



AWSA

Army Winter Sports Association
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Army Ice Sports

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See Distribution

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ADMINISTRATIVE INSTRUCTION – EXERCISE RACING ICE 1, ARMY NOVICE ICE CAMP 2022.

- A. 2021DIN10-013. Army European Winter Activity Instruction 2021/22
- B. 2019DIN10-015 Army Sports Lottery.
- C. 2019DIN10-029 Berlin Infantry Brigade Memorial Trust Fund.
- D. AGAI Vol 1 Ch 5.
- E. JSP 456, Vol 2, Ch 7, Defence Catering Manual.
- F. JSP 752, Ch 3-6, Tri-Service Regulations for Expenses and Allowances.
- G. 2021DIN07-013 dated Jun 21 Winter sport/Activity compassionate and casualty reporting
- H. SO BFG 4303 dated 4 Jan 2016.
- I. JSP 800 Vol 5 Part 1. Road Transport Regulations, Feb 19.
- J. <https://www.gov.uk/coronavirus>
- K. [Pj Phoenix FHPI HQ ARMY-O \(sharepoint.com\)](https://www.sharepoint.com/:Pj/Phoenix_FHPI_HQ_ARMY-O)

INTRODUCTION

1. The Ice Sports Season 2021-22 commences with the Army Novice Ice Sports Camp, Ex RACING ICE 1, which will be held at the Olympia-World Bobsleigh track Igls, Innsbruck, Austria over the period **Week one 23 Jan – 30 Jan. Week Two 30 Jan – 06 Feb 22**. All participants undergo professional instruction for five training days each week.

AIM

- 2. **Ex RACING ICE 1.** The aim of Ex RACING ICE 1 (ExRI1) is to:
 - a. Provide a professional and challenging exercise which meets the criteria of Army sport and fulfils the AWSA President's intent of delivering 'Sport for All' whilst maximising talent development.
 - b. Develop individual ice sport skills and capabilities through professional formal instruction.
 - c. Develop participant attributes such as courage, determination, leadership, self-confidence and teamwork through a well-organised sporting event.

d. Further develop the Army Ice Sports skill base in terms of awareness, participants, knowledge and experience.

e. Develop talent in all three disciplines that will form the back bone of the Army team in the 2021/22 Inter Service Championships and build on Army successes in previous seasons.

3. **Administrative Instruction.** The aim of this administrative instruction is to provide Ex R11 staff and participants the necessary information and administrative requirements to be able to prepare for and partake in the exercise.

SEASON FORMAT

4. The profile of ice sports across the Army remains high. The Army Novice Ice Camp is designed to develop talent, with a view to creating a team capable of winning the Inter Service Ice Sports Championships, whilst maximising participation at the Army Championships. The season format is as follows:

a. **Ex RACING ICE 1 - Army Novice Ice Camp, Igls, Innsbruck, Austria (23 Jan – 05 Feb 2022).** During the exercise participants will learn how to drive a 2-man bobsleigh, luge or skeleton in a safe, professional and enjoyable manner.

b. **Ex RACING ICE 2 - Army Ice Sports Championships, Winterberg, Germany (12 – 19 Feb 2022).** The Army Championships are open to competitors from across the Army (Regular and Reserves). Competitors may enter as individuals or preferably as Regimental/Corps teams and compete in the Army Championships for their Regiment/Corps. Only competitors who have completed a Novice camp can apply for Ex RACING ICE 2.¹ See AWSA website www.awsa.org.uk for further information. **All competitors are to book their own accommodation for this exercise.**

c. **Ex RACING ICE 3 - Pre- training week (20 – 26 Feb 22) and UKAFWSA Inter Service Ice Sports Championships (28 Feb – 05 Mar 22). Igls Innsbruck, Austria** Individual performances through-season and/or at the Army Ice Sports Championships are used to select the strongest possible Army team. This team will consist of no more than 14 bobsleighs (7 x 2-man crews), 13 skeleton and 8 luge athletes.

d. **British Bobsleigh & Skeleton Championships and British Luge Championships.** Due to funding reasons and world circuit commitments, a 2021/222 Season BBSA Championships has not been forecasted.

PARTICIPATION

5. **Eligibility.** Ex R11 is open to all Army personnel from Regular and Reserve units who are MFD.

6. **Army Winter Sports Association (AWSA) Membership.** To participate in any Army Winter Sports event athletes must be a member of the AWSA; membership is £15 per annum. Application forms are at Annex A and on the AWSA website. The AWSA contributes non-public funding (sponsorship & charity) to all events. Further information can be obtained by contacting the Secretary AWSA.

7. **Athlete's Declaration.** Participants must be fit and able to pass their annual fitness tests. All participants are to complete and sign an Athlete's Declaration (see Annex B) stating they are fit to train. These are to be handed in on registration. **Each individual or OIC group will return (Annex B 1) signed by their unit Adjt to WO Ice Sports prior to deployment to**

¹ All brakemen and women for 2-man bobsleigh should have attended a novice training camp but this is not essential.

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Ex RI1 will not allow medically downgraded personnel to take part in training unless they have Appendix 26 from AGAI 78. If an unfit individual attend, they will be RTUd at own or Unit expense.

AUTHORISATION & CLEARANCES

8. **Exercise Authority.** Ex RI1 is authorised by the Army Sports Control Board (ASCB).

9. **Diplomatic Clearance (DIPCLEAR).** DIPCLEAR is the political authority to transit through or conduct WSA in countries outside UK and is granted by the appropriate British Embassy Defense Section (Def Sect). Transiting is travelling through a country without taking part in any WSA in that country. **The Event Organiser will apply through the AWSA for DIPCLEAR for officials and participants to travel by Ex RI1 transport (to and from UK or advance party vehicles).**

10. **Transit and Staff Clearance.** The AWSA will apply for Transit and Staff Clearance for officials and participants of Ex RI1.

