



# Covid-19 Safety Coordinator

## Role profile

It is recommended that each club appoints a Covid-19 Safety Coordinator during the Covid-19 pandemic. The purpose of this role 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 Scottish Rugby guidelines.

Key responsibilities:

- Keep up to date with ongoing Scottish Government and Scottish Rugby advice and guidance through the Covid-19 pandemic.
- Update club procedures and policies accordingly and ensure effective communication with members of the club.
- Completion of a Covid-19 club risk assessment before the club facility opens to members
- Develop and implement procedures for club members to return to rugby, in line with guidance from Scottish Rugby and the Scottish Government
- Develop and ensure check in, check out processes are in place to assist contact tracing
- Notify Scottish Rugby when the club's indoor or outdoor facilities open for any club activity involving members or the general public
- Attend Scottish Rugby online briefings and relevant online training
- Attend committee meetings and ensure an update is provided to the committee
- Set up and chair a Covid-19 Club Safety Sub-Committee and nominate participants to act as Team Leads for each team, age or training group
- Receive and review update from active team leads on all team activities
- Ensure the club facility always complies with Covid-19 requirements and has all the appropriate equipment, including but not limited to signage, hand-sanitising stations, PPE etc.
- Develop appropriate procedures for responding to and reporting suspected Covid-19 cases
- Oversee, support and keep a live log of active team lead personnel for each team, age or training group within the club, keeping the committee updated with any changes to the list
- Support the lead representatives from each team, age or training group to undertake day to day risk assessments in line with the club's overall risk assessment.

Please note that clubs must nominate a Covid-19 Safety Coordinator before any on or off-field club activities can take place. This role would be ideally suited to a club volunteer who is medically training, but this is not essential. This can also be a new volunteer role or added to a current role within the club.