work around as some are less busy than others. Flexibility has been forthcoming from all staff  Staff who are in vulnerable groups themselves or caring for others areo contact their line manager to discuss their support needs. Prior to lockdown ‘shielded staff’ identified and UoB required paperwork completed. Staffs caring for others ( shielded, elderly, disabled, children) have been discussing & agreeing workable solutions to meet work and caring demands. Happy to discuss my circumstances looking after children whilst my wife works as a Paediatric Intensive Care Nurse if that helps paint a picture of the departments flexibility.  HODS with Shielded staff have Risk Assessments. As this is private and confidential HOD keeps them. I have been asked for support, in confidence, by HOD and staff members separately.  Athletics track is an open space. Peep process exists for staff declaring a disability. At time of risk assessment review no staff have declared a disability  Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx> |  | | Biological- Virus transmission in the workplace | St, UG/,Pg | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | 6  (C3 x L2) |  | ***Specific individual worker risk assessment*** (*insert hyperlink*) undertaken for those who have a self-declared health condition which could increase their risk profile.  ***Social distancing: Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff continue to work remotely where possible.  Managers ensure staff with any form of illness do not attend work and actions to be taken if this situation arises.  The University’s [***On-line induction materials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff returning to work in University buildings*.*  Post specific guidelines for each groups of staff are created which include staffs own responsibilities to determine how they feel. This will also be part of Managers questioning when staff sign in.  Managers keep track of when staff can return to work after the symptom free period.  Only contractors are UoB Grounds & Garden staff. Their schedule of work and the use by the athletes.  Any building faults reported will be scheduled in with UoB Estates Maintenance around Athletes & G&G times.  Un-essential trips to UoB facilities negated by a coordinated programme of activity lead by Athletics Head Coach |  | | Environmental -  Virus transmission in the workplace due to lack of social distancing | St, UG/,Pg | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking | 6  (C3 x L2) |  | Athlete to coach ratios determined by UKAthletics Guidelines on Social Distancing. Track is an open air facility  Track facility has been zoned into 5 sections, with no more than 6 persons in each zone to maintain social distancing.  Access to the facility has increased from the normal 5 sessions to 12 to allow greater spread of facility use and minimise user contact time.  Coaches will book into specific slots at the facility to spread working hours and groups of athletes  No user will be able to access the facility unless they have submitted all necessary paperwork (medical screening questionnaire & track user agreement) and have a booked slot confirmed.  Access control for UoBS&F Athletics track and associated changing rooms reviewed.  Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing: Building checklist***  (The latest Guidance on these measures can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)).  One-way flow systems implemented to and from the track entrance to the activity spaces designated to athletes  Arrival and departure times at work have been staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.   * All staff have been appointed set sessions. Cleaning times factored in between sessions.   Staff activities are segregated to promote 2 metres distance including:   * Track area divided into work areas. ‘Bubbles’ restricted to their space once on the track * Coaches share/agreed numbers at each session based on activity and space allocation. * Access to toilets will be staggered. .2 x toilets assessable during track sessions * Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site. * Where available safe outside areas used for break. * Signage on all toilet doors explaining good practice. * Signage on entrance to facility explaining controls in place   Visitors not allowed onto site. All participation by invite only  Head Athletics Coach perform frequent evaluation against social distances controls. Staff are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  Activity risk assessment adapted to Social Distancing Guidelines from UKAthletics ( National Governing Body of Sport). Mitigating actions include:   * Further increasing the frequency of hand washing and surface cleaning. * Dividing the track up into separate self contained areas. Athletes stick to those activity bubbles. Same participants in each bubble each sessions ( see spereate track layout diagram) * Keeping the activity time involved as short as possible. * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).   Hygiene guidance given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands  Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed:  <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures). 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing). |  | | Biological- Suspected case of COVID- 19 | St, UG/PG | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 6  (C3 x L2) |  | Response plan in place in the event a confirmed or suspected case of COVID-19 and communicated and includes:   * If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and includes:   + Cleaning an area with sanitiser after someone with suspected COVID-19 has left will reduce the risk of passing the infection on to other people   + Where possible the area will be closed and secure for 72 hours, before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours   + Disposable gloves, masks and aprons will be worn for cleaning. These will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished   + Once symptomatic, all surfaces that the person has come into contact with will be cleaned (including touchpoints) * Provision and monitoring of adequate supplies of cleaning materials are in place. * Specific cleaning materials stored in a locked changing space not used by participants. * Only trained UBS&F staff have access. Cleaning done outside of activity timetbale * Team briefed on actions to be taken in the event of someone being suspected of having COVID-19. * Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided. * Employees to follow the Government advice: <https://www.gov.uk/coronavirus> * Line managers will maintain regular contact with staff members during this time and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. * Staff will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace. * Participants are aged between 19-23 so not classed within a vulnerable group. * No staff fir the profile of warranting discussions around vulnerable groups. * Staff have been encouraged to download the government COVID-19 contract tracing app. |  | | Biological-  Someone entering the work[lace with COVID - 19 | St, UG/PG. M | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 6  (C3 x L2)) |  | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.  Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.  If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s guidance. University managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> |  | | Environmental-  Virus transmission in the workplace | St, UG/PG. M | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | 6  (C3 x L2) |  | Individuals have been instructed and are regularly reminded to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Posters are displayed around the workplace including toilets used during the session  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in other areas where they will be seen.  Individuals are reminded to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded of the public health advice:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  UBS&F have established appropriate cleaning regimes with the input from UoB Cleaning Services. Trained UBS&F staff carry out cleaning tasks outside of activity timetable.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards.  Coaches have limited numbers so any equipment needed will be issued to individuals who are responsible for cleaning it before and after there session.  Toilet door handles, handles to storage containers ( will be opened/closed/cleaned by the coach as the containers will remain open throughout the session. All cleaning materials disposed of locally and transported to general of clinical waste facility at Sport & Fitness  Use of hot desks and spaces avoided and, where not possible e.g. training facilities, workstations are cleaned between different occupants including shared equipment.  There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use.  Everyone is encouraged to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc before after and during work.  Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.  Staff will come pre-changed. NO lockers needed  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area).  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. |  | | Organisational –  Exposure to Existing Hazards | St, UG/PG. M | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | 6  (C3 x L2) |  | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **First Aid:** First aid needs assessment reviewed to take into account any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **Hygiene:** Washing facilities with soap/gel available (see Cleaning below). People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution).  People have been made aware that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe.  Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to lockdown.  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. |  | | Environmental-Inbound & Outbound Post including goods | St, UG/PG. M | Exposure to contact with an object that has been contaminated with COVID-19. | 6  (C3 x L2) |  | All postal deliveries are routed via Sport & Fitness. Parcels are then taken to the track within closed sessions |  | | Environmental  Virus transmission outside of the workplace | St, UG/PG. M | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 6  (C3 x L2) |  | On the approach to the entry gates of the track to there is signage to warn all prior to entering this building social distancing is in place  There is signage advising staff to wash their hands regularly and not to touch their face.  There is one door for access and one door for egress and one way systems are inforce in the building.  Building access control is used during busy spells in the building i.e. one out one in.  Controlled access and egress is monitored to ensure it is followed. |  | | Organisational- Travelling to work | St, UG/PG. M | Exposure to respiratory droplets carrying COVID-19. | 6  (C3 x L2) |  | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.  Additional facilities such as bike-racks are provided to help people walk, run or cycle to work where possible.  Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. |  | | Organisational- driving to work | St | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 6  (C3 x L2) |  | Non-essential travel is minimised – remote options considered first.  Staff roles that are required to car share have been considered and whether this could continue. Alternative solutions to two-person delivery have been put in place including delayed delivery of large items or using an alternative method, for example, mechanical / material handling equipment.  Where these are not possible the number of people travelling together in any one vehicle is minimised, using fixed travel partners, vehicles are well ventilated to increase the flow of air via open windows and occupants sit side by side and sitting face-to-face is avoided.  Job and location rotation has been reduced.  Journeys have been scheduled and delivery/collection times to reduce contact with others.  Sufficient quantities of hand sanitiser /wipes are retained within vehicles to enable workers to clean hands after each delivery / drop-off.  Staff are encouraged to wash hands before boarding vehicles. |  | | Mechanical- Machinery & Equipment | St | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 6  (C3 x L2) |  | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected. |  | | Environmental- Ventilation | St | Exposure to respiratory droplets carrying COVID-19. | 6  (C3 x L2)) |  | Building users are encouraged where possible to ensure windows are open. |  |     **Persons at Risk**  UG/PG- Students  St- UBSport staff  M- Member  HG- Hiring Group participants  YP- Young Persons  NP- Non participants  **Note sources of information for this assessment:**  [**UoB Safety Services COVID-19 Return to Campus Risk Assessment information.**](file:///N:\UBSport\TRANX\COVID%20RE-OPENING%20PLANNING\MASTER%20PLAN\2%20ACTIVITY%20RISK%20ASSESSMENTS)  [**UBS&F Activity based Risk Assessment using UKAthletics Guidelines and templates**](file:///N:\UBSport\TRANX\Health%20&%20Safety\Risk%20Assessment\New%20Sports%20Centre%20-%20All%20Champs%20to%20edit\Outdoor%20Sports%20Facilities\Athletics%20Track\Activity\Current)  [**UBS&F activity use supporting docs**](file:///N:\UBSport\TRANX\Health%20&%20Safety\Risk%20Assessment\New%20Sports%20Centre%20-%20All%20Champs%20to%20edit\Outdoor%20Sports%20Facilities\Athletics%20Track\Activity\Current\Post%20covid%20information)  [**UKAthletics**](https://d192th1lqal2xm.cloudfront.net/2020/06/EA_return-to-activity-guidance-venues_Step-2.pdf) **Guidence** | | | | | | **Assessment Conclusion** | As of this review a phased return is planned.  Phase 1   1. Only Elite Athletes attending 2. Supporting Activity Risk Assessment Identifies Hazards and how to | | | |  |