FINANCES

11. **Participant Costs.** The cost of the Ice Camp is part of a package deal that includes; travel to and from Austria, half board accommodation, coaching, track fees and equipment hire. In addition to the package cost, personal will be required to cover adequate personal protective equipment, supplemental food and travel/winter sports insurance. Units are encouraged to support individuals in order to keep individual costs to a minimum. Other costs can be covered from CILOR, Army Sports Lottery grants, COPF, Sub-Units funds, PRI and the Berlin Memorial Fund (if applicable). The cost to attend the exercise is:

Item	Cost £	Remarks
UK based units	500	Package deal
Germany based units	400	Package deal
Royal Navy	700	Package deal
Motorcycle helmet	Approx. 50	Bobsleigh only
Ice sports insurance	50	Per person, per week

Table 1

NON-PUBLIC FUNDING

12. **Army Sport Lottery (ASL).** Lottery members are eligible to claim ONE Winter Sports Grant per season equating to £25 per ticket held. This grant is claimed centrally by the AWSA and the grant amount is deducted from the entry fee. E.g. if your entry fee is £500 and you hold 3 lottery tickets then £75 (3 x £25) will be deducted from your entry fee and £425 would be due. A final check of all lottery membership will be made on 29 November (day before balancing payments become due) and any adjustments due will be made prior to balancing payments being taken. New applications or applications for the uplift of ticket numbers **MUST** be received by the ASL by NLT 1200hrs on 29 November 2021 in order that payment is taken from your November salary. For full details see www.armysportslottery.com

13. **Berlin Infantry Brigade Memorial Trust Fund (BIBMTF).** Units may apply for a Winter Sports grant of circa £20 per person, subject to confirmation, from the BIBMTF charitable trust². These bids are to be consolidated at unit level to encompass all disciplines and are to be submitted

² 2019DIN10-029 Berlin Infantry Brigade Memorial Trust Fund.

electronically direct to the Trust Secretary, email: isvcsagency@easynet.co.uk, copy to Secretary ASCB. Grants will be allocated from October onwards.

SPONSORSHIP AND DONATIONS

14. Sponsorship of the AWSA and individual disciplines is subject to separate ASCB instructions.

15. Units fortunate enough to obtain sponsorship or a voluntary donation are to be aware that this is to be applied to offset non-public costs³. Therefore, MOD resources and assets must not be used to raise such sponsorship. MOD officially-headed paper is not to be used to give an impression that sponsors are supporting an official MOD organisation; correspondence must be on behalf of the PRI, not on behalf of the unit. Sponsors may not use Regimental badges or the Army Badge (crossed swords) in promotional material linked to non-public sponsorship. If vehicles are provided as part of the sponsorship, the cost of maintenance, fuel, insurance, etc. must be met by the sponsor or from non-public funds.

16. All dealings with sponsors or potential sponsors must adhere to the following key principles: impartiality; honesty and integrity; avoidance of conflict of interest; safeguarding reputation; accountability; regularity and propriety; avoidance of official endorsement of sponsor and/or their products. It is recommended that written agreements are put in place for all sponsorship activities. Any queries regarding sponsorship should be referred to the AWSA Sponsorship Secretary via email at sponsorship@awsa.org.uk⁴. All Team Captains/individuals fortunate enough to be in receipt of sponsorship are to inform OIC Protocol and the Exercise Commander (Ex Comd) at Registration.

17. **Corps & PRI Funds.** Regt and sub-unit PRI funds can be used, and are encouraged, to offset individual costs.

PUBLIC FUNDING

18. **CILOR.** Unit representatives or individuals are responsible for financing their own feeding outside of that provided with the accommodation package. Units/Individuals may apply for CILOR to cover lunch costs⁵. No payments or authorisations will be issued whilst at Igls or post exercise. Accounting for CILOR is to be conducted in accordance with the JSP. See Para 30 for more information.

19. **Track Fees.** The AWSA will fund all track fees.

20. **Allowances and Charges.** Except where specifically authorised⁶, Local Overseas Allowance (LOA) and Longer Separation Allowance (LSA) are inadmissible for Sport or other WSA. Subsistence allowances are not admissible for participants or competitors in Sport or other WSA. Key Safety Officials in Sport, including WSA, may be eligible⁷. Individuals who are not accommodated at Public expense may be refunded Single Living Accommodation charges and the Daily Food Charge, when incurred.

RESPONSIBILITIES

21. **Exercise Commander.** Lt Col G Cooke RLC is the Ex Comd for Week 1 and Maj TDE Haskell RA for Week 2. They are to conduct the exercise on behalf of Director Army Ice Sports.

³ JSP 462, Part 1, Chapter 7.

⁴ AGAI Volume 1, Chapter 5 (Sport).

⁵ JSP 456 Volume 2, Chapter 7.

⁶ JSP 752 Chapter 5, Section 4.

⁷ JSP 752 Chapter 3.

22. **Discipline OICs.** Discipline OICs are responsible for the safe conduct of the individual discipline and the delivery of the individual discipline training. Each sliding discipline will have a nominated OIC, as follows:

- a. **Bobsleigh.** Lt Col G Cooke RLC, Chair Army Bobsleigh Association.
- b. **Skeleton.** Maj TDE Haskell RA, Chair Army Skeleton Association.
- c. **Luge.** Capt L Wyatt RE, Chair Army Luge Association.

23. **Unit representatives/Individuals.** Unit representatives (or individuals, as appropriate) are responsible for submitting the Athlete's declaration, CILOR, maintaining discipline and all other matters pertinent to themselves or their team (including AWSA membership, ASL membership, insurance and medical requirements prior to travel to Ex RI1).

24. **Medics.** DMG North are due to provide a military doctor and nurse for the duration of the exercise. They will be responsible for the provision of routine and emergency medical cover to athletes, staff and military visitors as required during the event. This will include, but is not limited to, the provision of emergency medical treatment and triage during on-ice training.

25. **OIC Accommodation.** Secretary Army Luge Association (Sec ALA) is responsible for the coordination and management of all accommodation bookings for staff, participants and selected visitors to the exercise.

26. **Coaches.** Coaching is discipline specific. Each discipline is to have a minimum of one coach, with two trackside support staff (three for bobsleigh). The provision of coaching support is the responsibility of the Discipline OIC. The exercise coaches are listed within the staff list at Annex D.

SERVICE SUPPORT

27. **Accommodation.** The POC for accommodation is Sec ALA. Note:

- a. Accommodation is single-sex shared rooms.
- b. Accommodation is half board (breakfast and dinner); cost is included within the exercise package.
- c. Proprietors are very accepting of military guests and cater for specific needs but note that it is a public hotel and non-military guests may well be present. Any issues are to be made known to Sec ALA; this protects the reputation of the Army Ice Sports committee and the rights of individuals.
- d. Accommodation for the duration of Ex RI 1 is at Hotel Gruberhof, SG Hotel GmbH, Heiligwasserweg 12, 6080 Igls Austria Email: stephan.gruber@gruberhof-igls.com. Tel +43 512 377142 Mob: +43 676 4303382 Half-board (incl. breakfast and dinner).

28. **Advance Parties.** The Advance Party will move discipline equipment and staff from Bicester, UK from Fri 21 Jan 22. OIC Advance Party is Sec ALA. Timings and details to follow in the confirmatory instruction.

29. **Subsistence.** All Safety Officials and Military Staff may claim for day subsistence (food) during transit and lunch meals (only) during Ex RI1. Ex RI1 Safety Officials and Military Staff are listed at Annex C.

