

RETURN TO THE RINKS

(COVID-19)



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Plan

Introduction

These Guidelines are provided as a tool to assist you in developing a location specific approach. We expect that there will be variations across the country. These guidelines have been developed considering best practice recommendations from a variety of sources as areas to consider. They may not address all that will be required depending on your location. IRMA is not liable for any subsequent actions.

The enclosed considerations are provided for general informational purposes only and are not intended as, and should not be relied upon as, statutory or legal advice. You are strongly encouraged to consult with qualified medical personal/public health officials for medical considerations and to local and national authorities, laws and bylaws for legal considerations. If you use any considerations provided for herein, you do so at your own risk and you specifically release IRMA from any and all liability.

About IRMA

The Ice Rink Managers Association who shares the best practice around ice rink management and offers memberships to ice rinks around the UK.

IRMA's aim is to bring together leaders of ice rinks from different backgrounds within the UK ice rink sector and national governing bodies. We aim to share knowledge, set industry standards and steer the development of ice rink management for the future.

At times like this we are collectively stronger together. Working closely British Ice Skating, Ice Hockey UK, English Ice Hockey Association, Scottish Ice Hockey Association, Scottish Curling & Scottish Ice Rink Association.

COVID-19

As the COVID-19 response varies from location to location, there is no standard approach that applies to all rinks. However, IRMA has developed the Return to Rinks Guidelines as a tool to assist in the current situation.

This section looks specifically at the issues and considerations around reopening your facility following an unoccupied period. Its aim is to provide the basis for individual facilities to develop their own required technical operating guidance.

Before ice sports resume, all facilities, NGB's (National Governing Bodies), clubs, skating schools and coaches must review their local government and health agency's COVID-19 response and develop appropriate practices, policies and procedures for their jurisdictions.

Do

Preparing your Rink for Re-opening

Rebuilding or Reinstating the Ice Sheet

Each facility will have determined an appropriate course of action on the business and operational case for maintaining the sheet of ice or removing their ice during the time of inoccupation. Therefore, it can be surmised that the actions you will need to take will be unique to your venue.

The following steps are intended as a reference point to assist you in the remobilization of the ice rink.

Ice Paints, Lines and Logos (assuming ice has been removed):

Demand for specialist ice paints and logo production may be higher than usual due to the number of rinks that have removed their ice sheets. The industry suppliers of paints have made efforts to increase stocks to ensure that demand can be met, however it is not a given that stocks will stay at healthy levels. Plan and order your paint as early as you can. Store the stock in a cool, dry room and preferably on a pallet so that it is not in contact with the floor.

There may be a shortage of experienced ice laying/painting personnel, so IRMA has initiated a list of potential suppliers and individuals who may be available to install your ice sheet and/or assist with the painting of your ice pad.

Details of suppliers and people you can contact for help can be found on page 40.

Many rinks carry out ice building and painting on an in-house basis and will have the necessary skill set available but plan and book your crew early as soon as you know when you plan to re-open. Some of your colleagues may still be on furlough leave so it is important that you co-ordinate your dates early and speak with your HR department or ice rink Manager to ascertain the availability of staff.

Check that you have all the necessary tools and equipment to install the ice sheet. If you hire in flooding equipment such as pumps, tanks and spray booms, check with your supplier that the equipment is available on the date(s) that you need it. Such specialist equipment could also be in high demand so plan your ice build meticulously so that you limit the time you need to rent the equipment.

Organise the transportation of rental equipment early and ensure that you communicate this information to your supplier.

If one rink has an unplanned delay when rebuilding their ice sheet, this could have a knock-on effect to other rinks who are renting the equipment after you.

Ice Plant Checks

If your ice sheet has been retained through the unoccupied period, it is probable that you have continued with your PPM regime and your plant is running smoothly.

If you are in the mid-cycle of a PPM regime through the unoccupied period, it would be prudent to have your nominated refrigeration specialist inspect your plant prior to relaying or building up your ice sheet. Ice build and flooding up places considerable additional load on your plant. Check oil and refrigerant levels (primary in your refrigeration plant) and secondary (in your cooling and heater floors) where possible.

If your ice has been removed and your plant shut down – it is strongly advised that you have your refrigeration specialist attend site and fully recommission the ice plant before you attempt to use it.

Plan for unsuspected plant issues. Dormant plant can be prone to leaks at valves or seals, particularly on older ice plant. Build in some contingency time to address any plant issues that may arise on restart.

Ensure all gas detection systems and subsequent emergency procedures are suitable and sufficient. It would be sensible to run your pumps to purge any trapped air from the underfloor heating system and cooling floor system prior to bringing your refrigeration plant into use. Check brine or glycol tank levels frequently during these tests to ensure that you have not and are not sustaining a leak. Check whether you have reserve brine/glycol on site or available from your supplier in case you have lost liquid through a leak or natural evaporation.

Ice Plant Shutdown

If your plant was shut down, you would have ensured all refrigeration systems were shut down in the correct manner. Seek clarification from a component contractor(s) or person on what this entailed and what is required when bringing systems back online.

Consider :

- Turning over motors and compressors and other moving parts even for only a few minutes
- Determine any issues with oil and refrigerant left dormant for a period of time
- Circulate any secondary pumps
- Duty holders must consider the ongoing regulatory and legislative compliance of operating refrigeration and HVAC equipment
- Despite the unusual demanding circumstances, compliance with occupational health and safety legal requirements remains and the necessary inspections and corrective actions should be carried out
- Ensure all gas detection systems and subsequent emergency procedures are suitable and sufficient
- Devise a plan and awareness of what is entailed when turning ice plant systems back on. Determine how long and what cost it will be to resume back to ice sports. Engage a CIT or IMEO qualified person to assist with planning, costings and implementation of the plan if possible
- Ensure that you have sufficient stock on order or to hand to ensure that you can reopen in a timely manner.
- Remember that demand for key equipment and skilled labour will be high when the ice rinks re-open so plan ahead. Refer to IRMA technical alliance for further guidance on equipment and suppliers at the end of this paper
- Ensure all equipment is safely turned back on and inspect all plant for damage or degradation
- If you have removed from or drained down processing equipment of flammable, combustible or hazardous liquids and materials, retrieve them from storage and safely re-install.

HVAC Plant / Dehumidification Systems / Gas Heaters

As businesses start to consider bringing staff and customers back into work premises, several issues need to be considered for the safety of everyone entering buildings. The Chartered Institution of Building Services Engineers London (CIBSE) has produced advice which is intended to give business owners and managers an outline of ventilation systems commonly encountered in buildings to assist in the preparation to re-open workplaces. Its guidance will inform considerations of safe working practices and the provision of ventilation in buildings.

The link to the latest CIBSE advice is found here:

<https://www.cibse.org/news-and-policy/may-2020/making-workplaces-safe-it-s-a-whole-load-of-air>

Although surface transmission is the primary source of transfer of the virus, currently it is believed that airborne transmission of the virus is a possibility. This being the case, the ventilation strategy of all shared spaces needs review. CIBSE's advice is basically to increase ventilation as much as is reasonably possible, increasing the flow of outside air and prevent any pockets of stagnant air. Recirculation of air within buildings should be avoided where possible to reduce the risk of transmission.

In an ice rink, many of the HVAC ventilation strategies rely on a large proportion of recirculated air. Bringing lots of fresh air into your building is not conducive to running an efficient system and it can be very detrimental to the ice quality and performance. This is particularly prevalent on wetter days when external humidity is high.

Ice rink operators will need to be vigilant when determining how to run their ventilation systems. It is advised that you seek professional assistance from a qualified Building Services Engineer to determine whether changes can be easily made to your ventilation system to introduce more air changes without significantly compromising ice quality. Increasing the number of air changes will also impact upon your running costs so be prepared for an uplift in energy consumption (particularly in the summer months) if adjustments are made to your ventilation system.

Ventilation is also a very important way of diluting any airborne pathogens and there is good evidence that demonstrates room occupants are more at risk of catching an illness in a poorly ventilated room than in a well-ventilated room. This is because in poorly ventilated rooms occupants are exposed to a higher concentration of airborne pathogens, and the risk increases with a greater amount of time spent in such an environment.

Risk = exposure x time.

The risk of airborne infection to the individual can therefore be reduced by:

- Reducing time spent in the location
- Reducing airborne exposure concentration of infectious material
- Reducing risk of contact spread through regular handwashing, surface cleaning
- Reducing deposition of infectious particles.

In your offices, toilets, changing rooms, café's, and foyer areas you should aim to add as much additional fresh air as possible. Assess if introducing fresh air will have a positive or negative effect to the rooms air system and fabric. A detrimental effect is likely under certain conditions. Awareness that the effects may not be apparent for several hours or days.

Whether your HVAC system has been running in a low or idle mode or has been switched off during the unoccupied period, there is a prospect that air filters will have become dirty. Check and replace filters as required.

If you are restarting your air handling equipment for the first time, ensure that your engineering contractor or staff member responsible has carried out a thorough inspection of the plant prior to re-start.

Given that the re-start could commence in the warmer summer months, this is the time that places the most demand on your plant with energy consumption at its highest. Typically, air spaces in your building, particularly the roof spaces, are warmer and the plant will need to operate efficiently to maintain good air conditions. Good practice would require you to start conditioning your building in advance of reducing the ice pad temperature. It is recommended that you condition your air space **7 days** ahead of re-cooling your ice pad.

Check the plant and building regularly during re-start to ensure conditions inside the building are reaching satisfactory levels.

If your air conditioning systems or dehumidifiers are not functioning correctly it is highly recommended to have the systems overhauled or repaired as soon as possible. You may also consider adding temporary equipment to introduce more air flow into your building where possible.

Preparing for rebuild of the Ice Sheet

UK rinks have a variety of ice floor systems which include concrete ice pads with direct or indirect refrigeration, sand-based ice pads, ICEGRID systems and other proprietary ice rink floors including rubber EPDM and PE based pipework systems. Each type of system will perform differently on restart and requires different preparation.

