



COVID-19 Officer – description of role

Introduction

Glenearn Badminton Club has appointed a COVID-19 Officer. The individual holding the COVID-19 Officer position may change from time to time.

Two COVID-19 Duty Officers will oversee each session of the Club. One of those might be the COVID-19 Officer but that will not always be the case.

The purpose of the COVID-19 Officer is to oversee public health and safety measures across the Club, ensuring that the Club is operating in a safe manner and adheres to Scottish Government and relevant Badminton Scotland guidelines.

Purpose of the role

The purpose of the COVID-19 Officer is to:

1. Be the main point of contact for the Club on all things related to Coronavirus (COVID-19);
2. Oversee public health and safety measures across the Club;
3. Ensure documented risk assessments and all appropriate mitigations are put in place before any activity is undertaken and;
4. Ensure an accurate record of all attendees at Club Sessions is made in line with Scottish Government Test & Protect.

Responsibilities of the COVID-19 Officer

The responsibilities of the COVID-19 Officer are to:

- Keep up to date with ongoing Scottish Government and Badminton Scotland advice and guidance relating to Coronavirus (COVID-19);
- Ensure documented risk assessments and all appropriate mitigations are put in place for the Club before any activity is undertaken;
- Ensure club policies and procedures are updated accordingly in relation to Coronavirus (COVID-19);
- Ensure an accurate record of all attendees, including coaches, for all sessions in line with Scottish Government Test & Protect, including: the person's name, a contact telephone number, and the date/time of the session;
- Attend Committee meetings and ensure an update is provided to the Committee;
- Ensure there is awareness of the Club's Coronavirus (COVID-19) protocols and encourage members and participants to take individual responsibility;
- Where deemed appropriate, ensure coaches have access to a supply of appropriate personal protective equipment (PPE);
- Where appropriate, ensure the venue has appropriate visible signage to manage new Coronavirus (COVID-19) protocols;
- Ensure all training equipment is sanitised before and after each training session;
- Offer reassurance to members and participants that the Club is a safe and welcoming place, e.g. share videos highlighting safe coaching practices or a facility walk through, appoint representatives to welcome participants;
- Provide clear, up to date and positive communication to members and participants at facilities and through social media & e-mail in accordance with the Badminton Scotland Child Wellbeing & Protection policy;
- Engage members and participants in conversations on how they are feeling about Coronavirus (COVID-19);
- Engage with fellow COVID Officers from other sports and clubs for support and to ensure that best practice guidelines are being adhered to.