Eligibility of Authorised AWA Sources of Funding

Ser	Item/Type	Cat 2 Sport
		Alpine (Army level +) Snowboard, Telemark, Cresta & Ice Sports (Bobsleigh, Luge and Skeleton)
1	Duty Status	On Duty
2	CILOR	Yes
3	Transport	Yes (within UCT)
6	Subsistence	No (4)
7	Accommodation costs	No
8	Facility Hire Charges	Yes (5)
9	Ski Passes	No
10	SLA & DFC Refunds	Yes
11	SEPF	Yes
12	Army Sports Lottery	Yes

a. Safety officials for the Alpine, Snowboard, Telemark, Cresta and Ice Sports (Bobsleigh, Luge & Skeleton) Championships are eligible for Subsistence.

b. In accordance with [JSP 660](#), Pt 1, Ch 1, Para 12.b.

30. **CILOR.** Staff/individual participants/units are to apply for CILOR to cover their lunch through their unit admin chain in advance of deploying on the exercise⁸. CILOR will not be authorised without TLB authority. Units are to inform their TLB of any changes to their CILOR requirements as they occur, such as individuals being RTU'd through injury, etc. Note that personnel in receipt of FIA are not entitled to claim CILOR.

31. Travel.

a. **Participants.** All Germany based participants are to make their own way to Igls by the most cost effective means possible. All UK based participants will fly from London Stansted (STN) to Innsbruck airport (INN). Transport will be provided from the airport to the accommodation on arrival in Austria. All participants are to arrive STN two hours prior to flight departure. An outline of the travel is at Table 2. **Units/individuals are to ensure that participants arrive STN (Stansted Airport) on time.**

b. **Travel into Europe (post BREXIT).** Following the UK's departure from the European Union, some European countries (regardless of the fact that AT and Winter activity is considered military business) continue to stamp passports and restrict entry to Europe for UK citizens for periods of up to 90 or 180 days. While such limitations can impact some Instructors, military personnel participating in winter activity are recommended to travel on a NATO Travel Order (accompanied by a service ID card) and on entry, should request passports remain un-stamped ensuring the duration of stay is unlimited.

c. **Coronavirus and Travel & Transport.** To enter Austria all participants will have to show that they have been double jabbed and will require the NHS App or paperwork proof that is in date of the fact, or a letter of exemption. The current rules in Austria dictate that you must be double jabbed, no jab no entry to the exercise. Anybody who had their second jab prior to the 1st May 2021, must have a booster Jab before they attend the Exercise. Facemasks will be required for the flights. It is recommended that you use the FFP 2 mask for European travel all participants will require the FFP2 mask to gain entry onto the plane. All participants will be required to wear facemasks in all transport movements during the exercise.

⁸ JSP 456, Volume 2, Chapter 7.

d. All UK Government travel guidelines are to be adhered to at the time of travel. Link to this advice can be found [here](#). MOD guidelines can be found [here](#): All participants must follow Covid travel rules on testing once they arrive back in the UK.

Flights from London Stansted. All participants are to report to Jet 2 desk for tickets your names have already been submitted. 22kg bag limit per person.

Week 1	Week 2	Timing	Action
23 Jan	30 Jan	0715	Arrive London Stansted and Check in
		0915	Flight Jet 2 LS1485 Departs
		1205	Flight arrives Innsbruck (local time)
		1245	Coach departs Innsbruck to Hotel Gruberhof Igls
30 Jan	06 Feb	0900	Coach departs Hotel Gruberhof Igls to INN
		1255	Flight Jet 2 LS 1486 Departs
		1350	Flight arrives London Stansted (local time)

Table 2

VEHICLES AND DRIVING

32. **Exercise White Fleet Requirements.** Advance Party vehicles are detailed in the Transport Plan. This will be distributed with the Confirmatory Instruction.

33. **Driving.** Whilst the roads are usually kept clear, alpine weather can cause very hazardous driving conditions. Individuals driving from Germany must ensure that unit vehicles comply with the legal requirements for vehicles in Austria (and any transit countries) as well as snow chains. Advice on this matter can be sought from Unit MTOs.

a. **Vignette.** All vehicles under 3.5t using the Austrian motorways must display a valid vignette (motorway tax disc), available from most petrol stations in Austria or just inside the southern Germany border. The cost is €8.50 per 10-day period. The penalty for not displaying a vignette, if stopped by the police, is a €300 fine for the driver.

b. **Go-Box.** All vehicles over 3.5t using the Austrian motorways must pay a distance-related toll. This is levied using a device called a Go-Box. Drivers are to ensure that they comply with this levy. Further information is available here: www.asfinag.at/maut/maut-fuer-lkw-und-bus and www.go-maut.at.

c. **Green Fleet Vehicles.** No Green-fleet military vehicles or equipment may be brought into Austria. Service Land Rovers are only acceptable provided they are painted a uniform colour that cannot be associated with service use. Vehicles are not to bear unit logos.

d. **Fuel Cards.** Fuel cards for the specified admin vehicles are to be obtained and accounted for in accordance with current instructions.

e. **Defense Movements and Transportation Regulations.** Policy on road transport is given in JSP 800.

f. **Management and Operating Procedures.** The procedures for operating vehicles in cold weather and instructions for the use of snow chains can be found in JSP 800⁹.

g. **Driving Overseas¹⁰.** Note the requirement for and provision of European Driving Packs, including winter tyres, snow chains and, for France, breathalyser units and high

⁹ JSP 800, Volume 5, Part 3, Chapter 2, Paras 3.2.184-193 and Para 3.2.193d(1) respectively.

¹⁰ JSP 800 Volume 5, Part 3, Chapter 8.

visibility vests. There is a legal requirement for winter tyres in Germany and they may be ordered for White Fleet vehicles¹¹.

h. Additional Guidance. In addition to JSP 800, to take account of the frequently changing legislation in many European countries, additional guidance can be obtained from Def Sect, UKMLS(E) and HQ BFG G9 Trg.

34. **Train.** For train users, there is a regular bus service running from outside Innsbruck station to Igls at a cost of approx €5 and a taxi should be no more than €30.

EQUIPMENT

35. Army Ice Sports will provide technical equipment for Ex RI1. All bobsleigh personnel must arrive with a British Standard serviceable helmet. **The use of approved helmets is compulsory.**

a. **Luge & Skeleton.** The coordination and movement of luge and skeleton equipment to the exercise is the responsibility of Sec ALA and Sec ASA.

b. **Bobsleigh.** The coordination and movement of bobsleigh equipment to the exercise is the responsibility of Chair Bobsleigh.

c. **Personal PPE.** Participants are required to provide individual items of PPE (different for each discipline) as detailed below:

(1) **Bobsleigh.** Motorcycle helmet and gloves (further info is available at bobsleigh@awsa.org.uk).

(2) **Luge.** Gloves (issue flying gloves/cross country skiing gloves recommended) (further info from luge@awsa.org.uk).

(3) **Skeleton.** Gloves (not too thick), padding for arms, wrists and ankles and appropriate footwear for walking on ice. (further info from skeleton@awsa.org.uk).

