COVID-19 OFFICER – ROLE DESCRIPTION
As part of Pentathlon GB’s and the Government’s commitment to ensure that the return to community club activity is as safe as possible, it will be a requirement for all community clubs to nominate a COVID-19 Officer.

The COVID-19 Officer will act as the club’s representative on all matters concerning COVID-19; acting as the primary point of contact for Pentathlon GB, facility/venue operators, and club members for matters relating to COVID-19.

It is expected that most club committees will appoint an existing committee member or coach to act in this role.

The COVID-19 Officer will:

- Be over the age of 18 years old.
- Be registered with Pentathlon GB.
- Be aware of the latest Pentathlon GB guidance – including respective component sport guidance where applicable.
- Be aware of local and national government guidance.
- Work with facility/venue operators to support the implementation of any additional guidelines specific to the facility/venue.
- Lead the completion of the COVID-19 considered risk assessments for all activities/component sports being delivered by the club – Pentathlon GB encourage this to be completed and approved by the club’s committee. [Risk Assessment templates can be downloaded here]
- Ensure all mitigations identified in the COVID-19 risk assessment are understood and implemented by the club’s workforce/volunteers.
- Ensure all mitigations and protocols including social distancing are being adhered to by all involved in the club’s activities*.
- Ensure registers of attendance are maintained and stored for 21 days, in line with GDPR.
- Ensure any positive cases of COVID-19 are reported.
- Regularly review the Club’s risk assessment and update in response to any change in guidelines issued by the government/Pentathlon GB/component sports.

*If the COVID-19 officer is not present during a club session it is expected that another club official will be appointed to fulfil these responsibilities for the duration of the club session. For example, this can be the coach or the welfare officer.

HOW TO REGISTER AS A CLUB COVID-19 OFFICER

To register as your club’s COVID-19 officer [CLICK HERE].

Pentathlon GB will soon be updating club profiles on Sport 80 to include this role and will update all records with the individual’s registered at the link above. Should the individual holding this role change, it will be the club’s responsibility to update this role on Sport 80.