Concrete Floors	Bring temperatures down slowly, 2 to 3 degrees per day to avoid shocking the concrete floor. Once you reach -5c at the surface, commence flooding, layer by layer.
Sand Based	Prior to commencement, level out the sand as much as possible using rakes or rollers. Saturate the sand before introducing cold temperatures. Bring down the ice temperature slowly 2 – 4 degrees per day. Avoid sub-zero temperatures if your sand is dry in patches or the surface is uneven. Rake out footmarks as you freeze off the sand.
ICEGRID	Unlike other systems, ICEGRID can be brought straight down to set point as quickly as the ice plant can cope. However, only reduce the set point if the air conditions above the ice are within your desired range. Allow HVAC plant to catch up with the cooling floor temperature to avoid excessive moisture in the air. Start to lay water once the glycol temperature reaches -6 degrees. Build the ice around the grid slowly and uniformly.
Other systems	EPDM & exposed PE pipes – bring temperatures down slowly over 24 hours. Avoid over-flooding. Build up thin layers at a time.

In all cases when the ice has been removed and the cooling floor has been left dormant for some time, it is quite plausible that there will be some level of movement of the substrate, concrete pad or shifting of the cooling pipes if they are exposed. Materials such as PE plastics, rubber floors and pipes may have expanded due to heat gain. These will normally return to their original position when cooling of the refrigerant is resumed.

Do check for subsidence or cracking in your floor. In concrete floors, any significant cracks should be inspected by a Structural Engineer before relaying your ice sheet. Repair any damage before resuming ice build.

If you can, carry out level checks using a rotary laser level. Record your findings – this will help you to identify where there are dips or rises in your cooling floor and will enable you to map out the surface

profile. For example, if there is a 15mm dip in one section, this area will need to carry 15mm more ice than the rest of the ice pad – use the profile map that you create to assist with depth checks in the future.

If you left your ice in situ it is sensible to cut back the surface layer of the dormant ice sheet before flooding up. During shut down minerals, crystals, and dust and debris from the air space above will have deposited themselves on the surface. Remove these by cutting back approximately 5 – 10 mm off the surface, then resume flooding of the ice to bring back thickness. Removing of the top surface layer(s) before commencing re-flooding will allow your newly laid ice to bond better with the ice below.

In all cases, avoid bringing your ice plant temperatures down if the air conditions above the ice are not within the desired range.

For most ice rinks this will range from 12 – 16 degrees C with a humidity range of 45 – 60 % RH during ice build. If RH conditions exceed 67% there is a prospect of fogging, condensation forming on the building fabrics and crystallising at the ice surface.

For ice painting, the desired ice surface temperature will be between -7 and -9 degrees with an air humidity range of 45 – 55%.

Use a hygrometer to check your air temperatures, humidity and dew point on a regular basis always during the rebuild of your ice sheet.

Plan how long it will take to return your ice to normal depths? If your ice was left in, use any available time prior to rebuild as an opportunity to level the depths all around and attend to other essential maintenance opportunities before opening.

Managing and Operating the Building Upon Return

As you plan to reopen, it would be prudent to carry out a risk assessment. Working conditions will change dramatically as we manage the new “normal”. Everyday procedures in place previously will change and it is your responsibility to assess and implement new procedures to make your building a safe place. All staff will be required to undergo training to educate and implement the new procedures. Use the following subjects as a basis to assess your new working environment:

- Building – check your building thoroughly for any damage, loss or vandalism
- Consider whether security is required as you plan to re-open and once open
- Mitigate the spread of virus amongst your workers
- Handling suspected cases of disease or virus in the workplace whilst closed
- Handling suspected cases of disease or virus in the workplace once open
- Handling staff / Contractors presenting symptoms whilst closed
- Handling staff / Contractors / customers presenting symptoms once open
- Handling confirmed case of disease or virus in the workplace
- Facility supervision levels
- Managing high risk employees
- Staff behaviour
- First aid provision with low staff presence – possible lone workers
- Cleaning and waste management
- Handling post or packages
- Business continuity – how to ensure a quick return to operation
- Communications strategy
- Recommendations from your insurance provider
- Emergency procedures review.

It is recommended that a documented re-start procedure is also in place, that includes the reintroduction of all combustible contents and waste handling, refilling and starting up services, ensuring the property is adequately prepared and that a suitable inspection regime is in place. This document will serve as a good reference point should future shutdowns/restarts ever materialise.

Consider the following;

Waste

- Remove all external waste, pallets, empty skips and open waste.
- Empty all waste bins regularly and relocate to a secure area, ideally at least 10 metres from the building. Continue to move all waste to such a place even whilst partially open and once fully open.
- If this is not possible, and bins and skips are within 10 metres, these should have lockable lids.
- Issue of pest control. Determine if appropriate controls are in place upon reopening. Do you need to leave fly catch units on?

Physical Security

Restricted entry/exit on some external doors (not compromising emergency exits)

- Carry out a check to ensure physical security measures are in place, e.g. fences are in good repair, windows are locked, and boarding removed (if appropriate), gates and doors are locked when not in use or overnight.
- Any access or locking system are reviewed for maximum building control.

Other Considerations

- Awareness of partially vacant property management companies.
- Re-instatement of high value or critical equipment from storage.
- Removal of additional building security features (boarding to windows, etc.).
- Further re-instatement of building services and reintroduction of wet systems.
- Clearly posted emergency contact details with detailed links to fire, police or the security company responsible for the building.
- Ensure mail is taken off redirection.
- Open gas valves. If applicable, open the mains gas valve if this was shut down.
- Check all appliances for operation - hot plates, ovens, equipment and computers.
- Secure all gas cylinders and store in an upright position. Replace regulators if they were removed.
- Check for flooding from broken pipes.
- If relevant use the BMS system to turn on as much as the building requires at the different stages of re-opening. Consider the continued benefit of remote BMS access if possible.
- Check that equipment requiring uninterrupted electrical power is still connected to an Uninterrupted Power Supply (UPS) and/or emergency power, tested and in service.
- Check and prepare any equipment that requires routine upkeep. Notify the maintenance team responsible and if these require an external specialist, book the appointment as early in advance as possible as staffing may still be limited or demand high as you move nearer to re-opening.
- Check that all emergency lighting continues to function and will be ready for use as soon as the building is occupied. Outside lighting to remain on timers if possible.
- All sockets will remain live. Check the operation of all electrical equipment, especially IT systems that ensure the automatic safety systems function properly. Is your PAT testing up to date?
- Check all fridges and freezer doors are operating. Check each one for hygiene and cleanliness.
- Check site vehicles are carrying out maintenance inspections where necessary.
- Consider any effect on current emergency services response. Is the RV point still relevant? Who will be responsible for meeting the emergency services? Are there other sub tenants to consider?
- Fire Doors: Carry out a check to ensure that internal/external fire doors are closed where they are required to do so.
- Building Utilities: Reboot electrical devices and building utilities.
- Inspections: Continue inspections of the building (internally and externally) – please remember to risk assess for any lone working issues. Ensure that you comply with existing government guidance regarding vulnerable people and lone worker risk assessments. Consider the provisioning for alternative skilled personnel.
- Ongoing management and monitoring of water systems to prevent legionella. (see Section 3).
- Ongoing inspection of buildings for safety and security, including fridge/freezer temperatures where items are left operating.
- Management of food in catering facilities – check expiry dates on food and drink stock.
- Management of bar cellars – ensure procedures are in place in line with manufacturer's guidance on cleaning beer lines and post-mix lines. Keeping chemicals or product in lines is likely to have damaged tubes so ensure work instructions are in place for staff.
- Supervision of facilities if deemed safe to do so and potential work streams for staff in the building – for example, completion of deep cleans, decoration, system/procedure reviews.

Statutory Requirements

As part of the Risk Assessment determine which services, maintenance and contractors you will be required to work with/on within your building during the re-start period and once you open to the public. Please check with your local licensing departments. Note that these may vary depending on where in the UK you are located. I.e. CCTV, PL.

Communicate with suppliers and contractors on the implications of this.

Access each system and implement the relevant support. These may include, but not limited to:

- LOLER - Lifts & Lifting Equipment (Inc. Insurance Inspections)
- MEWP - Mobile Elevated Work Platform (MEWP) - Ensure operatives and equipment are in date, particularly if you intend to use the equipment. Action any recommendations
- CCTV – operational working. Recording for defining period. Ensure suitable and sufficient inspection regime exists to ensure all CCTV is fully operational
- Licensing - Check any compliance conditions on LA, government licensing conditions. Effect of personal license
- Fire & Sprinklers - Ensure that any fire and/or sprinkler systems are fully operational and are up to date with servicing and maintenance. Have procedures in place to perform operational tests of system, usually earmarked as a weekly operation and a procedure for Maintenance
- Dry Risers – Ensure suitable and sufficient inspection regime exists
- PAVA - suitable and sufficient inspection regime exists if still in operation
- Refrigerant Leak Detection - suitable and sufficient inspection regime exists if still in use whilst gas is onsite, regardless if you are returning to work with or without ice
- Fire Doors - Carry out a check (by a competent person) to ensure that all fire doors are closed and are fit for purpose
- Automatic Fire Detection System - Check the fire alarm panel is fault free and all fire detection systems are fully operational. What is the procedure for the normal weekly test?
- Fixed Electrical Installation & Appliances. Is your Electrical Installation condition report up to date? Any outstanding remedials. Is this the last opportunity to replace installations before the building is occupied by the general public?
- Portable Electrical Appliances - Any items in use, in date? PAT Testing up to date?
- Emergency Lighting – inspection up to date and remedials all actioned?
- Fire Fighting Equipment – Are they in date for statutory checks?
- Fire Risk Assessment – Does a specific document need producing or to be added to an existing assessment. Have you incorporated the Fire Risk Assessment into Covid - 19 RA?
- Legionella Risk Assessment – Required due to change in circumstances.
- Air Conditioning Units - Recommissioned safely or is a suitable and sufficient inspection regime in existence if the equipment is still in operation.
- Pressure Vessels – Inspections up to date.
- Gas Boilers - Recommissioned safely or suitable and sufficient inspection regime exists if still in operation.
- PUWER – Up to date with inspections. Machinery Service Records maintained if still operational.
- OFCOM – Radio licenses are up to date and paid.

Document the process of re-introducing systems. Seek guidance and document how systems can be safely returned online and produce a document in anticipation of how to safely and efficiently perform this.

Stakeholder Communications & Staffing

Disseminate this information in a comprehensive and easily accessible form to the workforce at each appropriate stage of operation. Be clear about what is happening and what is required of them.

Educate your staff on Covid - 19. This should include signs and symptoms, modes of transmission, personal/family/customer protection, response and coping strategies. Include support links to financial and mental health organisations.

Update platforms, such as the company website, intranet and social media applications. Communicate pandemic status and actions that you are taking as a business to employees and customers.

