

**Staff Support Assistant**

**Army Headquarters**

**Andover Support Unit**

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|  | Reference: AGC/ATH/TRG/22  20 January 22 |

**AGC ATHLETICS TRAINING**

1. **Aim**.The AGC Athletics training days will deliver professional coaching to any member of the Corps with an interest in any of the various athletics disciplines. The training will be suitable for athletes of all abilities; allowing for complete beginners to learn alongside seasoned athletes improving their skills. The training days will prepare athletes ready for competition at both the AGC Inter Branch Athletics Competition on 8 Jun and the Inter Corps Championships on 14 - 15 Jun 22.

2. **Date & Location**.AGC Athletics Training and coaching days will be held on the following dates and location:

a. 04 May 22 Tidworth Oval Training Day

b. 08 Jun 22 Tidworth Oval Inter Branch Competition

c. 25 May 22 Aldershot Stadium Training Day

3. Details for the Inter Branch Competition will be distributed, anyone needing further information should contact SSgt Kim Doyle [Kimberley.Doyle384@mod.gov.uk](mailto:Kimberley.Doyle384@mod.gov.uk).

4. **Attendance**. Interested personnel are to register their intent to attend the training days using Annex A by **Mon 18 Apr 22.** Athletes must be medically fit and are responsible for gaining their CoC permission to attend. Training groups will be limited to 12 people per group (see para 13), training groups will be allocated by the undersigned in advance of the training sessions. Athletes will receive notification by email on arrival time and group.

5. All attendees are to ensure their attendance is recorded and authorised via Unit Part One Orders.

6. **Timings**. 4 May will be 1000hrs to 1500hrs with a break for lunch, 25 May will be 1200 to 1530hrs. Personnel are to ensure they are ready to start training promptly for the start time.

7. **Feeding and Accommodation**. Tidworth and Aldershot are PAYD facilities and lunch can be taken either in the garrison PAYD facilities or at local establishments. There is no subsistence allowance available for sports activities. Accommodation at Tidworth can be made via the Central Accommodation Booking Services (CABS).

8. **Transport**. Funding to cover the expense of attending the training dates is not covered [2019DIN10-025](https://modgovuk.sharepoint.com/:w:/r/sites/defnet/Corp/_layouts/15/Doc.aspx?sourcedoc=%7B25136229-40AC-4CE6-8AFB-4E51970CEE2F%7D&file=2019DIN10-025.docx&action=default&mobileredirect=true&DefaultItemOpen=1) refers; as such is to be self-funded. However, AGC Athletics can offset some travel costs for junior ranks in distant locations. Funds will be given on a rank and needs basis please apply to WO1 Branfoot for travel cost reimbursement to attend where required.

9. **Dress**. Dress for the day is sports-wear appropriate to the disciplines being trained for and weather conditions. Clean attire appropriate to attending service dining facilities should also be taken for the lunch period. Ensure you bring a face covering for use when not engaged in physical training.

10. **Arrival Procedure.** On arrival you are to report to the AGC Athletics staff located by the viewing stands where you will book in for Covid Track and Trace, athletes will then be directed to their training group where your coach will give further direction.

11. **Cost.** There is no charge for attending the training or competition days for any member of the AGC.

12. **Medical**. Anyone who is injured and cannot continue with training should inform their respective coach and inform WO1 D Branfoot of the incident on 07539016536, who will be available to assist with completion of appropriate documentation. For any serious injuries athletes should contact the local medical centre in Tidworth on 01980 650640 and book an appt or for emergencies call 999.

13. **Force Health Protection (FHP)**.All athletes are to fully comply with Army (FHP) measures. Any unit specific or local rules are also to be adhered to.

1. All personnel are to follow the simple guidelines below:



14. **Risk Assessment**. All training for evening training sessions will take place in a covid secure environment which allows a maximum of 12 athletes to a qualified England Athletic Coach session plans are athletes to train together. All personnel are reminded that there is no authority for any training to take place indoors. A Risk Assessment (Annex B) covers all COVID-19 and H&S aspects for the event.

