



Covid officer role and responsibility

Role assigned to: Centre Manager & Duty Managers

Purpose

- To be the main point of contact for Gardyne Sport Centre on all things related to Coronavirus (COVID-19).
- Oversee the centres implementation of public health and safety measures across the centre.
- Ensure that the centre has appropriate processes in place to document risk assessments and that all appropriate mitigations are put in place before any activity is undertaken.
- Ensure that the centre has the correct processes in place to take an accurate record of all attendees in line with Scottish Government Test & Protect.
- Ensure that all processes are being followed.

Responsibilities of a COVID Officer

- Keep up to date with ongoing Scottish Government and SGB advice and guidance relating to Coronavirus (COVID-19).
- Ensure processes are in place for documented risk assessments and all appropriate mitigations are identified and ensuring that the club undertakes these assessments and implements the necessary mitigation before any activity is undertaken.



- Ensure centre policies and procedures are updated accordingly in relation to Coronavirus (COVID-19).
- Ensure that the centre has appropriate processes in place to take an accurate record of all attendees, including coaches, for all sessions in line with NHS Test & Protect request that this includes the name of each member, a contact telephone number, and the date/time of the session.
- Ensure there is awareness of the centres Coronavirus (COVID-19) protocols and encourage members and other users to take individual responsibility.
- Where deemed appropriate, ensure there is access to a supply of appropriate personal protective equipment (PPE) for all that require it.
- Ensure there are appropriate and visible signage to manage new Coronavirus (COVID-19) protocols.
- Ensure procedures are in place so that all training equipment can be sanitised before and after each training session and check that these procedures are being properly followed.
- Offers reassurance to members and participants that the centre is a safe and welcoming place, through sending out information, offering a walk around and creating videos to share.
- Engage with COVID Officers from other sports and clubs for support and to ensure that best practice guidelines are being adhered to.
- Weekly meetings with SRL COVID-19 Officer to share Risk Assessments