A key control measure will be social distancing and for some staff to remain working from home, where possible. Define what this looks like and the support required for your organisation.

Include information technology infrastructures that are needed to support employees working from home during this time. Ensure that all stakeholders (for example shareholders and local authority organisations) are kept informed of actions taken.

Establish suitable communication channels to ensure customers are kept up to date with the organisations response to the pandemic. Inform of actions being taken by the organisation and facilities to manage the issue.

Communicate any changes to business operations, with explanation as to the reasons why – for example, timetable changes, reduction in occupancy, closure of parts of the facility, online classes.

Make decisions on customer services and ensure effective use of databases and communication channels specifically in respect of any changes affecting Memberships - for example, freezing policies, reduction in fees due to a reduction in service, payment holidays.

A flexible approach based on customer needs should be adopted, with the response team taking swift and timely action to enhance the organisation's reputation during what will be a tough time.

Promote positive news, for example, staff actively working to mitigate the spread, donating food to a food bank, staff delivering to home groups, exercise classes etc.

The business continuity plan should be referred and actioned where appropriate and include a communication strategy.

Consider all critical supplies and suppliers as part of the business continuity process. Consideration as to the purchase of additional essential supplies, such as sanitisers, soap, toilet roll, tissues, hazardous waste bags, disposable gloves, face masks and specific site chemicals should be applied.

Review of essential supplies should take place on a regular basis to understand the level of demand and allow for effective and timely purchasing.

Suspected or Confirmed Case in the Facility

During the buildings re-opening preparation period, the number of staff and contractors working in the building will likely be significantly reduced from normal. However, the risks associated to infection remain for those staff actively engaged in work. In respect of a suspected or confirmed case of the virus in the facility (be it staff, contractor or customer), a response based on the government guidance will be implemented.

Communications to staff, customers and other bodies as may be required (for example, the council) should be planned for and managed by the HR team. Swift and decisive action to reassure all stakeholders should be taken. Staff and/or Participants with symptoms or signs of illness are strictly advised not to enter the facility and to contact NHS 119 online coronavirus service

Staffing

The levels of supervision required to maintain facility operations should be established as part of the business continuity planning process. The team should be prepared for the handling of future full and partial facility closures, dependent on the facility affected.

For example, a dry sports facility will have less resource implications than a facility with an ice rink. Any change to supervision levels should be considered within the risk assessment process, including where lone working may be required to take place.

Should facility supervision levels fall below the numbers required to keep the building open safely, the team should establish the procedure for decision making and communication to customers and other bodies as may be required (for example, the council).

Procedures should be established for the potential movement of staff from one facility to another, based on demand and impact, and to calling in staff who are not due to be working.

Flexible, cross site working procedures should be established within the HR policies and business continuity plans. Job descriptions should make note of this potential requirement on declaration of a pandemic affecting business continuity.

Full Facility Closure and Ongoing Inspection Protocols

With the initial "Lock Down" eased across our four countries, there is a likelihood that our operations are moving towards a post-pandemic phase.

The team should establish the protocols to enable an internal decision to be made on whether to re-open a facility. Organisations should determine who will make this decision and be clear on what grounds to enable effective communication to staff, customers and other bodies as may be required (for example, the council).

Dependent on the scale of the pandemic moving forward, the Government may need to enforce further closures of facilities on a specific date, with minimal notice. Be prepared for future changes that may alter the way you are managing your partially occupied building.

Carry out a business financial model based on reduced capacities and establish whether re-opening is viable with limited customer occupation.

As the Pandemic Ends

Announcement of when facilities can be re-opened, when government control measures/restrictions are lifted should be used to help put in place policies and procedures to enable business operations to resume. Plans and a re-opening mobilisation checklist should be in place and ready to be initiated to avoid any unnecessary delays to the re-opening of the facilities.

Facility Re-opening

Ideally, re-opening of facilities will be planned to enable effective operation from the start. For example, time will need to be given to ice to be made and for supervision resources to be established.

A re-opening 'timeline' should be developed by the team, setting out the actions to take, by whom and by when, counting down to the day of re-opening. In some cases, specific areas of the facility may open with occupancy restrictions, reduced hours, or with new booking requirements, all of which should be considered in the 'timeline'.

For further advice and support regarding your facility re-mobilisation plan, feel free to contact IRMA's Health & Safety Consultants, Right Direction on 01582 840098 and email info@rightdirections.co.uk quoting ref IRMA-19.

The team should ensure that facilities have the resources required to re-commission plant and water systems in line with legislation and code of practice guidance and ensure that statutory inspections are up to date. This may require the use of an external specialist to complete so ensure that you book this at the earliest opportunity.

Staffing

Consideration will need to be made as to the re-engagement of any staff members who have been furloughed during the pandemic. Where staff resources have been cut to enable the business to continue, recruitment of staff should be organised to enable safe supervision and operation of the facilities. Refresher training for key staff will need to be considered, Qualifications may have expired during the pandemic and facility closure, meaning renewals have not been able to be completed.

Managing Equipment

Ice Resurfacing Machinery Overview

Seek clarification from a competent person or the machine manufacturer on specific considerations for bringing back your machine to an operating condition once the facility is back up and running. In each case, the machine manufacturer or their local agent is the best source for the correct information. Some initial checks that you could consider:

- Gas Machines – Switch on the gas and refill the gas lines until full. Refill the flood water tank and ensure all seals are functioning correctly. Replace the towel. Ensure all gas bottles (as an example propane for ice resurfer) are stored in the appropriate external location as defined by the operator and are full and ready to use.
- Electric Machines – Check the battery water levels. Plug in the battery charger and connect to the machine. Refill the flood water tank and ensure all seals are functioning correctly. Replace the towel.
- Diesel Machines - Check fuel and oil levels. Refill the flood water tank and ensure all seals are functioning correctly. Replace the towel.
- All Machines – Check fluid levels prior to start up Where possible, once completing the above steps, start up and move the machine slowly at first. Try the brakes including the release and re-use of the handbrake to ensure it has not seized. Replace blades, old for new. Oil / grease where necessary. Ensure a thorough inspection and service is carried out on your machine before returning to service.

Zamboni – Restart procedures and recommendations

Video from Zamboni on storing and restarting fuel machines [here](#).

Video from Zamboni on storing and restarting electric machines [here](#).

Podcast from Zamboni on servicing, seasonal storage and starting up your machine [here](#).

Olympia – Restart procedures and recommendations

Refer to local representative or Marshalls International Ltd - 01794 342047

Engo – Restart procedures and recommendations

<http://www.icetechuk.com/products/ice.resurfacing/engo.php>

Ice King / Ice Boss Scraping Machines

- Check the battery status on the machine and top up the battery if required.
- Check tyre pressures and inflate where required.
- Check the cutting knife – look for corrosion and sharpness. Re-sharpen blade.

Dasher Boards & Shielding

Ensure all dasher boards, kickplates and shielding are fit for purpose and do not pose any Health and Safety concerns prior to re-opening. Remove any damaged or loose sealant at the joint between the cooling floor and the kicker board and reseal. This can be done with tape, weather strip and a wet mop to freeze in the boards, or the liberal application of a flexible latex caulking to seal the joint between the kick strip and concrete floor.

The re-start period provides a good opportunity to maintain your dasher boards or carry out essential repairs. The following are an example of the works you could carry out:

- Apply a L2 Multi-purpose grease to all gate hinges.
- Check ground anchors to ensure the boards are securely fitted.
- Check screws on all panels and replace any damaged/rusted screws
- Replace kicker boards if they are worn and thinning.
- Check your Blue Lines meet the IIHF 2018-2022 mandate.
- Check glass and glass supports including gaskets - check for chipped glass.
- Check Plexiglass for cracks and replace as required.
- Ensure team benches and penalty benches are securely fitted down.
- Inspect and replace rubber matting in team bench and penalty areas if worn.
- Check all panels for cracks and damage and replace as required.

[Link to IIHF guidelines here](#)

Skates & Skate Racks

Check all skates and ensure that they are dried thoroughly. The restart period provides a good opportunity to maintain your skates or carry out essential repairs. The following are an example of the works you could carry out:

- Inspect skates and replace damaged laces, buckles, tongues.
- If skates were put away with wet blades, clean blades and remove rust.
- Clean shelving thoroughly with warm water and soap/detergent.
- Clean skates thoroughly with a warm water and soap/detergent.
- Regrind skates.

Curling Equipment

Curling Stones

- Handles fitted back onto the stones.
- Ensure all stones are matched according to position/numbering and sheet.
- All stones must be returned to using the same running bands.
- Some stones will have a competition side and a club side. Top or bottom of the stone.
- Check for pitting and damages. Repair or refurbish and clean thoroughly.
- Return to cold store.

Curling Brushes

- Remove / repair heads and clean thoroughly.
- Renew pads.

Scoreboards

- Remove from storage, position and clean thoroughly.
- Remove numbers, clean or replace.

Hacks

- Remove from storage, clean and reposition.

End of Ice Tables

- Remove from storage, clean and reposition.

Reverse Osmosis (RO) Water Treatment and Softeners

- Clean and recommission in accordance with your Legionella Risk Assessment.
- Install salt tablets in the water softener.
- Ensure that reserve or spare salt tablets are stored in a dry area off the floor.
- Check and inspect filters and belts throughout the system – replace as required.
- Commission and test all flooding hoses.

Skate Grinding Equipment

- Clean down the worktop thoroughly removing all metal fibre debris and dust.
- Apply oil to all moving parts.
- Empty the extraction basket if you have one present.
- Clean and if necessary, replace the exhaust filter.
- Check and replace the diamond tip and grinding stone if worn.
- Ensure the power to the machine is re-established.
- Check machine is operating correctly.

Ice Edgers

- For electric edgers, check the battery water levels.
- Fully charge the battery and then remove the charger.
- Lubricate all mechanical parts where possible.
- Check the blades and remove, re-sharpen and reinstall if blunt or damaged.

On-ice equipment – rink dividers, skate aids, hockey goals etc.

- Clean down equipment thoroughly using warm water and soap/detergent.

- Inspect all equipment thoroughly for damage.
- Repair all equipment as necessary.
- Repaint skate aids if possible / where required.
- Ensure goals have not been left for long periods on floors – check for rust at the base.
- Prepare all equipment where possible ready for re-opening.
- Store safely in a dry area.

Legionella Compliance

Please refer to the IRMA Good Practice Guide Ver. May 2020 on Legionella Section 4.13 for normal operations and Legionella controls.

