

Risk ID	Risk Name / Description	Status	Date Identified	Owner	RP	RI	RS	Level	Mitigation Actions	RP	RI	RS	Level		
1	Maintaining Social Distancing at Competition sites	Open	29th April	CJ/Officials	2	3	6	High	Officials at each Event Site will ensure all athletes plus themselves remain 2m apart at all times. Chairs / benches / cones / marks will be positioned to assist this. Format agreed by England Athletics with DCMS to meet Public Health England social distancing requirements. 2 x Field Referees, 1 x Technical Manager, 1 x Equipment Officer and 2 x Clerks of Course will be around all areas and ensure guidance is adhered to	1	3	3	Low		
2	Car Parking	Open	29th April	JW	1	2	2	Low	250 cars are expected across the course of the day. Officials and Volunteers & Event Management will park on the Hardstanding Area. Athletes & Coaches to park on the field which has adequate capacity	1	2	2	Low		
3	Entering & Exiting the Stadium	Open	29th April	CJ/JW/Stewards	3	2	6	High	Everyone will enter through either the outside spectator gate or the main entrance dependant on discussions with BIAS. Our event Registration desk will check Athletes, Coaches and additional adults against the database lists at arrival points. Numbers to be limited to 750 max in stadium (anticipated to be less than 450 at any one time). Officials will enter earlier than others so problems should not arise. The Stadium will be asked to put in place a system of barriers and queue markers to separate those entering from those leaving.	2	2	4	Medium	13 to 15	HIGH
4	Maintaining Social distancing at competitions	Open	29th April	CJ / Officials	2	4	8	Medium	There will be a maximum of 15 athletes and 3/6 officials on any event site at any one time so this will not be a problem. Chairs /cones / markers will be provided to ensure athletes stay separated. 2 x Referees and 1 x Technical manager will be patrolling all areas and ensuring guidance is adhered to	1	4	4	Medium	8 to 12	MEDIUM
	Movement around the Outside Track	Open	29th April	CJ / Officials	2	4	8	Medium	There are a number of pinch points in the stadium so some areas will be made One Way (i.e. in front of the main stand). Some Gates to enter the arena will be divided to allow 2 way safe travel, others will be signposted One Way only.						
5	First Aid	Open	29th April	CJ / JW	3	2	6	High	A Paramedic Team will be booked to ensure cover at all times during the event. JW to liaise with CJ for contact details. The Paramedics dealing with injuries will wear appropriate PPE and details of all casualties will be recorded by them.	2	2	4	Low	5 to 7	LOW
6	Refreshments	Open	29th April	CJ	4	2	8	Medium	It is hoped that there will be a small number of Take-away food and drinks outlets on site as we understand that BIAS are no longer providing any outside catering. All outlets will have a designated area assigned outside with adequate space for social distanced queuing	0	2	0	Low	4 and below	NEGLECTIBLE
7	Arrival & Registration	Open	29th April	CJ/	2	3	6	High	At the point of entry into the Stadium all contact details of Athlete, Coach and Additional Adults will be checked and all entrants will be asked if they are showing symptoms of Covid 19 or if they have travelled from any of the local Lockdown areas or travelled back from a country on the Foreign office restricted travel list. A temperature check will also be made at this point. Registration will be situated in the lower part of the Indoor Area and will be accessed via the Ramp. This will be manned by two people who will wear face coverings. Athletes will be separated by 2m from registration desk. No numbers are being used to avoid unnecessary risk. Hand-gel will be available.	1	3	3	Low		
8	Limiting Entry Numbers	Open	29th April	CJ/ JW/CO	2	4	8	Medium	There will be approx 260 athletes, 150 additional adults with these athletes, 50 Coaches, 25 Volunteers / support staff, 4 photographers and 70 Officials including Management staff. Total over the whole day = less than 650. These will be spread over the day as specific arrival times will be given for all athletes arrival and departure therefore at least 50% of all athletes and additional athletes will not arrive till after 1pm. Those who have finished events in the morning will be asked to leave soon after their competition and warm down are completed. It is estimated there will be no more than 450 people in the Stadium at any one time and at some times considerably less. Officials, Support Staff and Management will be there all day. ALL data is already captured on our Databases and will be checked on arrival. These databases will be kept for 14 days in case they are needed for Test & Trace.	1	4	4	Medium	RI	Risk Impact