MEDICAL

36. **Medical.** The ExRI1 staff includes two military AMS personnel. A full medical estimate has been conducted and a Medical Instruction is at Annex D. Participants are to note:

a. **Trackside.** The First Aid Post at the track is located at the Zeilhaus. The doctor and nurse will man this facility and provide emergency first aid trackside throughout sliding.

b. **Routine medical cover.** The medic will provide routine healthcare cover, but this will be limited and focused on injuries received through sliding. There are several private doctors and pharmacies in Innsbruck. Ice Sports Insurance, an GHIC (see below) and a passport will be required for treatment at Innsbruck Hospital. Personnel are warned that private treatment must be paid on the day then claimed back through insurance.

c. **Medical Stores.** Basic medical stores will be brought to the exercise however this will not include routine supplies ongoing medical issues.

INSURANCE

37. **European Health Insurance Card (EHIC).** *Important – It should be noted that the EHIC card became invalid as of 31 Dec 20, although may be used until the date of expiry. The GHIC is the replacement variant,* details for application for a **GHIC** can be found at this link;

¹¹ 2015DIN07-122 Winter tyres in Germany.

GHIC. All personnel undertaking, officiating, visiting AWA or transiting in Europe are to be in possession of an in-date GHIC. The GHIC is to be used whenever medical treatment is sought in Europe, as it minimises medical costs that may be eligible for a refund from public funds and may be a condition of insurance. Further advice can be obtained from unit RAOs. All personnel are to visit the EHIC Website periodically for further updates. It should be noted that no assumption should be made that the GHIC will be guaranteed and therefore personal accident cover must always be in place.

a. **Personal Liability/Accident Insurance.** Many soldiers while participating in AWA will do so as IMT which, under normal circumstances, would provide medical protection through on duty status. However, the MOD does not have a centralised agreement with foreign countries to recognise admin instructions and MOD form 90s as authority to gain access to medical facilities. As a result, foreign rescue and medical services often require proof of commercial insurance or a personal credit card (with a high expenditure limit) before they conduct any remedial action. Therefore, for Exercises at Unit/Corps level, all service personnel **must have their own personal accident and third party liability insurance cover** when participating in any winter sport activity; moreover, individuals are to ensure that the specific activities and conditions being undertaken are covered by the policy. This is to cover incidents/accidents that are **not** covered by 'On Duty' status.

b. **Personal insurance.** specifying cover for competitions whilst 'On Duty' is **mandatory** for all participants and competitors in IS, Army, and Regional Exercises/competitions. Commercial medical insurance, including Helicopter Medical Evacuation cover, is **mandatory** in Austria. Such insurance costs may not be charged to public funds. Where exercises are centrally coordinated; an individuals cover is to be checked against the requirement.

c. **Personal Insurance Compensation.** There have been instances where insurance companies underwrite activities on the basis that 'the MOD will pay'. This is not always the case as, for example, MOD will only consider reimbursing money for activities that are publicly funded and therefore 'On Duty'. Thus, it is essential to check the exclusions for any given policy. The Services Insurance and Investment Advisory Panel (SIAP) is a panel of regulated insurance and independent investment advisers. All member firms specialise in offering services to members of HM Forces and are regulated by the appropriate authority in the United Kingdom, therefore offering full compensation rights to clients whether serving overseas or in the UK. See www.siap.org for more details.

d. **Personal Insurance Providers.** There are various insurance providers that will cover AWSA Teams for third party and medical repatriation purposes. A list of suggested Insurance Companies can be found on the [AWSA Website](#) and [ASCB Website](#)

38. **Travel Insurance.** All attendees are strongly advised to obtain travel insurance to cover luggage, personal and loaned equipment, travel delay and personal injury sustained off-ice. Check with your bank or building society to see if already provided, or alternatively arrange single-trip travel insurance which can be done as an extension of the Ice Sports insurance for a small additional fee. **However, all participants are strongly advised to have Covid insurance in case they have to self-isolate in resort over their allotted week or are restricted from traveling home on the booked flights. These costs will not be paid for by the AWSA or ASCB and will have to be paid for the athlete or Unit, but all costs can be claimed back through JPA as you are on duty. Further guidance can be found [here](#).**

39. **Ice Sports Insurance.** All personnel sliding (staff and participants) must have valid ice sports insurance. There are numerous providers who offer this cover, but of note are **Insignia Underwriting (tel: 01722 597980). Email richard.dorman@insigniainsurance.co.uk Web Page www.insigniainsurance.co.uk** or Towergate Wilson. Unit representatives/individuals should quote AWSA in order to ensure a suitable cover is understood and a discount provided. There are other companies that offer insurance however individuals must ensure their provider

covers them not only for participation in their chosen discipline, but also for organized training including permanent disability, injury to themselves and others and helicopter evacuation whilst training on ice. Proof of insurance will be checked at Registration.

40. Armed Forces Compensation Scheme (AFCS). When participating in an authorised sport, Service personnel are representing their respective Service and therefore acting in the course of their duty. Whilst participating in Army sport all service personnel are to be aware of the cover and compensation that they are/maybe entitled to if illness, injury or death occurs through sport participation. The CoC is to ensure that all personnel that participate in winter sports read [JSP 765](#) and to have personal accident and Public liability insurance to include winter sport competition when participating in any winter sport activity; this is to cover incidents/accidents that are not covered under [JSP 765](#).

- a. **Important.** Information relating to the AFCS highlighted at para 6 above is to be included in all AWA Exercise Instructions (EI); all personnel that are involved in an AWA are to be made aware of and encouraged to read [JSP 765](#).

ARMY RESERVES

41. Reserve Service Days. Attendance at Ex RI1 is at the discretion of the Commanding Officer of an athlete's parent unit. The class of training is to be determined by the unit, not the exercise organisation. This approach is to ensure that Reserve personnel can be actively encouraged to attend rather than constrained by a lack of available RSDs, as well as to ensure that unit commanders' freedom over RSD allocation is respected. It is requested that exercise staff are paid RSDs and are paid for bounty qualified RSDs, for their work if possible, as without their dedication, efforts and hard work, the exercise would not be possible.

42. RAPS. Units sending reservist participants are to allocate RSDs against a JAMES code, appropriate for army-level sport (participation, visit or tasking as appropriate).

MISCELLANEOUS

43. Dress. Dress for all Army winter sports activity is civilian attire. No military clothing or equipment is to be used or worn during Ex RI1.

44. Duty Status. All military participants are to ensure that they are posted as 'on duty' for the duration of the exercise on Unit Part 1 Orders prior to deployment. There are various other activities on offer in the area. If individuals choose to participate in these, they will be classed as 'off duty' during that activity. Those activities include, but are not limited to, skiing, snowboarding, cultural/social visits in the local area and tobogganing.