K DOYLE

SSGT

AGC Athletics Assistant Secretary

Annex A - Attendance registration form

Annex B - Risk Assessment

**ANNEX A to**

**AGC/ATH/TRG/22**

**dated 20 Jan 22**

**AGC ATHLETICS TRAINING DAY**

To: From:

SSgt K Doyle Name/Rank: ……………

[Kimberley.doyle384@mod.gov.uk](mailto:Kimberley.doyle384@mod.gov.uk) Regt Number ……………

Unit ……………

Unit Tel No ……………

Mobile No ……………

Email Address……………….

1. I wish to attend the following AGC Athletics Training event(s):

a. 04 May 22 Tidworth Oval Training Day

b. 25 May 22 Aldershot Stadium Training Day

(\*delete as applicable)

2. I am interested in the following disciplines:

1. 100/200m
2. 400/800m
3. 1500m +
4. High Jump, Long Jump
5. Hurdles
6. Javelin
7. Hammer/Discuss/Shot
8. Other:

3. Please complete the Next of Kin details below

1. Relationship (Mother/Father/Wife/Husband/Partner):
2. Contact Address in case of Emergency:

1. Contact Tel No:

Mobile No:

**ANNEX B to**

**AGC/ATH/TRG/22**

**dated 20 Jan 22**

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| **Key Guidance** This section provides a quick overview of some of the key concepts in Army risk assessment. Refer to Notes section for further information. The first line of the risk assessment table, below, shows an illustrative example.  **Hazard** is anything that may cause harm, e.g. working at height on a ladder.  **Risk** is the chance that someone or something could be harmed by the hazard, measured by combining (multiplying) the likelihood of it happening with its impact (severity). For example, there may be a ‘possible’ likelihood that someone that is not competent could fall from a ladder (3 rating – see right) combined with a ‘moderate’ impact of multiple injuries (2 rating), which creates a score of 6 (low risk). However, the risk should be reduced to as low as reasonably practicable (ALARP) through the implementation of control measures, such as ensuring that only trained people climb the ladder.  **Dynamic Risk Assessment** compliments generic and specific risk assessment. Regardless of completing this AF 5010, it is beholden on the person creating the risk to continue to monitor the activity and the control measures. Any changes to the activity (including the environmental conditions) or the control measures, must be addressed via the mechanism of a dynamic risk assessment such that risks remain ALARP.  Note however that persons undergoing training cannot be deemed competent until their capability is properly assessed. | | | **Likelihood (L)\*** | **Multiplied by** | **Impact (I)\*\*** | **Equals** |  |  |  |
| 1 – Remote / Rare  2 – Unlikely  3 – Possible  4 – Probable  5 – Highly Probable   (Almost Certain) | 1 – Minor  2 – Moderate  3 – Major  4 – Severe  5 – Critical  *Note: impact number is unlikely to change with control measures* |  |  |  |
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| **5 Step Process** | Step 1 – Identify the hazards | Step 2 – Decide who might be harmed and how | Step 3 – Evaluate the risks and decide  on precautions (control measures) | Step 4 – Record your significant  findings and include in Ex / Coord instructions as necessary. Implement control measures | | Step 5 – Review your risk assessment  and update as necessary | | | |

