



Plymstock Road Runners - Extra-Ordinary Committee Meeting

No. 180 Minutes

Date: 19^h July 2020 via Zoom

Present: Bill Christie (BC), Steve Rose (SR), Linda Worsfold (LW), Graham Bale (GB), Jackie Falkner (JF), Brett Tunnicliffe (BT), Carla Haines (CH)

Apologies:

Item	Discussion	Action
1.0	Operating in a COVID Secure Environment (JF)	
1.1	Advice sought from England Athletics on the government's regulations concerning the control of the spread of COVID-19.	
1.2	Four main actions to consider: <ul style="list-style-type: none"> • The appointment of a COVID-19 Officer. • Creation of an Action Plan and Risk Assessment. • Means of social distancing. • Recording contact information from those attending training sessions/events. 	
2.0	COVID-19 Officer (JF)	
2.1	JF offered to serve as the clubs COVID-19 Officer during the pandemic who ensures new regulations and restrictions are adhered to.	JF
3.0	Action Plan and Risk Assessment (SR)	
3.1	SR agreed to put together a Risk Assessment which shall include: <ul style="list-style-type: none"> • The promotion of awareness within the club of the risks and how to reduce likelihood of virus spread. • Means of contact surface spread due to contamination; i.e. from gates and styles etc. • Means of airborne spread from infected individuals. Once written, all to read, understand and comply with the Risk Assessment.	SR
4.0	COVID-19 Airborne Spread Prevention	
4.1	Adherence to the government's guidelines of the '2m Social Distance' to be observed at all times.	All
4.2	For First Aid activities, a compliance with an additional Risk Assessment will be required to allow the break in the social distancing rule.	SR
4.3	Avoid members of the public during training activities/events.	
5.0	COVID-19 Surface Spread Prevention	
5.1	Encourage individuals to bring their own hand sanitiser; the 'Run Leader' of the group to ensure one is carried at all times.	
6.0	Recording of Contact Information of those Attending Training Sessions/Events	
6.1	The 'Run Leader' of the group will be responsible in obtaining information. List then is to be forwarded to the COVID-19 Officer for filing. The COVID 19 officer will ensure that all data held is compliant with GDPR.	
7.0	Website and Social Media Notifications	
7.1	SR will update website & social media with new club COVID-19 requirements.	SR
8.0	Any Other Business (All)	
8.1	None.	
9.0	Date of Next Meeting (GB)	
	To be advised. <i>Post meeting note: Next meeting 5th October 2020.</i>	ALL