



15<sup>th</sup> July 2020

## COVID-19 Guidance

This guidance is issued by the British Kite Flying Association, drawing on the guidance issued by the UK Government. A copy of this guidance has been lodged with The Department of Culture, Media and Sport (DCMS) and with the Sport & Recreation Alliance whose assistance is gratefully acknowledged.

As kite fliers we are in the fortunate position that our activity generally takes place outside. The case for indoor flying is not considered here. Kite events often have a range of related activities: kite making workshops, catering, a marquee for members etc. This guidance does include consideration of those peripheral activities and has been developed with the 'worst case' scenario of a kite making workshop very much in mind.

If your activity is going to be limited to a small number of people, widely spaced on open ground and not coming together for any part of the activity, you should only need to consider social distancing requirements. Under those circumstances our original advice is slightly modified:

BKFA takes the guidance to mean that you can fly your kites PROVIDED you practice social distancing. You may fly outside with others in your own household or with up to six people from other households outside. If you are with a person from outside your household, you must socially distance from that person.

Whilst you might be flying, socially distanced and taking all recommended precautions, that won't stop some questioning whether kite flying is 'sport' or 'exercise' and therefore whether you should be there, notwithstanding any local byelaws which of course still apply. We need to be mindful of other people's fears (and for some, enthusiasm for rule enforcement as they see it), and as such we would urge everyone to be kind: accept their concerns, offer to stop flying and walk away. Similarly, if a crowd starts to gather, take your kite down and walk away. There will be another day.

- You can take part in exercise or activity alone or with your household.
- You should only be socialising in groups of up to two households (including your support bubble) indoors and outdoors or up to six people from different households when outdoors.
- Check in advance if the facilities you want to use have reopened.
- If exercising in the countryside remember to follow the countryside code and act responsibly.
- Once you are home remember to wash your hands

If you want to do a bit more than meet one other person, socially distanced, the guidance that follows is drawn up to cover the activities you may wish to undertake.

The guidance takes into account material on the UK Government website up to and including 21:00 on Monday 13 July 2020. Direct quotes from UK Government guidance are shown in quotation marks.

The guidance may not apply in Scotland, Northern Ireland or Wales: separate arrangements have been made by the devolved administrations for the exit from 'lockdown'. The advice being given by the UK Government is rapidly evolving, and, at times, we have noted some contradictions between the advice from different Government departments e.g. Defra and DCMS. We can only try and present the most relevant guidance as we see it.

The insurance cover arranged for most BKFA member clubs, and the individual cover taken out by some members of member clubs (CAIF cover) is valid provided Government advice and regulation (as appropriate) is being followed, a risk assessment both for COVID-19 and normal flying risks has been undertaken, and the BKFA code of conduct is being followed.

"From 11 July, you are able to play team sport in any number if this is formally organised by a sports club or similar organisation and sports-governing body guidance has been issued [*which is why BKFA are issuing this*]. You should only be playing team sports where the relevant governing body has published guidance on how to do so safely. If you are playing one of these sports informally, such as in the park or a private garden, there should be no more than 30 people involved (including participants, coaches, umpires, spectators)."

"At all times, you should comply with COVID-19 Secure measures and limit social interaction outside of the sporting activity."

"You should only be socialising in groups of up to two households (including your support bubble) indoors and outdoors or up to six people from different households when outdoors."

"More generally, you can continue to meet in larger groups if necessary, for .... elite sporting competition or training ....., to provide emergency assistance, or to enable someone to avoid illness, injury or risk of harm." Kite flying does NOT fall within this category.

"It is otherwise against the law for gatherings of more than 30 people to take place in private homes (including gardens and other outdoor spaces)." There are exceptions but kite flying does not come within any of them.