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| **Dept / Sub-Unit / Unit / Formation:** | Army Athletics Association Winter Training | **Assessor (No, Rank, Name):** | SSgt K Doyke |
| **Activity (SSW) / Exercise (SST):** | Sport – Athletics – Weekly athletics training held at Tidworth Oval. | **Assessor’s signature:** | Kim Doyle |
| **Generic or Specific Risk Assessment:** | Generic | **Assessment Date:** | 20 Jan 22 |
| **Relevant Publications / Pamphlets / Procedures:** | [HASAWA 74 Section 2](http://www.legislation.gov.uk/ukpga/1974/37/contents), [The Management of H&S at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made). [JSP 375](https://modgovuk.sharepoint.com/sites/defnet/dsa/Documents/DSPA/JSP375/JSP_375_Part_1_Directive.pdf), [AGAI Vol One Chap 5](https://modgovuk.sharepoint.com/sites/defnet/Corp/Army/Publications/AGAI_005.pdf),, [AGAI Vol One Chap 7](https://modgovuk.sharepoint.com/sites/defnet/Corp/Army/Publications/AGAI_007.pdf), [AGAI Vol 2 Chapter 74](https://modgovuk.sharepoint.com/sites/defnet/Corp/Army/Publications/AGAI_074.pdf), [JSP 539](https://modgovuk.sharepoint.com/sites/defnet/JFC/Pages/JSP-539.aspx), [JSP 660](https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/JSP-660-Sport-in-the-UK-Armed-Forces.aspx), [ACSO 3216](https://modgovuk.sharepoint.com/sites/defnet/Corp/Army/Publications/ACSO_3216.pdf), [ASCO 3222 Army Heat Illness Prevention](https://modgovuk.sharepoint.com/sites/defnet/Corp/Army/Publications/ACSO_3222.pdf),, [Compendium of Mandated Training for Unit Personnel (18 Jul 17)](https://modgovuk.sharepoint.com/:w:/r/sites/defnet/Army/_layouts/15/Doc.aspx?sourcedoc=%7BA537647F-DE52-442F-8734-BF61DAA60561%7D&file=20170718-Compendium_Mandated_Trg.doc&action=default&mobileredirect=true&DefaultItemOpen=1&cid=546b6251-d548-4c94-9913-4879bf7d73a2), [Introduction of the Army’s Sports Appointment Course](http://defenceintranet.diif.r.mil.uk/libraries/corporate/DINStraining/2015/2015DIN07-072.pdf), [Queens Regulations for the Army J5.020.](https://modgovuk.sharepoint.com/sites/defnet/Corp/Army/Publications/QR_Army_Amdt_37_AEL_112_May_19.pdf#search=Queens%20Regulations) [England Athletics COVID-19 Guidance Documents](https://www.englandathletics.org/athletics-and-running/news/guidance-update-for-restricted-return-to-activity-for-coaches-leaders-athletes-runners-and-facilities-step-3/) | **Review Date** **for GRA** (Step 5)**:** | 20 Jan 23 |

| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (l) | (m) | (n) |
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| **Ref** | **Activity / element**  (Step 1a) | **Hazards identified**  (Step 1b) | **Who or what might be harmed and how**, e.g.  • Military personnel - fatality  • Civ staff / contractors - injury  • General public - injury • Environment - spill(Step 2) | **Existing control measures**  (Step 3a) | **Assessment with  existing controls** | | | **Is residual risk acceptable in the context of risk appetite for the activity?  (Yes / No) – Refer to Risk Score Calculation above** *If Yes, move to column (n). If No, identify  additional controls* (Step 3e) | **Reasonable additional controls that can be implemented to reduce risk  to ALARP** (Step 3f) | **Reassessment with additional  control measures** | | | **List required action(s)  to instigate controls** (Step 3j) |
| **L\*  (1 to 5)** (Step 3b) | **I\*\* (1 to 5)** (Step 3c) | **Score\*\*\*  (L x I)** (Step  3d) | **L  (1 to 5)** (Step 3g) | **I (1 to 5)** (Step 3h) | **Score  (L x I)** (Step 3i) |
| 1 | Climatic Injuries. | Adverse conditions and climate.  Dehydration.  Overheating.  Exhaustion, dizziness, lethargy.  Unconsciousness or death.  NFCI’s, FCI’s, Hypothermia. | Military personnel – Major / minor injury. | Coaches are to be fully aware of signs and symptoms of dehydration and will monitor participants.  The WBGT will be utilised during the months of Mar - Oct and JSP 539 (Climatic Injuries will be adhered to as per the WBGT physical training index.  All participants will confirm they have taken on water prior to the session commencing.  All participants are to ensure they have a full water bottle with them prior to the start of the lesson.  Throughout the session, participants will be given adequate water / rest breaks.  Coaches to add in more water / rest breaks in relation to the climatic conditions.  WBGT Reading to be taken before and during (if risk is high) the lesson in non-winter months.  Correct clothing for the climate and conditions is to be worn and sports IC to check all participants.  Verbal questioning prior to, throughout and at the end of the activity.  Continually applying a Dynamic Risk Assessment throughout. | 2 | 5 | 10 | No | All sport activities MUST halt if the climatic threshold is reached.  If there are any suspected heat injuries regardless of WBGT reading the activity MUST STOP. | 1 | 5 | 5 | Regular WBGT checks and training on the signs and symptoms of heat stress.  Sport IC is to adjust session or cancel if the WBGT threshold is met or likely to be met. |