The HSE ACOP L8 paragraph 32 requires "that risk assessments are reviewed if there is reason to suspect the assessment is no longer valid". With any prolonged building shutdown, this is unlikely to be contained within your existing risk assessment documentation. It is a legal requirement to follow the guidance from the HSE. See here <https://www.hse.gov.uk/risk/controlling-risks.htm>

Perform a specific risk assessment for your individual operation which will determine the control measures that are relevant to your building.

Reviewing the Risk Assessment and the Scheme of Control is particularly important when systems are re-commissioned after a shut down. Seek advice from competent persons such as your Water Safety Group / Responsible Person or Water Treatment advisors. Below is some useful advice for some of the actions you should be thinking of undertaking, if you haven't done so already.

Recommissioning the Systems

General Principles:

- The systems should be recommissioned as though they were new (i.e. thoroughly flushed, cleaned, disinfected and, if a large complex building, storage tanks treated with a biocide such as chlorine dioxide) before returned to use. This would normally be completed by an external specialist, dependent on your organisation's internal staff resources.
- Cleanse and test for legionella at least 7 days prior to reopening to ensure results are returned to confirm that the system is clean.
- Clean and descale all shower heads prior to reopening.

Recommission your Snow Pit

- Drain any residue water in the snow pit via the fitted sump pump or use a handheld submersible water pump.
- If you didn't clean your snow pit during shut down, there is a high prospect that the bottom of the snow pit may be filled with sludge and silt, formed from fibre residues and other small debris cut from the ice sheet. This may have solidified and must be removed to improve performance. Remove all sludge and silt.
- Pressure wash the snow pit thoroughly. Clean and re-fill with water.

Check Empty Header Trenches and Under Crofts

- In some ice rinks, melt water from the ice rink is designed to track into the header trench. The melt water may still be sitting in the base of the trench. Trenches should be checked for water build up and if present, all water should be removed using a submersible pump or by releasing the ground water drain covers. Check the condition of header pipe support brackets and the pipework generally within the trench where exposed and visible.
- If your ice rink has an under croft (i.e. it is built upon a suspended slab as opposed to a ground bearing slab), then there is a prospect that melt water could track to this location.
- Where possible, check the condition of the under croft and inspect for stagnant water that has pooled beneath the ice rink slab. Remove all water and adhere to confined space working regulations at all times.

Managing the Re-Opening of the Building

Control of Contractors onsite as building re-opens

During normal operations refer to IRMA Good Practice Guide Ver. May 2020, Section 4.5 Contractor Management. Follow the current Government guidelines.

Carry out a COVID-19 Risk Assessment

Before restarting work, you should ensure the safety of the workplace by:

- carrying out a risk assessment in line with the HSE guidance.
- consulting with your workers or trade unions.
- sharing the results of the risk assessment with your workforce and on your website as prescribed by the Government for employers of 50 people or more.

Develop Cleaning, Handwashing and Hygiene Procedures

You should increase the frequency of handwashing and surface cleaning by:

- encouraging people to follow the guidance on hand washing and hygiene.
- providing hand sanitiser around the workplace, in addition to washrooms.
- frequently cleaning and disinfecting objects and surfaces that are touched regularly.
- enhancing cleaning for busy areas.
- setting clear use and cleaning guidance for toilets.
- providing hand drying facilities – either paper towels or electrical dryers.

Help People to Work from Home

You should take all reasonable steps to help people work from home by:

- discussing home working arrangements.
- ensuring they have the right equipment, for example remote access to work systems.
- including them in all necessary communications.
- looking after their physical and mental wellbeing.

Maintain Government advised Social Distancing, Where Possible

Where possible, you should maintain advised distance between people by:

- putting up signs to remind workers and visitors of social distancing guidance.
- avoiding sharing workstations.
- using floor tape or paint to mark areas to help people keep to the advised distance.
- arranging one-way traffic through the workplace if possible.
- switching to seeing visitors by appointment only if possible.

Where People Cannot be the advised distance Apart, Manage Transmission Risk

Where it's not possible for people to be the advised distance apart, you should do everything practical to manage the transmission risk by:

- considering whether an activity needs to continue for the business to operate
- 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 whenever possible
- staggering arrival and departure times and breaks.
- reducing the number of people each person has contact with by using 'fixed teams or partnering
- Providing appropriate personal protective equipment in line with Government guidance

Also see additional UK government resources on working safely [here](#)

Scottish Government advice [here](#)

Welsh Government [here](#)

Northern Ireland Government [here](#)

NHS and COVID-19 [here](#)

HR Policies

Organisations should ensure relevant policies and procedures are in place to manage the impact of the consequences associated with a pandemic. For example:

- What terms are in place for staff who may need to continue to self-isolate due to either their own or a dependent family members health.
- What measures are in place to reduce staff hours, if required.
- Pay arrangements depending on the range of possible scenarios.
- Communication systems and how these policies are to be implemented.

HR policies on sickness absence unique to a pandemic should be developed and agreed as part of the business continuity plan. This should cover:

- Staff who are confirmed as contracting the disease or virus.
- Staff showing symptoms but not confirmed as having contracted the disease or virus.
- Staff who suspect they have contracted the disease or virus, but who are then confirmed as not having the disease or virus.
- Flexible working, working from home and furloughing procedures will need to be considered.

Response Teams

Establish a response team to help manage your business throughout a pandemic episode. Define the group, their roles and responsibilities as part of the response plan and ensure they are aware of the expectations for their role. Roles to consider within the team will include:

- An overall lead
- Finance
- Operations
- HR
- Marketing

Consideration should be applied to nominated deputies in the event of a member of the team becoming unwell or unavailable. A key function of the response team will be to establish a response plan to manage the organisations handling of the business leading towards re-opening.

Staff Working from Home

For some, working from home may be a standard part of their existing role. For others, working from home may be occasional, as part of a flexible working arrangement or a requirement due to unforeseen circumstances. In all cases, there are some basic considerations to make to ensure working from home is safe and productive.

Considerations centre on :

- The work environment.
- The work equipment.
- Mental wellbeing and working alone.

Employers have the same responsibilities toward their employees working from home permanently or temporarily, as at any other time. Employers will need to consider:

- What work activity employees will be doing, for how long and can it be done safely.
- Do any control measures need to be put in place to protect employees?
- How you will keep in touch with employees.

What you can advise and encourage your staff to do....

- Try to make a dedicated area in which to work, propped up in bed or on the sofa with your laptop is not a good idea.
- A desk, table or worktop if you favour standing for some periods to work, is preferable.
- A well-ventilated room with good natural lighting is ideal.
- If possible, you should try to use a room where you can work undisturbed from others at home but avoid sheds and garages.
- Avoid attics and cellars as they have limited access, poor temperature and ventilation control and lack natural light.
- Ensure you have adequate lighting and that there are no trailing cables.

Work Equipment

Those employees who work from home on a long-term basis must have the risks associated with workstations assessed and controlled. However, there is no increased risk from display screen work for those working at home temporarily, therefore a workstation assessment is necessary. Give some thought to:

- Lone Working procedure.
- Work Equipment procedure.
- Display Screen Equipment procedure.
- Stress Management procedure.

Government Information Sources

As the COVID-19 Pandemic continues to be an evolving, unprecedented situation it is difficult to predict when our businesses might resume to normality. In the meantime, it is essential for all Operators, Employers and their Employees to monitor Government and Local Authority guidance.

Sources of Information

Establish good sources of information to inform where ongoing business decisions are going to come from. For a viral pandemic, the UK Government and NHS websites are likely to be the key locations of official guidance. It is vital that the guidance issued by such sources is regularly reviewed and followed by the organisation.

Governing and advisory bodies for specific sports and activities should also be monitored for updates and guidance on the pandemic, including actions that facilities should be taking to mitigate the effects of the pandemic.

General Information

Government guidelines followed in the compilation of this report:

- Business related travel restricted to essential staff only.
- Video conferencing used for meetings, contact with suppliers, and where necessary customers.
- Restriction of areas available to staff/public to reduce facilities to be cleaned.

Business continuity plan

- Handshaking and general close personal greetings are discouraged.
- Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance.
- Viricidal sprays available for wiping down work surfaces and equipment.
- Hand sanitiser available.
- First aid trained personnel available during all opening hours. Preservation of life a priority.
- Strict hygiene protocols in place to try and reduce transmission and adhered to.
- Use appropriate disinfectant product and use according to the label directions.

Surfaces frequently touched with hands are most likely to be contaminated. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops and electronics.

Cleaning Information

It is vital that all venues agree in advance what their cleaning strategy is and the measures that can be taken to mitigate virus spread at their facility.

- Operators of community settings should develop or review protocols and procedures for cleaning public spaces. This will help determine where improvements or additional cleaning may be needed.
- Consider the use of pedal, rather than hand, operated waste bins, where possible.

If you have or become aware of a confirmed COVID-19 case in your workplace you **MUST** follow the latest Government Guidelines in order to take the relevant action.

Robust general cleaning schedule may need to be in place. Who will perform this? Additional cleaning programmed for high touch points – including light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, lockers, Shared equipment – Computers, POS touch screens, Phones, 2-way radios, photocopy machines, Small office equipment (e.g. stapler), toilets etc.

Restriction of areas available to staff/public to reduce facilities to be cleaned viricidal sprays available for wiping down work surfaces and equipment. Strict hygiene protocols in place to try and reduce transmission and adhered to the appropriate disinfectant product when used according to the label directions. Surfaces frequently touched with hands are most likely to be contaminated. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops and electronics.

Important that any venue partners or staff are communicated with in advance on what their cleaning strategy is and how you can help implement and contribute first aid trained personnel available during all opening hours. Preservation of life a priority

Mental Health and Wellbeing

Everyone is naturally concerned about the Virus at this time so additional attention should be directed at mental health issues.

Employers and line managers are advised to be alert to mood or behavioral changes in employees and talk to them compassionately about problems.

Employers and Trades Unions will collaborate to promote their existing range of support networks available to employees and members, and where appropriate publicise Employee Assistance Programmes, Union Support Schemes and other government and third sector Mental Wellbeing resources.

Employers should signpost online training aids to promote mental health and wellbeing.

What to do When Concerns Arise:

Employees are encouraged to raise any concerns they have with their employer, through their line manager, recognised trade union or other employee representative body if in place. Constructive dialogue is advised for the resolution of these concerns.

Employees have the absolute right to work in an environment free from serious or imminent danger or harm and should not suffer detriment or dismissal for acting on a reasonable belief of serious or imminent danger.