"If taking part in activities with larger groups, you should take particular care to follow social distancing guidelines. In addition to those guidelines, the following principles should be observed to ensure you meet people in a way that minimises the risk of spreading infection:

- limit the time you spend interacting with people from outside your household or support bubble to the activity which you are partaking in
- limit the number of different activities which you partake in succession to reduce the potential chain of transmission
- follow strict social distancing guidelines from people outside your household or support bubble
- social distancing guidelines should be followed between people from different households wherever possible. This means a distance of 2m between people from different households, or 1m plus mitigations (such as face coverings or avoiding face-to-face contact) where 2m is not possible.
- group size should be limited to the minimum which allows the activity to take place
- if organising an activity, you should carry out a COVID-19 risk assessment to identify actions which could minimise the risk of transmission. "

“This guidance does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as an organisation you continue to comply with your existing obligations, including those relating to individuals with protected characteristics.”

“To help you decide which actions to take, you need to carry out an appropriate COVID-19 risk assessment, just as you would for other health and safety related hazards. This risk assessment must be done in consultation with your members.”

“For activities regarding school aged children, this guidance should be read in conjunction with the relevant sports safeguarding guidance and any other relevant guidance provided by the Department for Education. This guidance does not supersede any guidance provided by the Department for Education.”

## **1. Managing risk**

You must make sure that the risk assessment for your club event addresses the risks of COVID-19, using this guidance to inform your decisions and control measures. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks at your event. If there are going to be more than five people present, you should write your risk assessment down. Your risk assessment will help you decide whether you have done everything you need to. The Health and Safety Executive has guidance for business and/or organisations on how to manage risk and risk assessment at work along with specific advice to help control the risk of coronavirus in workplaces and BKFA has provided help on risk assessments on its website, although this does not cover COVID-19 at present.

You should listen and talk to your members about the event and how you will manage risks from COVID-19. Your members views on managing COVID-19 are important and they may well think of something you haven't. Involving them in making decisions shows that you take their health and safety seriously.

Where the enforcing authority, such as the HSE or your local authority, identifies event organisers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they are empowered to take a range of actions to improve control of risks.

Failure to complete a risk assessment which takes account of COVID-19 or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law. The actions the enforcing authority can take include the provision of specific advice to support organisers to achieve the required standard, through to issuing enforcement notices to help secure improvements.

Serious breaches and failure to comply with enforcement notices can constitute a criminal offence, with serious fines and even imprisonment for up to two years. There is also a wider system of enforcement, which includes specific obligations and conditions for licensed Premises.

You are expected to respond to any advice or notices issued by enforcing authorities rapidly and are required to do so within any timescales imposed by the enforcing authorities.

### **1.1. Managing risk**

Having undertaken your risk assessment, you will have a better idea of where you need to put in place specific mitigation for the risks of COVID-19.

If your event is entirely outside, numbers are small, you are providing no shared equipment, no covered space, no toilets and no catering, your risks will be small and your mitigation is likely to be limited to encouraging social distancing and for kite fliers to follow existing Government advice such as hand washing as soon as they are able, use of hand sanitizer in the meantime, use of face masks in enclosed spaces on their way to and from the event etc.

If you are offering covered accommodation (including marquees) you will need to consider making face coverings a requirement.

If you are offering any or all of catering, toilets, covered space, workshops etc, you will need to consider a range of possible mitigations, subject to your risk assessment. These may include:

- increasing the frequency of hand washing and surface cleaning
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)
- if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to undertake an activity in an unsafe environment.

In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.

## **1.2. Sharing the results of your risk assessment**

You must share the results of your risk assessment with everyone who may attend your event. You might do this by way of a notice on site but you must share the detail with all kite fliers attending. If possible, you should consider publishing the results on your website.

## **2. Managing contact**

You must minimise contact with surfaces, equipment (other than your own), other kite fliers, catering equipment which is other than single-use and anything else which could transfer the virus between people at the event.

Primary control for minimising transmission through contact is through handwashing and sufficiently frequent washing and avoiding sharing of objects.

Steps that will usually be needed:

- Informing everyone who is attending the event prior to and at the point of arrival (including information on websites, on booking forms and in entrance ways).
- Providing handwashing and hand sanitiser and encouraging everyone attending to wash their hands regularly.
- Signage to ensure everyone is aware of the need to avoid contact at the event.
- Fixing doors open that can be safely left open where feasible.
- Where possible, reducing the need to open other objects, for example lockers, storage compartments, etc by making equipment that is permitted for use readily accessible.