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| 2 | COVID 19. | Transmission of the virus to other participants.  Not keeping the adequate spacing.  Breathing difficulties. | Military/ civilian personnel – Fatality.  Contractors – Fatality. | Prior to the session commencing the participants will confirm they do not have any signs or symptoms of COVID 19.  Coaches they are up to date regarding limitations of sessions because of COVID 19.  If a participant begins to show signs and symptoms of COVID 19 they will be removed from training and follow the current government advice. The rest of the training group will be informed and act accordingly.  All participants are to keep a 4m spacing where possible.  Any equipment used is to be sprayed and wiped with anti-bacterial cleaner before and after use. Individuals are to select and keep equipment throughout the session and not pass equipment to other athletes.  Jumping pits are to be raked and turned over between each jump. Equipment used is to be cleaned between users. | 3 | 3 | 9 | Yes | N/A |  |  |  |  |
| 3 | Sport – Athletics | Uneven, slippery or undulating ground/surface. | Military Personnel - Sprains and Strains. | Coaches will ensure the area used for the session fits the needs of the session.  All areas used for the session will be checked over prior to the commencement of the session.  Throughout the session the coaches will adapt the area used if it becomes unsuitable.  Participants all MATT 3 trained.  1st aid kit taken to each session. | 2 | 1 | 2 | Yes | N/A |  |  |  |  |
| 4 | Sport – Athletics | Muscular Skeletal Injury. | Military Personnel - Sprains and Strains. | Coaches / Instructors are to ensure they comply with guidance in AGAI Vol 2 Ch 74 reduction of MSKI.  Prior to the session beginning, the Coaches will confirm all participants are free from injury.  All participants of the session will conduct specific warmup, relating to their sport led by the coach / instructor.  Coaches / Instructors will consistently monitor for injuries throughout the session.  Any participant that falls injured throughout the session will be taken to the medical centre ASAP and complete and an accident report form as soon as practically possible. | 2 | 1 | 2 | Yes | N/A |  |  |  |  |
| 5 | Sport – Athletics | Instructor ability. | Military personnel – Minor injury.  Civ Personnel – Minor injury. | All instructors are qualified and in date, either All Arms Physical Training Instructor’s (AAPTI’s), or Royal Army Physical Training Instructors (RAPTCI’s) or sport coach / instructor qualified as laid down in Compendium of Mandated Training for Unit Personnel (18 Jul 17) and Introduction of the Army’s Sports Appointment Course  All instructors are to maintain an up to date logbook, tracking that they are current and competent.  All instructors are to be aware of their risk assessment prior to taking the session. | 2 | 1 | 2 | Yes | N/A |  |  |  |  |
| 6 | Sport – Athletics | Medical Plan. | Military personnel – Minor injury.  Civ staff – Minor injury. | Minor injury- First aid will be given by a coach / instructor at the location of the injury occurring. If needed the participants will be escorted to the nearest medical centre.  Major injury- First aid will be given by coaches / instructors at the location of the injury occurring. If needed the emergency services will be contacted.  In all circumstances, the participant and the instructor will complete MOD form 510 incident report form which will be handed to the unit SHEF advisor.  All coaches / Instructors to carry mobile phone with emergency contacts. | 2 | 1 | 2 | Yes | N/A |  |  |  |  |
| 7 | Sport – Athletics | Track | Athletes – Injuries from collisions or falls. | 1. Ensure that there is a suitable access point to the track.  2. Ensure that the lane lines are luminous or clearly painted.  3. Ensure that the run-off at the end of a race and the area outside of the outside lane is clear of all obstacles.  4. Ensure that no one crosses the track during races.  5. Ensure that any run offs are on solid ground and not soft areas.  **Control measure responsibilities:**  1. Event Organisers, Ground staff.  2. Officials, Ground Staff 3. Event Organisers, Officials  4, 5, 6 Officials  7. Event Organiser, Ground Staff. | 3 | 1 | **3** | Yes | N/A |  |  |  |  |