9	Social Distancing in the Stadium	Open	29th April	CJ / CO	3	3	9	High	Dependant on Government and England Athletics Guidelines in place on the date of the meeting, some additional accompanying adults and Spectators may be allowed. Areas will be set up for spectators and coaches near the event sites. Coaches and Spectators will be told there is no seating and to bring their own if needed. Athletes advised to maintain 2m social distancing at all times through reminders from Announcer, CO, Officials and signage. BIAS will need to put Entry and exit signage in place as well as signs to Toilet Facilities.	1	3	3	Low	RP	Risk Probability

10	Officials	Open	29th April	CJ	3	2	6	Officials will be designated an event and / or bubble of 6 and will remain in those groups for the duration of the meeting. Officials may wear masks & gloves if they wish but this is not compulsory as we are outside. There will be equipment disinfectant and Hand Sanitiser at all Event sites and officials will clean chairs / stands and other equipment between pools. BIAS will be responsible for Sanitising Pits & Beds between Pools.	2	2	4	RS	Risk Score (RI x RF)
11	Contact Tracing	Open	29th April	CJ	2	4	8	Our Entry system will have full details of athletes, coaches and Additional Adults entering the Stadium. The competitor age-group is in a low risk COVID cohort. Athletes and spectators will be given guidelines in pre information emails not to compete/travel if they have had COVID symptoms in the past month or have travelled from Lockdown or a Restricted area or Country. We will have digital records of all athletes, coaches, additional adults, Officials and helpers for Track & Trace Purposes. These will be kept for 2 weeks after the event	1	4	4		
12	Athlete Reporting for Events	Open	29th April	CJ/FR	2	3	6	Athletes will warm up in designated areas and will then be called to their competition site by an Official or Steward. There will be time between competitions to clean the site and avoid too many people being there at any one time	1	3	3		
13	Warming Up	Open	29th April	CJ/Officials	2	4	8	All warm ups will take place in designated areas. Athletes will then called to their competition site by Officials / Stewards	1	4	4		
14	Timetable	Open	29th April	CJ/FR	2	4	8	A Timetable will be produced at least 2 weeks prior to the event and emailed to BIAS. Start time approx 10.30 with Finish approx 17.30.	1	4	4		
15	Hygiene and Cleaning	Open	29th April	CJ/FR/JW	2	4	8	All potential contact / shared areas to be cleaned / disinfected regularly by BIAS under their cleaning regime . Sanitising solution will be available at all event sites for officials, event management team and athletes. All athletes and officials have been requested to bring their own as well. BIAS to sanitise all Beds, Pits before and after each Pool according to EA / DCMS guidelines. All equipment and chairs will be sanitised before and after every pool by Officials or Technical Team	1	4	4		
16	Use of Toilets /Changing Rooms	Open	29th April	CJ/JW	3	4	12	BIAS will open a suitable number of Toilets for use during the day with social distancing in place. Toilets to be cleaned regularly by BIAS cleaners. Signage to be clearly visible	1	4	4		
17	Hygiene and cleaning	Open	29th April	JW	2	2	4	All frequent touch points and toilets to be cleaned on an hourly basis by BIAS cleaners	2	2	4		
18	Leaving the Track	Open	29th April	CJ /JW	2	3	6	Everyone to leave stadium according to BIAS Signage	1	3	3		
19	Media	Open	29th April	CJ	2	3	6	There will be limited number of Photographers present who will maintain social distancing and wear appropriate PPE. A small film crew from England Athletics will be at some sites for video analysis. All will wear safety Bibs provided by BIAS and leave contact details with BIGish for the purpose of T & T	0	3	0		
20	Stewarding	Open	29th April	CJ	2	3	6	Stewards to be offered face masks. Social distancing to be maintained at all times	1	3	3		
21	Hot Weather	Open	29th April	CJ	2	2	4	The Met office forecast will be checked for 10.00 -18.00 on the Thurs & Sunday and posted on our site. All attending will be advised to bring their own water, sun protection, sun shades, masks, etc. Water will be available from vending machines at BIAS but athletes and spectators will be reminded to bring their own.	1	2	2		
22	Safeguarding	Open	29th April	CJ	2	2	4	All coaches and officials are UKA qualified and therefore DBS checked. If this was not the case they would have had their licences withdrawn. Licence numbes have been taken at time of registration and will be kept on the database with all other T & T data. All Officials and Management will be asked to read our Risk Assessment which will be published on our web site (www.bedfordgames.co.uk ). All documents relating to the event can also be seen on this site.	1	2	2		
23	Insurance	Open	29th April	CJ				We have received a Level 2 Permit from EA / UKA and this is also our Insurance document. This is issued to all Licenced Athletics meetings and without this we would not be able to run the meeting. The insurance for all Licenced meetings is held by UKA / EA.					
24	Emergency Evacuation	Open	29th April	JW / BIAS	2	3	6	Exit routes will be signposted by BIAS	1	3	3		