

COVID-19 Officer guidance

Before any activity starts the group must complete and send in their Covid-19 risk assessment and trustee checklist to National Office for sign-off to recommence RDA activities

As is a requirement for venues in Scotland, and best practice elsewhere we would expect Groups to have an individual who will take on the role of Covid-19 Officer.

This should be the person that signs off the Covid-19 risk assessments. All sessions should be overseen to make sure policies are followed, this should either be the Covid-19 officer themselves or a person where this responsibility has been delegated by the Covid-19 officer to them who will be in attendance at the session (i.e. the coach).

This individual will be responsible for ensuring that each session is run in line with RDA's 'Getting Started' guidelines. It is recommended that the coach take on this responsibility for their sessions to ensure that all necessary health and safety procedures are followed during their coaching sessions.

Roles and responsibilities of the Covid-19 Officer (or delegated officer for that session)

- Be aware of Government guidelines and Covid-19 related safety, hygiene and social distancing protocols – we are currently trialling e-learning courses before we provide recommendations.
- Work with the Group Committee and coaches to ensure each session is compliant with the guidance.
- Ensure all participants attending sessions understand the guidelines for the session.
- Complete the Covid-19 risk assessment and ensure the actions are completed for each session.
- Liaise with the group venue to gather information on the venue's Covid-19 guidance to ensure the session adheres to this.
- Ensure contact details for all attendees are collected.
- All attendees (participant, careers, coaches, volunteers) have a responsibility to notify the Covid-19 Officer should they get symptoms of Covid-19. The person with symptoms should seek a test promptly and follow the NHS Track and Trace procedure.

Further support and guidance

These guidelines are accurate at the date of publication but are subject to change in line with government guidance. Keep checking www.myrda.org.uk/runningyourgroup/getting-started-after-lockdown for the latest version and supporting tools and information.