| 8 | Sport – Athletics | Hurdles | Athletes - Injuries from collisions | 1. Ensure that all hurdles are removed to designated storage area.  **Control measure responsibilities :**  1. Officials, Athletes, Ground Staff | 3 | 1 | 3 | Yes | N/A |  |  |  |  |
| 9 | Sport – Athletics | Water Jump | Athletes - Injuries from falls | 1. Ensure that the water jump area is cordoned off or that the water jump is covered.  **Control measure responsibilities:**  1. Officials, Ground Staff | 2 | 1 | **2** | Yes | N/A |  |  |  |  |
| 10 | Sport – Athletics Field Events | Track (Run up) | Athletes - Injuries from tripping or falling | |  |  | | --- | --- | |  | 1. Ensure no pins etc. are around from a previous competition.  2. Ensure that no equipment is left on the area used for the run up and that the athletes' kit is stored in a suitable location.  3. Ensure that checkmarks are flush with the ground.  **Control measure responsibilities :**  1. Ground Staff 2,3 Officials, Athletes | | 2 | 1 | 2 | Yes | N/A |  |  |  |  |
| 11 | Sport – Athletics Field Events | Landing Area | Athletes - Injuries from hitting floor | 1. Ensure that the landing area is properly secured.  **Control measure responsibilities :**  1. Officials, Ground Staff | 2 | 1 | 2 | Yes | N/A |  |  |  |  |
| 12 | Sport – Athletics Field Events | Cross bars | Athletes - Injuries from tripping | 1. Ensure that the cross bars are stored safely in a designated area.  **Control measure responsibilities :**  1,2 Officials. | 2 | 1 | 2 | Yes | N/A |  |  |  |  |
| 13 | Sport – Athletics Field Events (Long Jump and Triple Jump) | Competition site | Athletes - Injuries from tripping or falling | 1. Ensure that there is a common surface both sides of the runway and that the runway is flush with the surrounding area.  2. Ensure that the take - off area and the area to the sides of the runway and landing area and beyond the landing area are free from obstructions.  **Control measure responsibilities:**  1,2 Officials, Ground Staff | 3 | 1 | 3 | Yes | N/A |  |  |  |  |
| 14 |  | Landing Area | Athletes - Injuries from edges of landing area | 1. Suitable padding should be put around the edge of the landing area.  **Control measure responsibilities:**  1. Officials. | 3 | 2 | 6 | Yes | N/A |  |  |  |  |
| 15 | Sport – Athletics Field Events (Shot, Discus, Javelin) | Throwing Implements | Athletes - Injuries from tripping, dropping | 1. Ensure that implements are not transported by athletes in classes : F32-F34, F51-F58 & F11.  2. Ensure that an athlete has complete control of an implement before total release during transfer to them.  3. Ensure that all implements are retrieved by officials or designated volunteers.  **Control measure responsibilities :** 1. Officials, Ground Staff, Athletes, Coaches 2,3 Officials | 2 | 3 | 6 | Yes | N/A |  |  |  |  |
| 16 | Sport – Athletics Field Events (Shot, Discus, Javelin) | Throwing Sectors | Athletes - Injuries from flying implements | 1. Control access to throwing sectors.  2. Ensure that VI athletes are informed when sector is clear.  **Control measure responsibilities :**  1,2 Officials. | 2 | 3 | 6 | Yes | N/A |  |  |  |  |
| 17 | Sport – Athletics | |  |  | | --- | --- | | Scoreboard | Athletes | | injuries from collisions | |  |  | | --- | --- | |  | 1. Scoreboards should be placed so as not to be a danger to athletes and should be removed when not in use.  **Control measure responsibilities :**  1. Officials, Ground Staff | | 1 | 1 | 1 | Yes | N/A |  |  |  |  |
| 18 | Sport – Athletics | Weather | Athletes - Injuries from slipping and poor visibility, health risks as a result of hot weather | 1. Ensure that adverse weather conditions are taken into account during competitions.  2. Ensure that visibility is sufficient for all competitors.  3. Ensure that adequate shade and water are available when appropriate.  **Control measure responsibilities :**  1,2 Officials. 3. Meeting Organiser | 3 | 3 | 9 | Yes | N/A |  |  |  |  |