45. Passports. All personnel are to ensure they travel with a valid and in-date passport, valid until at least 31 Aug 2022. Non-British passport holders are to ensure that they obtain any necessary visas to enter Austria.

46. Driving License. All drivers are to ensure they travel with a valid and in-date driving license, valid until at least 31 Aug 2022.

47. Carriage of Identification in Austria. All personnel are reminded that it is a legal requirement to carry a form of photographic identification at all times whilst in Austria.

48. VENUE

- a. **Location.** The village of Igls is located 15 minutes by road from Innsbruck and 30 minutes from Innsbruck airport. Participants will be based in the village of Igls the village nearest the track. Access to the village is by road, bus or tram from Innsbruck.

b. **Access to the track.** All training will be conducted on the Olympiaworld Bobbahn at Igls, which is approximately 2 km from the Hotel. Access to the track is by road. There is a reliable bus service from Igls to the ski area adjacent to the track, staff will assist participants in movement to and from the track.

c. **Weather Conditions.** All training will take place at an altitude in excess of 1200m. Wind chill and temperatures can fall to below minus 20C very quickly. Individuals are responsible for being correctly equipped and dressed for the conditions at all times during the exercise. Warm clothing is recommended.

TIMINGS

49. A detailed MEL will be given once in location.

REGISTRATION

50. Unit representatives/individuals are to conduct the following at Registration:

- a. Register participants.
- b. Provide completed and signed Athlete's Declaration Form for all unit personnel.
- c. Bring Passport, GHIC and ice sports insurance for all participants.
- d. Move into accommodation (if not already completed).

COMMAND AND CONTROL

51. **POC and Staff List.** The ExRI1 POCs and full staff list are detailed at Annex C.

52. **Unit representatives (Individuals if only member from unit).** Regiments are to appoint a unit representative who will be responsible for the management, organisation and conduct of their participants. Unit representatives are to action the following:

- a. Report to Registration with all necessary paperwork/payments (including; insurance docs, athlete declarations etc.).
- b. Attend daily post training briefs and any other meeting as requested.

53. **Discipline.** It is of the utmost importance to maintain good relations with the local authorities and populous. This has been established over many years of training and competing in this location, notwithstanding the status of the Igls track as the UK's declared home ice sports track. Misbehavior, conduct unbecoming or failure to settle bills will not be tolerated. The Ex Comd reserves the right to **Return to Unit (RTU)** any competitor not meeting the required standards.

54. **Driving.** Drivers are to comply with current service regulations and be aware that speed limits are rigorously enforced with large on-the-spot fines for drivers. All drivers are to ensure that they have a current and valid driving license, FMT 600 and European Matrix Test prior to deployment. Only personnel authorised and qualified to do so may drive white fleet vehicles (this includes civilian personnel where explicit letters of authority have been issued by the AWSA). Only named drivers may drive locally-rented vehicles. All drivers and commanders are responsible for enforcing drivers hours and ensuring nominated drivers are fit to drive and do not exceed the alcohol limit (Austria allows only 0.5 milligrams of alcohol to be present in the blood when driving, compared to the UK's 0.8 milligrams).

SAFETY

55. Ice sports are by their very nature dangerous activities which if undertaken incorrectly present a serious risk to the physical well-being of participants. Therefore, it is essential that a proper approach to managing risk is adopted and followed.

56. **Risk Assessment.** A detailed risk assessment for Ex RI1 will be held by the exercise organisers. Activities covered by standard Army or Joint Service instructions do not require further risk assessment (e.g. driving activities for which JSP 800 applies). Guidance in standard military publications for those activities is to be observed and adhered to.

57. **Compassionate and Casualty Reporting Procedures.** Discipline OICs, unit representatives and individuals are responsible for ensuring that all accidents or incidents are reported directly to the OIC Discipline and onwards to the Ex OIC to facilitate timely and accurate formal reporting¹².

COMMUNICATIONS

58. **Telephones.** Authority is to be sought to reimburse exercise staff for all exercise related telephony charges using the JPA mechanism or through invoicing (for civilian staff).

59. **Radios.** Each member of staff will be issued with a radio and batteries for the duration of the event. Discipline OICs are to ensure that these are available throughout the exercise. Radios will be coordinated centrally and managed by Sec ALA.

60. **Data.** Free Wi-Fi is available at the Bob Café at the track and in the hotel.

61. **IT Equipment.** Personnel are to ensure they hold a carriage certificate and the appropriate permission to carry any MOD IT equipment they bring with them abroad.

POST EXERCISE REPORT (PXR)

62. A PXR is to be compiled by exercise organisers and forwarded to Secretary ASCB within one month of the end of the exercise; Secretary ASCB will acknowledge receipt.

SUMMARY

63. Ex RI1 offers the opportunity for soldiers and officers from across the Army (Regular and Reserve) the chance to learn how to drive a 2-man Bobsleigh, Luge or Skeleton in a safe yet fun environment. The exercise meets the criteria of Army sport and fulfils the AWSA President's intent of delivering 'Sport for All'. It allows for talent development of the individual ice sport skills and capabilities through professional formal instruction.

Original Signed

SB Crossfield
Colonel
Director Army Ice Sports

Annexes:

- A. AWSA Membership Application form.
- B. Athlete's Declaration form.

¹² JSP 751, Vol 1, Part 1.

- C. Winter sport/activity compassionate and casualty reporting procedures
- D. Ex RACING ICE 1 Staff Nominal Roll - LIMDIS
- E. Medical Instruction – LLIMDIS (to be released with the Confirmatory Instruction).

Distribution:

Dir Army Ice Sports*
Dep Dir Army Ice Sports*
All Staff*
All Unit representatives/Individuals*

Copy to:

Sec ASCB*
Sec BFGSB*
Sec AWSA*

Army Winter Sports Association Membership Application



Army Winter Sports Association
Patron HRH The Duke of Kent KG GCMG GCVO ADC

The AWSA is a Registered Charity – No 1146256

Costs

Full/Annual Membership - £15.00 per annum
Life Membership - £125.00 (one-off payment)

Cheque to be made payable to the "AWSA"

Date of first competition you intend to enter: _____

Discipline: Alpine Bobsleigh Cresta Luge Nordic Skeleton Snowboard Telemark
(Circle as appropriate)

Winter Sports Qualifications (if any): _____

Army No:	<input type="text"/>	Unit Postal Address:	<input type="text"/>
<small><i>if serving</i></small>		(or home if preferred)	
Rank/Title:	<input type="text"/>		
Initials:	<input type="text"/>	Postcode/BFPO:	<input type="text"/>
First Name:	<input type="text"/>	Date of Birth:	<input type="text"/>
Surname:	<input type="text"/>	Telephone:	<input type="text"/>
Post Noms:	<input type="text"/>	Mobile:	<input type="text"/>
<small><i>OBE, MBE etc</i></small>			
Corps/Arm:	<input type="text"/>	Email:	<input type="text"/>
Male/Female:	<input type="text"/>	Date due next posting:	<input type="text"/>
Status:	<input type="text"/>	Membership Type: (*)	<input type="text"/>
<small><i>Eg - Regular, Reserve, NRPS, Retired etc</i></small>			