Employees are often better placed to put ideas forward on how to resolve concerns. This can be achieved through early dialogue and consultation. Where normal consultative arrangements do not resolve the issues, employees are entitled to raise a grievance.

If agreement on a resolution cannot be reached, employees and/or their recognised trade union or other representatives should contact the HSE to obtain advice or make a complaint. Appropriate enforcement action will be considered as necessary.

An employee who suffers disadvantage or dismissal because they reasonably and genuinely believed their employer was not complying with their legal obligations has legal protection, as per the existing legislative framework.

Employers should use their disciplinary procedures to deal with serious or repeated breaches of health and safety practices.

Personal Protective Equipment (PPE)

Guidelines in respect of Personal Protective Equipment is also evolving. It is essential for all Operators, Employers and their Employees to monitor Government and Local Authority guidance in respect of the PPE that needs to be worn by staff, contractors and visitors to the building whilst it is closed for business.

The Governments of England, Wales, Scotland, Northern Ireland and The Republic of Ireland have developed their own policies in respect of the COVID-19 pandemic. We recommend that Operators and Employers check their local or national authority before implementing any PPE policies to users/visitors of their building.

Check with your local authority for definitive and up to date advice and regulations

UK / English Government information on face coverings

<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>

Northern Ireland Government advice

No official Government advice can be found but direction to the below link through the NI Gov website for all business-related advice.

https://www.nibusinessinfo.co.uk/sites/default/files/COVID-19-Working-Through-This-Together_0.pdf

Scottish Government advice

<https://www.gov.scot/publications/coronavirus-COVID-19-business-and-physical-distancing-guidance/>
<https://www.gov.scot/publications/coronavirus-COVID-19-public-use-of-face-coverings/>

Welsh Government advice

<https://gov.wales/coronavirus-and-personal-protective-equipment-ppe>
[WHO \(World Health Organisation\) Advice](#)

Physical distancing, hand washing and respiratory hygiene, are the most important and effective measures we can all adopt to prevent the spread of coronavirus. Therefore, the wearing of facial coverings must not be used as an alternative to any of these other precautions.

Insurance

Insurance Company Notification

To ensure that your facility carries the correct and adequate insurance cover during the COVID-19 pandemic, you have a duty of care to notify your insurers of any changes to normal operation that might impact your insurance policy or may void your cover.

Always follow Government advice to confirm when you can re-establish your business and report your findings as part of your site COVID-19 Risk Assessment.

Some useful additional advice:

- If your site normally has 24-hour occupation and you wish to reduce the hours of occupation, please contact your insurance company or Broker for advice. Please update any relevant risk assessments, for example: lone working, that remaining site staff include trained fire wardens with knowledge of the action to take in the event of an emergency
- Review your insurance cover to understand if and to what degree you may be covered in the event of another outbreak and lock down. Will you be covered and is it possible and affordable to obtain cover for a pandemic occurrence? This information should be used to inform the business continuity plan.

Operations

Minimise interactions between employees and customers; staff and customers should ensure that all interactions are conducted within social distances guidelines i.e. 2 meters apart

Registration and payments for programs and activities:

- Maximise use of online options and plan as to how this will be achieved through social media and website banners
- Minimise in-person transactions
- Where possible utilise contactless payments
- Where cash is presented, staff handling cash should have access to a sanitisation station and encourage to sanitise hands between each cash transaction.

Install “protective physical barrier” between employees and customers where possible. Ensure that barriers do not compromise fire risk assessments and egress routes and are not detrimental to air movement and environmental conditions.

- Lobby Front Desk.
- Point of Sale (POS) locations.
- Skate Hire counter.
- Skating Aid/On Ice Equipment counter.
- Retail Outlet (If Applicable).
- Catering Outlet (As and when allowed).

A suitable break should be scheduled between public sessions, so no ‘waiting around’ in groups. The purpose of the break between sessions is to ensure that all skaters and spectators can egress the rink / exit the facility in a controlled manner.

This time should also be used to ensure planned cleaning of specific high-risk areas and touch points has been undertaken in accordance with the COVID-19 cleaning schedule / plan. Implement government social distancing guidelines within the facility. Where practicable implement one-way systems and mark floors with directional signage to maintain a managed flow of people around the facility.

The flow and queuing should be reviewed to reduce the crossover of customers. Including into and out of cafes, entry and egress to and from the facility, ice rink and skate hire where possible. Additional consideration will need to be given as to how staff / customers pass each other in narrow corridors and on stairways, again simple one-way systems could be introduced along with ‘waiting spaces’ for people to pass at a safe distance.

Follow government advice for office staff and those who are in the high-risk health category.

Facility Entrance/Exit

- Clearly identify entry and exit doors with signage.
- Consider door operations relating to each venue and reduce contact where possible, fire risk assessments and egress routes should not be compromised, prioritise use of automatic doors.
- Fire doors should not be propped open.
- Use stanchions or barriers to separate people (ensure these are included in the COVID-19 cleaning schedule / plan (touch points).
- Post social distancing signage at entrance.
- Consider queue management outside of the venue to comply with social distancing, this may include the need for floor markings.
- Portable hand wash/sanitisation stations positioned at entrance and exit points, in skate hire and outside retail outlets.

Front Desk and POS locations

- Mark floor for standing in line along with a line for standing appropriate distance from the counter.

Skate Hire Counter

- Mark floor for standing in line along with a line for standing appropriate distance from the counter.
- Consider using trays in the skate hire boxes and changing the redemption method at skate hire to be contactless-less to reduce the risk of transmission.
- Depending on your building configuration consider if you should separate collection and drop of hire skates.
- Ensure there is a sanitation method in place for skates once returned prior to storage.
- A staff sanitation station should be provided for staff working at skate hire and staff should be encouraged to sanitise hands regularly.

Lobby/Concourse

- Reduce number of tables and chairs in accordance with social distancing rules.
- Post social distancing signage.

Toilets

- Close off toilet partitions, urinals and sinks as needed (ensure this complies with social distancing rules).
- Mark floor to comply with social distancing; for very small toilet facilities you may need to consider one in / one out system.
- Where possible doors could be left open, however ensure privacy is still protected.

Changing Rooms (e.g. locker rooms)

- In the first instance, changing rooms should be closed, skaters and coaches should arrive at the rink dressed and ready to use the ice. Put skates on in the car, if possible. Or use tape to mark areas where skaters can put on/take off skates, if necessary. Use open areas like outside, lobbies, hallways, spectator areas.
- Operate a phased return of changing rooms only available for use if social distancing can be achieved and ensure touch points are disinfected after each use.
- Use multiple rooms for team activities where possible.
- Consider setting time limits for dressing room use.
- Mark available seating spaces to comply with social distancing.
- Sanitisation stations will be available for customers to use for touch points.

Spectator Seating Areas (e.g. bleachers/cafes)

- Mark available seating spaces to comply with social distancing.
- Close off areas as needed.
- Post social distancing signage.
- Limit number of spectators allowed to supervise skaters.

Participant Seating Areas (e.g. players bench)

- Mark available seating spaces to comply with social distancing.
- Close off areas as needed.
- Post social distancing signage.

Off-Ice Waiting Areas (e.g. gates to get on ice)

- Clearly identify waiting areas with signage.
- Mark floor for standing in line to comply with social distancing.
- Ensure gates are included in the COVID-19 cleaning schedule / plan.
- Nominate entry and exit gates to and from the ice rink.

On-Ice

- Ensure that programming conforms to government physical distancing guidelines.
- See British Ice Skating and EIHA and Ice Hockey UK and Scottish Curling Programming recommendations along with Public Skating recommendations section.
- Lesson plans should be produced to ensure coaches and pupils maintain social distancing. Utilize markers on the ice to ensure activities / groups are zoned and social distancing is maintained.

Cafes/Restaurants

- Ensure that café operations conform to government physical distancing guidelines and operate under any guidelines issued by PHE or other national health authorities.
- Sanitisation stations should be provided adjacent to vending machines which can remain in use and must be cleaned regularly as part of the COVID-19 cleaning schedule / plan.
- Minimise touchpoints throughout the facility.

Ensure that no-touch fixtures in toilets are working properly. Consider installing these types of fixtures if not already there, examples:

- Taps.
- Soap Dispensers.
- Hand Dryers.
- Paper Towel Dispensers.
- Toilet and Urinal Flush Valves.
- Music systems – where possible utilise blue tooth options.
- Motion Controlled Light.
- Switches.

Consider shutting off ATM, video games and water fountains (where possible restrict access to only fill water bottles and provide signage and social distance measures).

Consider minimising the risk around the following areas:

- Lost and found (staff handling lost / found property should have access to PPE (disposable gloves).
- Holding customers shoes in exchange for rental skates.
- Electronic customer feedback devices.
- Customer POS screens.

Minimise employee's shared equipment, examples:

- Computers.
- Pens.
- POS touch screens.
- Phones.
- 2-way radios.
- Keys.
- Photocopiers.
- Small office equipment (e.g. stapler).
- Flooding hoses.
- Ice resurfacer / edger.

Encourage Hygiene Best Practices

Ensure all staff have completed a COVID-19 return to work declaration. Recommend that customers showing any symptoms or signs of sickness, or who have been in contact with known positive cases to stay home, this should be communicated via signage on entry and around the facility.

Follow government advice relating to wearing of face masks and gloves at facility.

Ensure toilets have an adequate supply of hand soap and disposable towels; these items should be checked and topped up as part of the COVID-19 cleaning schedule / plan.

Social distancing and cleanliness should be promoted by the staff and or by the PA system at the beginning and throughout the public skating session.

Towels/'sweat towels' will not be taken ice side.

Ensure that the following public use items are disinfected before and after each use

- Rental skates.
- Rental helmets.
- Skate aids / walkers.

Signage posted throughout the facility, examples:

- COVID-19 statement of intent.
- Social distancing policy.
- How to protect yourself and others.
- What to do if you are sick.
- Hand washing how-to.
- Cover coughs and sneezes by using a tissue or the crux of your arm.
- Don't touch your face – eyes, nose, mouth, if you do wash your hands.

First Aid

Although there may be heightened concerns around first aid, this will continue as normal, with the below aspects to be used when needed:

- Gloves.
- Resuscitation masks for emergency first aid to be provided to all first aiders.
- Face masks for general first aid.
- Consideration should be given to including sanitising wipes for staff in boxes during the pandemic.
- The Resuscitation Council UK has provided specific guidance on CPR.
- HSE guidance on first aid during Covid - 19 [here](#).
- **Gov.Uk Guidance** [here](#)

Regarding PPE

Disposable gloves should be worn if physical contact is likely and where staff are handling a substance in accordance with the COSHH assessments.