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| **Authorising Officer / Warrant Officer (at unit level)** | **No, Rank, Name** | **Post** | **Date** | **Signature** |
| **Existing and additional controls agreed** | 25049158 WO1 Branfoot | AGC Secretary | 20 Apr 21 | [Electronically Signed] |
| **Where risk elevated up the CoC, AAA Sec to confirm additional controls implemented** | Maj (Rtd) John Killoran | Army Athletics Association Secretary |  |  |

**NOTES**

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| **Risk = Likelihood x Impact**   |  |  |  | | --- | --- | --- | | **Likelihood** | | **Definition** | | **5** | **Highly Probable  (Almost Certain)** | Is expected to occur in most circumstances | | **4** | **Probable** | Will probably occur at some time, or in most circumstances | | **3** | **Possible** | Fairly likely to occur at some time, or some circumstances | | **2** | **Unlikely** | Is unlikely to occur, but could occur at sometime | | **1** | **Remote / Rare** | May only occur in exceptional circumstances |  |  |  |  | | --- | --- | --- | | **Impact** | | **Definition (Health Safety and Environment)** | | **5** | **Critical** | * Multiple fatalities or permanent, life changing injuries. * Permanent loss or damage beyond remediation of an important and publicly high-profile natural resource, area or species. * Multiple incidents causing a major environmental impact. | | **4** | **Severe** | * A single death or multiple life-threatening injuries. * Severe damage over a wide area and/or on a prolonged basis to a natural resource, including controlled waters, or geography requiring multi-year remediation. * Single incident causing a major environmental effect or multiple incidents causing significant effect. | | **3** | **Major** | * Single life changing injury or multiple injuries which have a short-term impact on normal way of or quality of life. * Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation. * Single incident causing significant environmental impact. | | **2** | **Moderate** | * Multiple injuries requiring first aid. * Moderate damage to an area, and that can be remedied internally. * Multiple incidents causing minor environmental effect. | | **1** | **Minor** | * An Injury requiring first aid * Limited short-term damage to an area of low environmental significance/ sensitivity * Incidents causing minor environmental impacts | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Risk Score Calculation** | | | | | | | |  | | **Likelihood** | | | | | | 1 | 2 | 3 | 4 | 5 | | **I**  **m**  **p**  **a**  **c**  **t** | 5 | **5** | **10** | **15** | **20** | **25** | | 4 | **4** | **8** | **12** | **16** | **20** | | 3 | **3** | **6** | **9** | **12** | **15** | | 2 | **2** | **4** | **6** | **8** | **10** | | 1 | **1** | **2** | **3** | **4** | **5** |      |  |  |  | | --- | --- | --- | | **Risk Management** | | | | **Risk Rating** | **Authorisation** | **How Risk should be managed** | | **1 – 3 (Low)** | **OC** | **Review periodically** to ensure conditions have not changed and working within ALARP and risk appetite. | | **4 – 9 (Low)** | **CO** | | **10 – 12**  **(Medium)** | **OF5 /  1\* Bde HQ** | **Good risk mitigations** to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same. | | **15 – 16 (Medium to High)** | **2\* Div HQ** | **Requires active management** – review of desired outcome with additional resources or change to output requirements. | | **20 (High)** | **3\* – HQ HC & FA** | **Contingency plans** may suffice together with limited risk mitigations to achieve risk ALARP and tolerable. | | **25 (Very High)** | **4\* – CGS, Army HQ** | **Operational capability** where the required outcome impacts on defined military capability. | |