

Job Description

Job Title: COVID-19 Safety Officer

Responsible to: The Club Executive Committee of P.H.D FUNDamentals

Responsible for: To keep gymnastics safe for all participants. British and Scottish Gymnastics both strongly recommends that clubs ensure that all venues have an appointed COVID-19 Safety Officer to implement a safe return to sport. This Position Description outlines the role, which may be combined with other duties but, the priority must always be monitoring and implementing the Step Forward Plan.

Scope of Position:

Aim: to keep gymnastics safe for all participants

Role: the COVID-19 Safety Officer is responsible for implementing the government, Scottish and British Gymnastics restrictions and guidelines for the management of the COVID-19 risk in their competitions and venues.

Extent: the Safety Officer must not be responsible for more than four (4) at one time and larger venues will require extra positions but must make the responsibility of each position clear.

Skills and Experience Required:

The Safety Officer must maintain an excellent understanding of the Step Forward Plan Guidelines (as they may be amended from time to time) and be able to firmly implement them without exception.

Responsibilities:

The Safety Officer is responsible to oversee the facility entry and exit points and the “flow” of people (participants and spectators) to, from and at the gymnastics halls.

Specifically:

- Entry / Exit and Movement Within Facility
- Implement Mandatory exclusions (those with an active viral illness)
- Give warnings of COVID-19 risk (>65 years or chronic illnesses)
- Record the number of people in the venue and enforce restrictions in relation to social distancing and gatherings and implement clear guidance for smooth movement of attendees within the venue that facilitate social distancing
- Spacing of ‘working stations’ to facilitate gathering control and social distancing of gymnasts, coaches and parents.
- Ensure hygiene measure are in place (hand sanitiser, handwash)
- Facilitate participants’ rapid exit from the hall to allow prompt cleaning post-session and restrict entry of next participants until gym hall is clean and empty
- Ensure spectator compliance with social distancing

Reporting

P.H.D FUNDamentals Trampoline and Gymnastics

<http://phdfundamentals.btck.co.uk/>

SC050447



- Record regular venue checks and report to the facility/venue manager and committee
- Sign-off on each gymnastics cleaning sheet at the end of the days sessions
- Process for managing non-compliance by participants (including removal from facility)

Facility management

Ensure to work with the facility the club hires to ensure the following are in place:

- Toilets (document the cleaning that is in place)
- Change rooms (monitor whether opened or closed, document cleaning routine)
- Canteen (ensure social distancing)