A fluid repellent surgical mask is recommended, and additional use of disposable eye protection should be risk assessed where there is a risk of contamination with splashes of droplets of bodily fluids.

Scheduling Considerations

- It is likely ice schedules will be reviewed and amended.
- Consider reducing the duration of the public skating sessions and increase the number of sessions to minimize the impact of the reduced occupancy levels.
- Consider queuing conflicts when scheduling activities and ensure social distancing rules can always be maintained.
- Leave enough time between sessions to ensure effective cleaning can take place, this will be based on a risk assessment of cleaning and resources (numbers of cleaners/staff and time taken to complete the COVID-19 cleaning schedule / plan).
- Plan for reopening to the public – consider a soft launch where different activities are reopened in a phased approach, example:
 - Patch ice users.
 - Clubs.
 - Skate UK Learn to Skate courses.
 - Public sessions.
 - Events.

Capacity Considerations of the Ice Rink

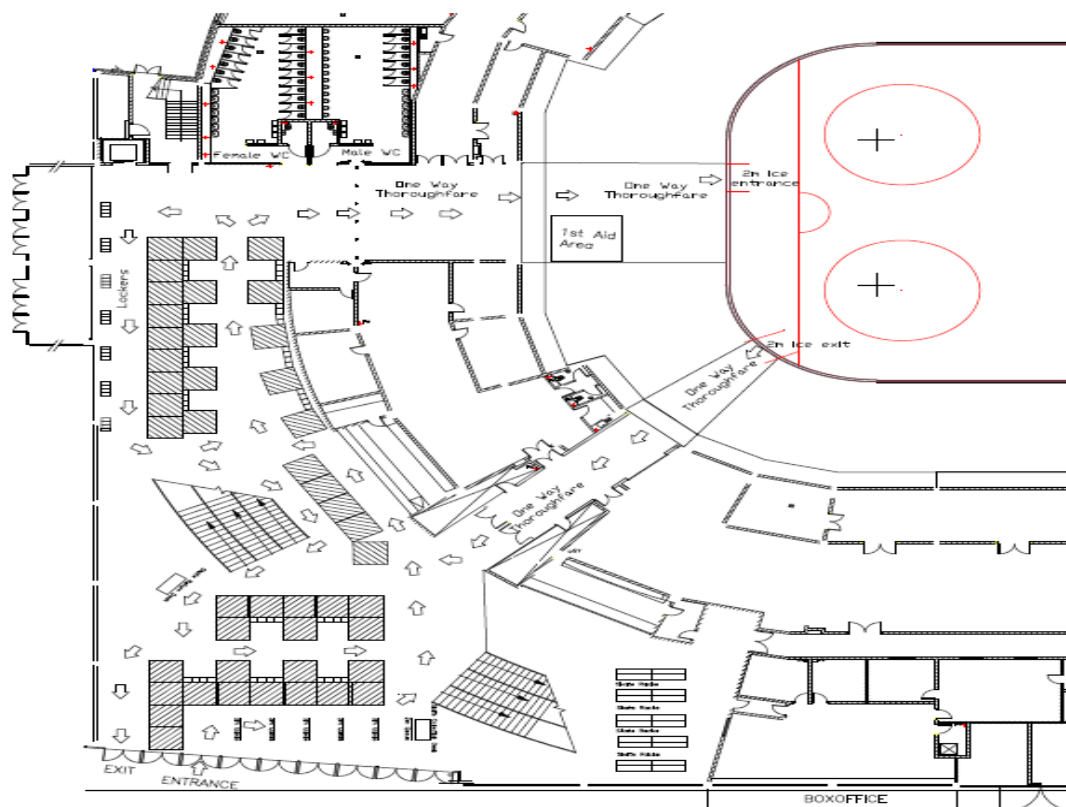
This will be reviewed as government guidance changes and social distance or other controls are amended accordingly. Please see capacity appendix which show rink calculations for specific activities.

Occupancy levels for ice rinks are calculated utilising the floor space available multiplied by the emergency exits available and then divided by the occupant density.

When introducing social distancing measures this is almost certainly going to impact on occupancy levels. Whilst the ice rink surface can accommodate a specific capacity, the circulation areas around the venue are likely to be impacted where capacity for skaters and spectators will need to be considered into the equation and social distancing measures will reduce the capacity as queuing to get ice skates and get onto the ice rink, and then toilet and café areas will all impact on the final occupancy level which will be achieved.

The UK government are currently recommending a specific social distance between people, for ice skating this calculation will be used for circulation areas around the ice rink where people will be likely to be queuing. Consider staggered start times for different groups or activities.

Below is an example of how one-way systems and social distancing measures can be planned for an ice rink:



Emergency Procedure Considerations

Pre-Opening - Venue operators should complete robust risk assessments to ensure all hazards / risks from COVID-19 have been assessed and that suitable and sufficient control measures have been implemented to reduce the risk of infection and the spread of the virus. The UK Government are advising all businesses with 50 staff or more to provide these risk assessments on their website.

Venue Operators need to check the resilience and operability of their plans and, where circumstances permit, should explore alternative ways to do this, for example a limited desktop exercise or other virtual communication between involved parties.

Venue Operators should review their Fire Risk assessment and Emergency Plan considering the impact of COVID-19 on their staffing levels, operating times, business processes and evacuation arrangements.

Venue Open for Business

Full testing of emergency procedures should resume once circumstances permit.

Evacuation

Social Distancing - It is essential all occupants leave the venue and go to the pre-determined Assembly Point in event of an emergency to ensure their safety. Whilst social distancing may be impacted during evacuation, this can be managed by following government guidelines on maintaining hygiene at the Assembly Point.

Venue Operators must review and revise the current emergency plan and Fire Marshall provision, including the Assembly Point, considering the number of occupants and ensure all occupants are issued with revised instructions and are aware of what is expected, consider social distancing requirements and appropriate signage.

Training

Where staff numbers have changed, venue operators must ensure that they continue to provide appropriate staff training. If staff training has not been undertaken for some time, upon reopening, ensure that all staff know what to do in a fire/emergency. If those people with specific tasks have not returned to work, ensure that other suitably trained staff are available. Venue Operators must consider the needs of lone workers and their fire safety.

Ensure the COVID-19 risk assessment is included as part of the reopening training plan for staff; this should include informing staff of the hazards relevant to their job role, i.e. reception, skate hire, marshal and include information and instruction on the control measures that have been implemented to ensure they stay safe

Ideally a staff consultation should take place before the facility reopens giving staff the opportunity to read, discuss and raise any concerns or issues that they may have about the changes to their job role or the health and safety measures that have been introduced. Consider bringing staff on site prior to opening to the public to enable them to familiarise themselves with the new processes and working arrangements.

Fire Doors

It is strongly advised against wedging open fire doors and other control measures should be considered. However, if venue operators decide to wedge open self-closing fire doors as a COVID-19 control measure, to reduce the need to touch locks and door handles, etc. it is essential that this hazard is balanced against the risk of uncontrolled spread of fire and smoke when a fire occurs.

If the venue operator decides to wedge fire doors, this must be fully considered in the fire risk assessment. Suitable control measures must be put in place to ensure fire doors will be closed when needed.

COVID-19 Monitoring

Appoint a COVID-19 Officer (this could be the facility H&S competent person) for the venue to ensure a designated person is made responsible for accurate monitoring to be maintained to identify trends/omissions and corrective action.

A picture of the facility COVID-19 Officer could be displayed and mentioned in the COVID-19 statement of intent; along with a statement that staff and customers can discuss any COVID-19 related issues with this person during opening hours (or another manager).

Introduce COVID-19 internal monitoring check sheets that can be used to monitor systems, processes, and staff. The findings from these check sheets should be used to review the COVID-19 risk assessments. Consider introducing pre-opening and pre-closing staff briefings to ensure effective communication is in place between staff and managers; these briefings could be recorded and displayed/circulated to all. Include this requirement into resident clubs SLAs to ensure clubs recruit a COVID-19 Officer to represent the club and communicate any concerns to the rink management and the NGB. Pre-opening meetings should be held (via video link) with all clubs to ensure they are consulted and informed of the new COVID-19 systems, processes and controls.

Public Skating During COVID-19

Capacity on Public Sessions

The Ice rink capacity has been based upon 15 Square meters per person. The below contributing factors will enable a safe environment for public skating to take place.

60m x 30m rink = Capacity of 97

56m x 26m rink = Capacity of 80

Smaller rinks – separate risk assessment required.

The above figures will be dependent on other circulation areas in the venue to operate social distancing to maintain a safe environment which is 3m² per person as stated in guidance issued by UK Active.

Family Households Attending: (Enhancing Distancing Between Clientele)

Most Ice Rink clientele are made up of small family groups, this means that the group will normally remain within a close proximity and thus the distance between the groups will exceed the government guidance. If for example a 4 Sqm meter space per person was adopted the spacing between family members will likely decrease as they gravitate to each other (around 1 Sqm). Thus, the distance between the groups will increase beyond 4 meters to potentially 6 Sqm between each group.

Single Direction of Travel (Reducing the Likelihood of Transmission):

The public travelling in the same direction will reduce the face to face contact and likely transmission of the virus, as detailed in the below government guidelines: Staying safe outside your home.

<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>

Managing Skater Flow

Once an Ice Pad has around 60 skaters the groupings reduce the manoeuvring and result in a steadier flow, thus reducing face to face and side by side transmission.

Ice Rink Code of Conduct

Do's

- Put your skates on in the designated Skate change area.
- Keep off the ice when the ice re-surfacing machine is on the ice.
- Skate anti-clockwise unless instructed otherwise maintain social distancing when overtaking other skaters and keep moving where possible.
- Follow instructions from all staff and adhere to signage and information displayed.
- Put litter in the bins provided.
- Ensure your skates are fitted correctly.
- Wear gloves.
- All skaters are required to sanitise their hands before and after the session.
- Once the session has finished skaters need to vacate the ice following the directional signage displayed and vacate the venue asap.
- Always maintain social distance guidelines.
- Cough or sneeze into a tissue or the crook of your arm.