(*) Insert the Membership Type you are applying for:

- **Full Member:** Serving Army personnel on a Regular, FTRS or Reserve Engagement and members of the UOTC and Army Cadet Force paying by Direct Debit.
- **Annual Full Member:** Serving Army personnel on a Regular, FTRS or Reserve Engagement and members of the UOTC and Army Cadet Force paying by cheque annually.
- **Associate Member:** All members on retirement from the Army, members of the RN, RAF and overseas forces whilst on the strength of an Army unit or establishment paying by Direct Debit.
- **Annual Associate Member:** All members on retirement from the Army, members of the RN, RAF and overseas forces whilst on the strength of an Army unit or establishment paying by cheque annually.
- **Full Life Member:** As Full Member but paying a one-off payment of £125.
- **Associate Life Member:** As Associate Member but paying a one-off payment of £125.

Please return this application and the payment/direct debit form by post (please do not fax) to:

Membership Secretary, Army Winter Sports Association, MOD ASCB, MacKenzie Building, Fox Lines,
Queen's Avenue, Aldershot, Hampshire, GU11 2LB
Tel: Mil (94222) 7078 Civ (01252) 787078 Fax: Mil (94222) 7079 Civ (01252) 787079
Email: membership@awsa.org.uk

ATHLETE’S DECLARATION FOR PARTICIPATION IN EX RACING ICE 1/2/3 & Inter Services Championships 2021

I, the undersigned, understanding that my signature to this declaration does not limit the obligation of the organiser to prepare and maintain competition courses in accordance with FIBT/FIL rules and standards,

Last Name	First Name (s)	Service Number	Unit
Discipline*: 2-Man Bob / Luge / Skeleton			Gender*: Male/Female

*delete as applicable
make the following declaration:

1. EX RACING ICE 1/2/3 & Inter Services RULES, REGULATIONS AND PROCEDURES

I understand and accept that my participation Ex RACING ICE (S) is subject to my acceptance of all rules applicable in connection with such event. The event will be run as close to the FIBT/FIL guidelines as possible, noting that due to funding some sled runners may not meet current FIBT/FIL conditions. I therefore agree to be submitted to such rules, regulations and procedures and to the jurisdiction of the organising committee of Ex RACING ICE 3 which is in charge of applying them.

2. ACKNOWLEDGEMENT OF RISKS

I am fully aware and conscious of the potential risks involved in competing in ice sport activities and of the risk caused by speed and gravitational forces, be it during training or during the actual competition. I recognize that there are risks linked with the attempt to achieve competitive results which requires me to stretch my physical abilities. I also know and accept that the risk factors include environmental conditions and technical equipment. I am further aware that certain movements or actions cannot always be anticipated or controlled and therefore cannot be avoided or prevented through safety measures. Consequently, I know and accept that when I engage in such competitive activities, my physical integrity and, in extreme cases, even my life may be at risk. Furthermore, I know and accept that the above mentioned dangers linked with my participation may threaten third parties within the competition and training area. I will conduct my own inspection of training and competition courses. I will immediately notify the Ex RACING ICE officials and/or race jury of any safety concerns I may have. I understand that I am responsible for the choice of the appropriate equipment and of its condition, for the speed at which I race and for the selection of my line through the course.

3. PERSONAL LIABILITY

I understand that I may be found personally liable to third parties for damages arising from bodily injury or property damage they may suffer as a result of an occurrence linked with my participation in training or competition. I agree that it is not the responsibility of Ex RACING ICE(S) staff to inspect or supervise my equipment.

4. RELEASE

To the extent permitted by the applicable law, I release the AWSA, my National Association, and the organizers and their respective members, directors, officers, employees, volunteers, contractors and agents from any liability for any loss, injury, or damage suffered in relation to my participation in AWSA sanctioned competition or training. This declaration shall also be binding on my heirs, successors, beneficiaries, next of kin or assigns who might pursue any legal action in connection with the same

5. UNIT CONTACT DETAILS

All personnel attending Ex RI(s) or Inter services Championships must inform their unit Adjutant of the application. Each individual or group OIC is to return Appendix 1, Annex B, signed by the unit Adj and return to WO Ice Sports (NLT 2 weeks prior to deployment). The correct unit contact details are to be completed in the appropriate box.

6. NEXT OF KIN

In order to meet Diplomatic Clearance information requirements, I confirm that my JPA-nominated Next of Kin (NoK) details are as follows below:

Name	Relationship	Contact Details

7. GHIC DETAILS

In the event of an emergency, it may be necessary to pass GHIC information to the local medical services to secure treatment for you. Please enter the details from your GHIC below:

3. Name	4. Given Names	5. Date of Birth	6. Personal ID No.	7. ID No. of the Institution	8. ID No. of the card	9. Expiry Date

8. ICE SPORTS INSURANCE

In the event of an emergency, it may be necessary to pass ice sports insurance cover information to the local medical services to secure treatment for you. Please enter the details from your policy documentation below:

Name of the Policyholder	Name of Insurer	Policy No.	Emergency Medical Contact Telephone No.

9. ATHLETE'S DECLARATION

I understand that all details will be held by the OC Ex RACING ICE(S) and that they will be treated in confidence and used only in the event of an emergency for the provision of medical assistance or military casualty reporting. I have read and understood the above Athlete's Declaration.

Signature: _____

Print Name: _____ Date: _____

**UNITS ACKNOWLEDGMENT/DECLARATION FOR PERSONNEL PARTICIPATING IN EX
RACING ICE 1/2/3 & Inter Services Championships 2022**

Name Rank Number:
Unit Contract Address/UIN:
Adjutant Name:
Adjutant Contact: Email: Phone Number: Out of hours contact Number:
Adjutant Signature:
Date:

Winter Sport/Activity Compassionate and Casualty Reporting Procedures

Reporting Responsibilities

1. In the event that a participant, regardless of Service, when taking part in an officially sponsored AWA in North West Europe (NWE) sustains an injury that requires hospitalisation or professional medical treatment by a doctor, the following procedures are to be adhered to:

- a. The Adjt or Duty Officer (out of hours) of the Parent Unit of the casualty (or sponsoring organisation) is to be informed immediately to ensure that casualty notification procedures are completed in accordance with [JSP 751](#) Vol 1¹³. The critical aspect of reporting a casualty is accuracy and speed, whilst every effort is to be made to report the incident without delay. This will also ensure that the Emergency Contact (EC) and Next of Kin (NOK) are informed, if not already done so by the casualty.
- b. The individual reporting a notifiable casualty¹⁴ is to comply with [JSP 751](#) Vol 1 by notifying the Casualty and Compassionate Centre (JCCC), Imjin Barracks, Innsworth, direct on Mil 95471 7325 or civil direct dial (0044) (0)1452 519951 for advice and assistance.
- c. The Duty Officer (DO) of HQ Sennelager Garrison Support Unit should be kept informed of incidents involving serious injury or death. Civ +49 (0) 5254 9824059 Mil 948 79 4059.
- d. Hospital HOTLINE 08005889936 is the Germany Health Service Point of Contact (POC) to assist exercise personnel in hospitals, whilst taking part in authorised Exercises in NW Europe. If input from Germany HS is part of the Medical Plan (MP) (approved by CMA) then the unit are to contact the Sennelager Garrison Support Unit or Germany Enabling Office in advance with their MP and nominal roll.