- Avoid paperwork being transferred by enabling such processes as booking forms, programmes, posters, etc. through online channels.

Particular attention should be given to ventilation and sufficient circulation space specially around equipment and between groups and classes and instructors.

Steps that will usually be needed:

Conducting a specific risk assessment for each facility and the proposed activities to identify:

- The number of participants that can reasonably follow social distancing within the facility, taking into account total space, equipment as well as likely constraints (toilets, locker areas, changing rooms and washrooms) and pinch points
- Activities and spaces that can be undertaken and specific measures to ensure social distancing and cleaning
- Additional needs of any participants with physical disabilities

### **2.1. Moving in, out and through facilities**

To ensure distancing among participants when moving within and through facilities the following steps that will usually be needed:

- Using signage such as ground markings or being creative with other objects to mark out required social distance to allow controlled flows of people.
- Using signage to guide participants coming into or leaving the building.
- Reducing congestion, for example, by having more entry points to the facility. If you have more than one door, consider having one for entering the building and one for exiting.
- Managing outside queues to ensure they do not cause a risk to individuals, for example by introducing queuing systems.
- Ensuring any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled customers. For example, maintaining pedestrian and parking access for disabled customers.
- Using outside premises for queuing where available and safe, for example some car parks without removing use of accessible car parking spaces for disabled users.
- Organising routes around the event to maintain distancing.
- Ensure that any water fountains have signage which prohibits face-to-tap drinking (no receptacle) and that these facilities are used only to refill personal bottles or containers.

### **2.2. Supporting Test and Trace**

The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. You should assist this service by keeping a temporary record of participants at your event for 21 days. Clearly, if you are flying in a public space, you will not record the names of other users of that space, but if, for example, they come into your workshop then you should ask them for their details and explain that it is to assist NHS Test and Trace. In accordance with GDPR this data MUST NOT be used for any other purpose without the individuals express consent. Collect sufficient data on each attendee (name, home phone number, mobile number, date and times of entry and exit) so that each person could be contacted if there is a case of COVID-19 connected to your facility. This could help contain clusters or outbreaks. NHS Test and Trace is [here](#).

### **2.3. Spectators & children**

Generally, attendance by spectators and non-participating children should be avoided and minimised especially within indoor facilities. Outside, particularly in parks, you may not be able to control spectators. If as a result of your activities you start to gather a crowd who are not socially distancing, you must consider suspending the event.

Other steps that may be possible:

- Encourage spectators to follow government guidance for social gatherings and maintain social distancing preferably with marked viewing spaces.
- Reminding spectators who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.
- In cases where a child is participating in activities, permitting only one parent/carer per child to supervise their child while following social distancing.

#### **2.4. Selling food, drink or merchandise**

Bars and restaurants, including any food or drink facilities inside a clubhouse can open in accordance with the latest guidance. Your risk assessment should consider the impact of food and drink in relation to COVID-19 protection.

Steps that will usually be needed:

- Operating bars and restaurants in accordance with relevant guidance.
- Operating retail outlets in accordance with relevant guidance.
- If catering facilities are open at the venue (for takeaway items) respect social distancing whilst queuing for food and drink. Do not share food items, cups, plates or eating utensils with anyone else.

#### **3. Accidents, security and health impacts**

In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay appropriately distanced if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

You will need to consider whether you have enough appropriately trained staff to keep people safe. For example, having dedicated staff to encourage social distancing or to manage safety and security.

##### **3.1. Clinically vulnerable people (such as people aged 70 and over)**

The advice for clinically vulnerable groups has changed. If you are in this group you could be at higher risk of severe illness from coronavirus. Although you can meet people outdoors and indoors, you should be especially careful and be diligent about social distancing and hand hygiene.

If you are classified as clinically extremely vulnerable you should follow the guidance for those shielding. This has been updated to advise that you can now consider taking safe exercise outdoors and meeting up with one person outside your household, always maintaining social distancing and robust hand and respiratory hygiene.