Don'ts

- Breach the social distancing rules, stay apart from those not in your Family.
- Try not to touch your eyes, nose or mouth (face) when on the ice.
- Sit or climb on the barriers.
- Chip, throw or spray the ice.
- Skate at excessive speed.
- Carry young babies or children whilst on the ice.
- Cut across the middle whilst lessons are in progress.
- Run around the rink.
- Skate backwards without due care and attention to other skaters.
- Use mobile phones, MP3, electrical devices.
- Play tag games on the ice.
- Skate in chains of three or more people (must be in same household).
- Wear hats, scarves & long coats on the ice (exemptions are for religious/medical reasons).
- Stand still or gather in groups in the middle of the ice.
- Eat or drink on the ice.

Communicating with Customers

To supervise an ice rink properly requires being able to communicate with users, other team members and the management team.

A pre-session PA announcement could be made explaining any specific COVID-19 rules / measures that have been introduced to ensure everyone is aware, this could include access and egress from the rink.

Rink staff posture, appearance, facial expressions and gestures communicate all kinds of messages. A friendly, firm and professional manner will get the most positive response.

In dealing with customers, especially where there is a potential discipline problem, the following should be considered:

- Staff should maintain social distancing.
- Smile and appear approachable (not too approachable).
- Establish eye contact.
- Be courteous but firm.
- Give reasons for any warning or instruction.
- Avoid anger or inappropriate language.
- Never try to intimidate ice rink users.
- Above all, always remain calm and in control.

Rink staff should use a whistle sparingly, or else it loses its effect. It is important to remember that a whistle will only attract attention and needs to be followed by a verbal or visual instruction. If using hand signals, ensure that they are made in such a way as to be obvious and not to open to misinterpretation, hand signals usually need to be followed by an explanation and whistles are only effective if used in accordance with training.

The ice rink should have an effective system to alert all available staff to respond to an emergency situation. This is defined in the Emergency Action Plan procedure.

Dealing with the Public

The Ice rink will be safer if skaters are aware of potential hazards and act responsibly. As far as is reasonably practicable, the hazards should be brought to skaters' attention as soon as possible.

This is achieved in a variety of ways:

- COVID-19 information is displayed on the website and posters at entry and throughout the facility.
- Mandatory admission policy and supervision policy notices displayed at Reception and appropriate locations.
- Ice rink rules, information notices on the Ice rink.
- Signage displaying specific safety notices for each activity area.
- Safety aspects incorporated into publicity material available to new customers on arrival, including adults supervising children, and to be distributed to those in charge of organised groups.
- References in contracts with club organisers, schools, etc., hiring the rink.
- Use of visual and audible alarms, and whistles used by rink staff
- Verbal reminders and explanation where necessary, by rink staff. This message should be communicated before the session's starts, highlighting specific rules for each activity area and the rules of high-risk areas. This could include COVID-19 measures.

Deployment of Staff

Control of the ice pad must be exercised on all public sessions. This includes ice skating coaches who have a responsibility to ensure customers are adhering to the ice rink code of conduct.

The number of 'on ice or supervising the ice staff' is subject to both the number, and the abilities of customers skating, thereby ensuring safety standards are implemented and adhered to.

As a starting point for ice rink operators' consideration, the table below sets out the suggested minimum number of Rink Staff for certain numbers of customers on the ice pad during public / unstructured sessions. However, further consideration will need to be given to increasing the number of rink staff for high risk activities or if any special features are available or in operation (which includes profiling of users).

Operators **must** assess the risk of their activities prior to determining supervision levels.

Ratio of Rink Staff: Basic Guideline

Number of Skaters	Minimum Number of Rink Staff during normal conditions	Recommended Number of Rink Staff during high risk activities
0 – 97	1 (Skating on or supervising the ice pad)	2

Plexiglass and Transmission Risks:

Plexiglass vs open plan/netted rink- rinks with plexiglass have a reduced transmission for people passing around the outside of the rink whereas rinks with netting will need to consider the proximity and flow of their clientele off the ice.

Consideration should be given to the cleaning, or removal (if possible, may require program review of sports that can take place) of the Plexiglass within the COVID-19 cleaning schedule / plan.

Resurfacing Public Sessions

With the recommendation of reviewing the session time to reduce the time per session to allow higher through put the ice will not become as rough, the IRMA good practice guidelines advise a resurface every few hours with the assumption that the ice will become churned up.

With a smaller number of users on each session the ice will be roughed up to a lesser extent and therefore the requirement to resurface will be reduced. The venues can turn to the disinfection of the required areas instead of spending time and manpower on a resurface that may be unnecessary.

Check

Risk Assessment Review

The risk assessment should be reviewed by a competent person at regular intervals to ensure they reflect the latest guidance and risks, or upon significant changes to either your operating methods – such as contracted works taking place or the re-introduction of customers to your facility. Amendments to the risk assessment and control measures must be communicated to the team and a wider team if necessary. A person should be assigned the responsibility to undertake the review, establish control measures and communicate to the response team and wider staff teams.

Act

Review and Engage with Staff

Once our business's return to full operation, it is recommended that you review how you have responded to the pandemic. The purpose of the review should be to establish any key learning points that may benefit future planning processes. The review should include wider team members and parties (such as the council, key partners and suppliers) affected by the situation. To achieve full and honest responses, an anonymous survey/questionnaire should be considered and fed into the full review completed by the response team.

HR should manage the survey/questionnaire to highlight any employees who may be vulnerable and additional control measures that may need to be considered before the employees return to work, and ensure transparent communication of learning points and actions to the organisation staff team.

Action Required:

- ✓ Ensure staff are given the information, instruction and training in their responsibilities as part of the Health and Safety Induction for all new members of staff and a refresher training programme is in place. The training must be recorded on the member of staff's **Individual Training Record**

Associated Forms:

- Remobilisation Plan.
- Covid-19 Return to Work document.
- Capacity Drawing.

Associated Work Instructions:

- Ice Rink Managers Association Best Practice Guidelines.

Associated Risk Assessments:

- Ice Rink Operating During COVID-19 (Coronavirus) Pandemic.
- Legionella.
- Equipment Specific.

Supplier List & Contacts:

- Ice Tech UK - 0845 838 2310.
- Hood airport & ice limited - 07702 468195.
- Marshalls International Ltd - 01794 342047.
- Ice Rink Company - 07960 930730.

If you are seeking CIT Qualified professionals that may be able to assist in ice painting, please contact the relevant person below who can link you with the most locally qualified and experienced person in your area.

- For England and Wales, please contact Richard Rowlands; Richard.rowlands@national-ice-centre.com
- For Scotland, please contact Tom Pendreigh; tom@britishcurlingsupplies.co.uk

Please be aware the arrangement is between your facility and the organisation or individuals you wish to engage with, not IRMA.

Return to Ice Skating Guidelines

Introduction

British Ice Skating has developed the Return to Ice Skating Guidelines, working with the Ice Rink Managers Association and other Ice Sport's National Governing Bodies to produce the following guidelines for our programmes and disciplines. This element of the document should be considered in conjunction of the full guidelines and after full consultation with the individual rink and rinks, clubs and coaches should complete their own risk assessments.

By following these guidelines as well as those from the government and health agencies, skaters and their families will be able to make informed decisions as to when they can return to the ice.

Rinks & clubs should appoint a COVID-19 Officer to make sure all activities on and off the ice are being adhered to.

Programming Considerations

Planning:

- All participants & Volunteers should be briefed on any new policies or protocols before arriving at the venue.
- Anyone participating in the activity (athlete, volunteer, official, etc.) should proactively and regularly check their health status in advance of arriving at the venue. Anyone due to participate who is feeling ill should not come to the venue.
- Schedule sessions to allow for skaters to exit and enter with minimal overlap or contact.
- Identify, educate and train all volunteers or coaches on roles at the arena to reinforce expectations and guidelines.
- Communicate with all families the new expectations and guidelines for Return to Skating prior to first day. Revisit, as necessary.

Coaches -During sessions:

- Work with the facility operator to establish traffic flow patterns to discourage gatherings.
- Skaters arrive "rink ready".
- Warm-ups can occur outdoors in a safe area, where social distancing can be followed.
- Encourage constant movement on the ice.
- All skaters must bring their own personal items (gloves, facial tissues, water bottles, etc.) Tissues must be disposed in bins provided around the rink.
- Utilize lanes for class/group work.
- Use verbal cues and drawings on ice to enhance learning.
- Use verbal incentives and praises.
- No hands-on assistance unless a safety issue arises. Coaches should use verbal cues when instructing students rather than physical contact.
- For team skating, consider side by side (individual) practice activities and exercises.
- Limit coach/skater contact during lessons.
- Lesson plans may be adapted to ensure skaters and coaches are practicing physical distancing.

Coaches - Post sessions:

- Encourage people stagger their departure to clear the area for the next session as per rink guidelines

- Suggest cool down activities to be performed at home or in an outdoor safe area, where social distancing can be followed.
- At the end of each session disinfect all equipment and surfaces. (this will be undertaken by rink staff).

Parent & Toddler Sessions / Skate Tots

- Reduced numbers on the ice (A maximum of 6 children plus accompanied adult per coach).
- Ensure the parent always has capability to control themselves and the child appropriately, skate aids to be used as additional support at all times.

All equipment must be fully disinfected prior and after use (this will be undertaken by rink staff).

Skate UK Guidelines

Linked to the operational guidelines produced by rinks.

- Coaches should NOT combine grade classes together if possible.
- Maximum of 6 groups on a 60m x30 m ice pad.
- Coaches should use cones or water-soluble marker pens to draw out circles and guidelines for skaters to follow.
- Coaches to group skater's dependent upon their skating strength.
- Coaches to use helpers, assistant coaches, ice marshals etc to assist if necessary.
- For Grade 1 and above if required -Use an off ice programme approximately 15 minutes prior to lesson to go through basics of walking, sitting down & getting up safely to reduce contact *Go through with group on how to tie up skates correctly ensuring all skates are properly fitted before leading group to ice pad *Use barriers and skating aids of necessary for complete beginners to reduce any falls etc.
- Coaches should aim to keep the pupils moving during lesson.
- Each individual rink to determine how best to subdivide/utilise the ice space dependant on the Skate UK level being taught & numbers within the group.

PLEASE USE CALCULATIONS BELOW WHEN ASSESSING ICE PAD CAPACITY FOR SKATE UK

ICE RINK – for Skate UK lessons, following appropriate venue risk assessments and incorporating appropriate supervision ratios the recommendation is 25sqm per skater.