NOTICAS and Medical Evacuation (MEDEVAC)

2. To assist in the accuracy of reporting, the following information is to be ascertained without delay to assist with not only the NOTICAS procedures, but also with any follow up:

- a. **Who?** Number, Rank, Full Name and Unit (including location) of the casualty.
- b. **What is the nature of injury?** Casualty category¹⁵, this may be obtained from the medical authorities where the casualty is being treated, but it should be noted that civilian medical staffs may not use precisely the same definitions. Categories are defined as illness or injury:
 - (1) VSI – is of such severity that life is imminently endangered.
 - (2) SI – is of such severity that there is cause for immediate concern, but there is no imminent danger to life.

¹³ [JSP 751 Vol 1 - Joint Service Casualty and Compassionate Policy and Procedures](#).

¹⁴ Listed as Very Seriously Ill (VSI), Seriously Ill (SI), Incapacitating Injury or Illness (III), Unlisted (UL) in non-designated German Hospital (not supported by Germany based HS Hospital Liaison Officer) but requiring hospitalisation or medical treatment by a doctor away from their Duty Station.

¹⁵ Listed as Very Seriously Ill (VSI), Seriously Ill (SI), Incapacitating Injury or Illness (III), Unlisted (UL).

(3) III – requires hospitalisation, whose condition does not warrant classification as VSI or SI but cannot communicate with EC/NOK.

(4) UL (Unlisted) – unexpectedly admitted to hospital away from their duty base¹⁶.

c. **Where and when?** Date, time and location of the incident.

d. **What happened?** Other information about the incident.

e. **Medical details – What and who?** Details of injuries, if known, and the current location of the casualty. Obtain the name and telephone number of the hospital, including the ward and preferably the name of the doctor.

f. **Do the family know?** Have the EC or NOK been informed? Casualty can notify direct, if able, otherwise they will be notified under direction of JCCC through relevant Notifying Authority (Div HQ).

g. **Who and where are you?** Contact details, full rank/name and contact telephone number (mobile?).

3. Should there be a need to Aero-medically Evacuate (AE) the casualty either back to the UK or to another hospital in Germany, this should be arranged by the casualty's unit. Details and contact numbers for AE arrangements should form part of the medical plan. In the unfortunate event of a death of a casualty you must immediately inform the following:

a. **Outside of Germany but within Europe.** 4 Coy, SIB Regt. Civ: +44 (0)7785 305752 or Fax +44 (0)1980 673605. Mil Fax: 94321 3605.

b. **Within Germany:**

Units are to inform their parent unit who are to carry out NOTICAS procedure.

4. In the event of death, the SIB will arrange for the body to be released from the hospital and transferred to the British Forces Mortuary in Gutersloh for subsequent post mortem (if necessary) and repatriation to UK (if required). If body is not in a German hospital then SIB will negotiate through the relevant DA to take possession, otherwise JCCC will take over responsibility.

General

5. Units and personnel conducting AWA in NWE are to ensure that they have all emergency Unit duty Pers Admin contact details and numbers are readily available, preferably pre-dialled in a duty mobile phone so NOTICAS can be generated on JPA as soon as possible..

6. British Service personnel partaking in official AWA in NWE must be in possession of a valid passport (with appropriate visa if necessary), European Health Insurance Card ([EHIC](#)) and personal accident insurance. See [Para 45](#) for more detail.

7. **Aeromedical Evacuation (AE).** The Aeromedical Evacuation Control Centre (AECC) coordinates all global strategic AE missions for all military personnel whether on Ops or Exercise. They conduct a clinical risk assessment to ensure that the most appropriate aircraft, medical teams and equipment are tasked to retrieve a patient. If during your deployment you require access to the AE service, then you should firstly contact the AECC on the numbers or email below. It is essential that before you deploy you access (and take relevant copies) the [AP3394](#) which will give you all the necessary information on the procedure for requesting Strategic AE and how to raise a

¹⁶ See Chap 2, Sect 3 or JSP 751 for full details.

Patient Movement Request (PMR). If you do not have IT capability on the ground to raise any PMRs, then you must ensure that the Parent Unit are aware of the AE process and would be able to generate a request on behalf of the patient. All PMR's must be submitted in Word format.

AECC Contact Details:

- a. **Routine Contact.** 0800 – 1700 hrs UK Time. +44 (0)1993 895300 or 95461 5300.
- b. **Out of Hours.** 1700 – 0800 hrs UK Time. Mobile +44 (0) 7770 648688.
- c. **MODNET.** AIR 38Gp-TMW AECC (MULTIUSER)
- d. **Civil.** AIR38Gp-TMWAECC@mod.gov.uk

Wounded, Injured, Sick (WIS) Management

8. Parent units are to ensure that they comply fully with [AGAI Vol 3 Chap 99](#)¹⁷ and [ACSO 1200](#)¹⁸, regarding the management of WIS if the casualty is still in hospital when the AWA finishes. The parent unit is to ensure arrangements are made to provide support to the casualty until AE or discharge from hospital takes place. This may involve leaving a member of the team behind, in liaison with the DA at the relevant Embassy. If the casualty is from a unit based in Germany, the unit is responsible for nominating a unit representative to visit and provide welfare support. The [GEO J3/7 Coord. Cell](#), Email: bengu.lenhardt555@mod.gov.uk should be contacted for advice if necessary. This support is particularly important if Dangerously Ill Forwarding of Relatives (DILFOR) is authorised in accordance with [JSP 751](#) Vol 1, Ch 7, and visiting relatives come over to NWE.

Casualty Administration & Compassionate Travel

9. The responsibility for Investigation, Verification and Authority of Compassionate Travel for Service Personnel rests with JCCC. Unit requests for authority for Compassionate Travel to UK are, in the first instance, to be directed to JCCC on Civ: +44 01452 519951 or Mil: 95471 7325. The JCCC landing page provides information as a focal point for casualty administration and notification.