60m x 30m = 1744 sqm

25 sqm per person = 65 to include all coaches, supervisors, skaters, parents etc on the rink.

- **MAXIMUM NUMBER OF SKATERS PER LEVEL 2 COACH – 10.**
- **GRADE 1***Use an off ice programme approximately 15 minutes' worth prior to lesson to go through basics of walking, sitting down & getting up safely to reduce contact *Go through with group on how to tie up skates correctly ensuring all skates are properly fitted before leading group to ice pad *Use barriers and skating aids of necessary for complete beginners to reduce any falls etc.
- Use hockey circles, soluble marker pens & cones to help with social distancing. When using a circle put weaker skaters on inside & stronger skaters on outside to assist social distancing.

Patch Ice/Figure Skating Ice

- Coaches should teach from barrier / off ice where applicable (avoid touching barrier).
- Coaches should use water soluble marker pens to draw out guidelines / meeting point for skaters to follow.
- Ice surface should be re-surfaced more frequently if possible due to skaters falling, blowing of noses (into tissues) & drinking by the barriers & the risks they carry.
- Suggest skaters arrive "rink ready".
- All skaters must bring their own personal items (gloves, facial tissues, water bottles, etc).
- Use tape to mark areas where skaters can put on/take off skates, if necessary. Use open areas like outside, lobbies, hallways, spectator areas, etc.
- Keep all personal equipment in a secure bag or leave it in the car.
- Limit coach/skater contact during lessons. Coaches should use verbal cues when instructing students rather than physical contact.
- All warm-ups should be done outside of the building, weather permitting where possible & if safe to do so.
- Encourage constant movement on the ice.
- NO skate harness work to be carried out during COVID restrictions under any circumstances

PLEASE USE CALCULATIONS BELOW WHEN ASSESSING ICE PAD CAPACITY FOR PATCH / FIGURE ICE
(Due to the nature of patch ice usage our recommendations for patch sessions are 56sqm.)

60x30m Rink Surface 1,744 sqm

*Maximum 28 skaters to include all coaches per session. Due to a mixed skill set, most skaters are without a coach & programme work being carried out causing an un-controlled environment. Also, multiple disciplines training together & skaters moving in different directions, at different speeds carrying out different skills increase the risks.

56x26m Rink Surface 1,411 sqm

*Maximum 20 skaters to include all coaches per session. Due to a mixed skill set, most skaters are without a coach & programme work being carried out causing an un-controlled environment. Also, multiple disciplines training together & skaters moving in different directions, at different speeds carrying out different skills increase the risks.

Obviously rink managers, Head Coaches, Clubs etc should only use these figures as guidelines and a maximum. Please be mindful that differing levels of skaters may require more space.

Club Sessions

- It is strongly advised that each club should have a dedicated officer responsible for Covid-19 liaison, making sure that from the club's perspective they are up to date with central or local government recommendations. This person will also have a key responsibility to liaise with the rink operator and be aware of the rules and guidance set by the facility (for all facilities used by the club).
- Clubs should discuss with the rink operator any changes that may affect club access.

- When determining skater ratios clubs should consider the advice on guidance and assessing risk in the rink alongside and with collaboration with the rink operator.
- Coaches should deliver from rink side if possible and avoid touching barrier.
- Review current first aid requirements with your rink.

60x30m Rink Surface 1,744 sqm

*Maximum 28 skaters including coaches per session due to a mixed skill set & programme work being carried out causing an un-controlled environment.

56x26m Rink Surface 1,411 sqm

*Maximum 20 skaters including coaches per session due to a mixed skill set & programme work being carried out causing an un-controlled environment.

***Obviously rink managers, Head Coaches, Clubs etc should only use these figures as guidelines and a maximum. Please be mindful that levels of skaters may require more space.**

Coaching Ratios

Coaches working with young people should not work in isolation. It is important to have the correct level of supervision from a health and safety point of view so that coaches reduce the risk of injury to skaters and ensure adequate cover remains in case of an emergency.

Good practice means at least one other adult in addition to the coach should be present at every session to supervise. The additional adults do not need to be qualified coaches if the ratio of coaches: skaters are met.

Participants aged under 18 should not be included in staffing ratios even if they have coaching qualifications. Parents/carers should also not be included in supervision ratios unless they are acting in specific role and not solely in the role of carer.

The level of supervision should take account of the:

- Ability and experience of the skaters.
- Age and any disabilities or special requirements of any of the young people.
- Activity being undertaken.
- Geography of the facilities being used (i.e. restricted access to rink or off-ice facility).
- Risk assessment of the activity and facility.

When working with groups of children under 8 years of age government guidance states clearly that there should be one supervising adult for every 6 children (Care Standards Act 2000).

When working with young people aged over 8 years old the ideal teaching/coaching ratio is one fully qualified [Level 2 or above] teacher/coach for every 15 skaters.

However, during the current situation BIS are recommending one fully qualified [Level 2 or above] teacher/coach for every 10 skaters due to the increased risk. If there is an accident or an incident which may mean a member of staff has to treat first aid.

Coaches should complete their own risk assessments in collaboration with the rink operators to ensure the assessments are suitable and sufficient. Risk assessments are a requirement as a coach and demonstrates good practice.

For advice and support on any issues relating to the operation of clubs contact British Ice Skating via their website <https://www.iceskating.org.uk/>

Return to Ice Hockey

Introduction

There is currently a lot of uncertainty over the participation in competitive sport and physical activity and this section aims to set out a direction for the association over the coming months regarding training and competition.

Defining Levels of Activity

The below categories outline defined areas that may or may not allow ice hockey related activity to take place:

Phase 1

Max participants: 5 Social Distancing: 2m Changing: At home	Small group training allowed to take place. This is unlikely to be on ice which would not be commercially viable with only 5 people training. Distance maintained between participants at a minimum of two metres. Training would need to stay within a specific group and not mix with other training groups therefore would be limited by team / age group or agreed factor.	Training may include: • S&C • Plyometrics • Stretching • Tactical work • Technical work • Individual skill development • Passing of puck at distances greater than two metres • Strictly no contact or drills within two metres of other participants.
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Phase 2

Max participants: 15-20 Social Distancing: 2m Changing: At home	Large group training allowed to take place including on ice. Distance maintained between participants at a minimum of two metres. Training would need to stay within a specific group and not mix with other training groups therefore would be limited by team / age group or agreed factor.	Training may include: • S&C • Plyometrics • Stretching • Tactical work • Technical work • Individual skill development • Passing of puck at distances greater than two metres • Strictly no contact or drills within two metres of other participants. • No drills that require players to stand in line within 2m of other participants.
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Phase 3 – 2 weeks

Max participants: 30+ Social Distancing: N/A Changing: At home	Whole team / club training without restriction on player movement. No requirement to maintain minimum distance however contact drills / sessions to be introduced over a 2-3-week period for body conditioning.	Training may include: • S&C • Plyometrics • Stretching • Tactical work • Technical work • Individual skill development • Progressive sessions in relation to contact. • No other restrictions on sessions.
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Phase 4 – 2 weeks

Max participants: 50+ Social Distancing: N/A Changing: At rink	Whole team / club training without restriction on player movement. Friendly matches to recommence.	No restrictions in relation to activity.
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Phase 5

Max participants: 50+ Social Distancing: N/A Changing: At rink	Regular Season Re-Commences	No restrictions in relation to activity.
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In all stages:

- Players should wash or sanitise hands before and after each session.
- Players should only use personal equipment including water bottles and all ice hockey protective equipment.
- Full registers should be kept for all training sessions including contact details for participants.
- Clubs should have in place a reporting structure for an individual to report symptoms and a communication structure using their register data for communicating with participants.
- Participants with risk factors or illnesses in line with government guidance should not attend in-person training and ice sessions.
- A coach should be prepared to require that a player exhibiting signs or symptoms of illness will need to leave training.
- Players should disinfect all equipment after use.
- All clothing (jerseys, pant shells, socks and gloves) should be washed with high temperature after each training session.

Stages 4 and 5:

- Work to have players appropriately physically distanced in the locker room potentially using multiple locker rooms as required under a venue specific risk assessment.
- For age groups where parents need to assist players with equipment, limit the number of parents in the locker room at any one time as required under a venue specific risk assessment.
- When leaving the ice, coaches could excuse players one-by-one giving appropriate time for each player to get off the ice. Coaches need to plan to leave an appropriate amount of time at the end of their ice session to complete the dismissal process.

Season Planning

Based on the current operations of leagues within the EIHA, the following are minimum season length based on the number of games played but subject to ice time availability:

- NIHL National 26 (52 games)
- NIHL Division 1 18 (36 games)
- NIHL Division 2 15 (30 games)
- Juniors 10 (20 games)
- Women's 10 (20 games)
- Universities 12 (12 games)
- Recreational Ad-hoc

Based on the maximum season length of 26 weeks, the below summarises a proposed position on competitions:

League Season Start	League Season Finish	Recreational Season Start
• 1 st September	1 st April	1 st May
• 1 st October	1 st May	15 th May
• 1 st November	1 st June	1 st June
• 1 st December	1 st July	1 st June [^]
• 1 st January	1 st July*	1 st June [^]

* Shorten NIHL National to 22-week season.

[^] Limit of 75% normal fixture capacity for and extension to end of season.

Based on restrictions of crowds outside of sporting restrictions, it is highly likely that junior ice hockey without crowds will be allowed to start prior to senior leagues which require crowds in attendance to fund the running costs of the team. It is therefore assumed that a minimum 4-week period to be in between the start of the junior season and the start of the senior season.

The current best-case scenarios are therefore:

Juniors and Women's	1 st September
Seniors	1 st October

General Considerations

- Work with your rink to notify participants, prior to any in-person training, about the cleaning process being implemented at the rink and additionally by coaches and administrators.
- Host an online meeting with players' families to run through plans and allow them to ask questions as it relates to:
 - What they can expect.
 - Planning for the first session.
 - Precautions being taken to keep the rink clean and safe.
- Share what your facility's protocol for limiting the number of patrons entering at one time.
- Communicate and follow the guidelines for the amount of people that can be in the building and on the ice.

Return to Curling

Please follow link <https://www.scottishcurling.org/covid-19/> for latest guidance.

Updates of Document:

Issue No	Description of Revision	Date	Action By
1	None - First Issue	June 2020	Train designated staff and incorporate the procedure into QMS.

Date of Next Update:

This document is reviewed every two years or updated as and when necessary, the next review is June 2022.