Casualty Planning

10. Units must ensure when planning AWA that Commanders/Team Leaders include in their instructions the actions required should one of their participants be involved in an incident requiring him or her to be listed as a 'Notifiable Casualty'. Procedures are to be put in place to prohibit personnel making contact or being contacted by any means prior to the correct notification procedure being carried out – equivalent to Op MINIMISE used on operations.

Army Incident Notification Cell (AINC)

11. **Army Incident Notification Cell (AINC).** The expedition sponsoring unit must also inform AINC of the incident in accordance with [ACSO 1200](#) and complete the [AF510A – Army Investigation Report \(V1.4.8\).xls \(sharepoint.com\)](#) as soon as practically possible. Contact details as follows:

- a. **Military Email.** Army SafetyCentre-AINC-Mailbox (Multiuser).
- b. **Civilian Email.** Army SafetyCentre-AINC-Mailbox@mod.gov.uk.

¹⁷ [AGAI Vol 3 Chap 99 – Wounded, Injured, Sick Management](#)

¹⁸ [ACSO 1200 using: AF510A – Army Investigation Report \(V1.4.8\).xls \(sharepoint.com\)](#)

c. **Telephone.** Mil: 96770 3661 or Civil: 03067 703661 (Office Hours).

12. Units to provide the following information:

- a. Notifier's details.
- b. Injured party's details.
- c. Incident details.
- d. Sport and Exercise Name.
- e. Country and Location.

13. In the unlikely event that AINC is unobtainable a telephone call to DSA DAIB on 03067986587 is to be made to report the injury.

14. **Defence Accident Investigation Branch (DAIB).** In the case of death, serious injury or significant of equipment failure, telephone the DAIB Duty Officer on 030 6798 6587 (24 hrs). Follow-up email to; DSA-DAIB Land-Mailbox (MULTIUSER). Once notified, the DAIB will advise the originating unit of the intention to deploy DAIB investigators. The decision will depend primarily on severity of the incident as well as its consequences or potential consequences and what lessons might be learned to help prevent a reoccurrence.

Learning Account (LA)

15. A Learning Account (LA) must be raised for all cases involving death or serious injury in accordance with the regulations contained within [ACSO 1200](#). The LA must be completed using the [AF510A – Army Investigation Report \(V1.4.8\).xls \(sharepoint.com\)](#) . This includes a formal record of all recommendations and action taken to prevent an immediate recurrence of an incident; the LA is to be completed within 48 hours.

COVID – EX Racing Ice 1 Igls, Innsbruck, Austria. Hotel Gruberhof Risk Assessment & Safety Protocol

Date of Assessment	20 th June 2021
Location / Activity / Process	Coronavirus (COVID-19) Risks / Hotel Gruberhof
Assessed by	WO2 Graham Holmes
Review Date	Ongoing

Persons at Risk	Students Staff Visitors
------------------------	-------------------------------

HAZARD DESCRIPTION	CONTROL MEASURES
Cleaning	Frequent cleaning, disinfecting, and sanitizing of hotel room/work areas & surfaces
Health	<p>Where staff/students are identified as more vulnerable, additional safety controls and restrictions are considered and agreed with the staff member.</p> <p>Line Managers to make sure of regular discussion with staff/students to check for COVID-19 symptoms. Staff asked to inform line manager straight away if they suspect having any covid 19 symptoms.</p> <p>Procedure in place for staff suspecting they may have Coronavirus. Staff/Students who have, or suspect they have COVID-19 symptoms will be instructed to self-isolate Immediately in the Hotel premises/site.</p>
Hygiene	<p>Hand sanitiser You should always carry hand sanitiser with you Remember to use this regularly, just as you have been doing here in the UK Use if Signs displayed advising use of sanitiser before entry into building. Single use hand towels (preferable) and hot air blowers used for drying hands. No fabric towels to be used. Tables in the bar/restaurant – green flag system to identified that they have been cleaned.</p>

HAZARD DESCRIPTION	CONTROL MEASURES
Personal Protective Equipment (PPE)	<p>Please always carry a mask with you. Bring your own masks cloth or disposable, remember to wash regularly.</p> <p>Masks should be worn at all times when you are unable to meet social distancing guidelines or whenever required by the staff, the track or the government of the country you are in.</p> <p>This includes when you are walking through any public areas of your hotel (ie the reception) but masks can be removed when we are in the group environment away from the general public when we are able to social distance.</p> <p>Masks should be worn whenever you are unable to keep to social distancing guidelines The above includes travelling in any vehicle travelling to or from or during your time on racing ice one.</p> <p>Wearing and washing guidelines can be found here: https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/coronavirus-how-to-care-for-your-face-mask</p> <p>Screens on the bar – for outside tables to make their orders at the bar.</p>
Refreshments	<p>No sharing of crockery/drinking receptacles. Dishwasher used for cleaning crockery/drinking receptacles.</p> <p>Breaks to be staggered enabling the rest areas to be used and maintain social distancing requirements.</p> <p>Staff encouraged to bring own food to work.</p>
Rubbish / Waste bins	<p>Regular emptying of internal waste bins and receptacles. Bins fitted with plastic bags to enable easy emptying and disposal.</p>
Signs / Information	<p>Coronavirus procedure/guidance information provided to staff, including good hygiene practices and ways to avoid catching/passing-on coronavirus.</p> <p>Signs displayed throughout the premises encouraging good hygiene and Coronavirus risks.</p> <p>Signs on entry explaining processes.</p> <p>Track & Trace – All customers information will be obtained and kept for a minimum of 21 days.</p>

HAZARD DESCRIPTION	CONTROL MEASURES
Social Distancing Measures	Social distancing (minimum 2 metres separation) practiced throughout all areas of the premises wherever practical. Table service only.
Ventilation	Doors and windows kept open where possible to encourage good ventilation.

CORONAVIRUS (COVID-19) – Hotel AREAS – SAFE PROTOCOL

Personal Health	If you have any pre-existing health problems that may make you classed as vulnerable, then please inform your manager immediately.
Coronavirus Symptoms	<p>Coronavirus symptoms include a dry continuous cough, high temperature, fever, and difficulty breathing.</p> <p>If you consider you are suffering any of these symptoms whilst you are at work then you must notify your manager (or other person in charge) immediately, and leave site.</p> <p>If you develop these symptoms whilst away from work, DO NOT attend work, but contact your Line Manager.</p>
Social Distancing	<p>Please maintain a minimum 2 metres distance at all times wherever practical from one another.</p> <p>If you do need to pass another person nearby, try to do this back to back rather than facing each other.</p>
Tables/Public areas	Store phones, pens and other ancillary equipment on your person and do not share (to avoid contamination).
Hygiene	<p>Washing your hands using soap and hot water is an effective way to reduce spreading so this must be carried out as per government advice (20 seconds) when starting work and frequently during shifts. Also wash or sanitise hands after coughing, sneezing and blowing nose, and after removing PPE.</p> <p>Use hand sanitiser if access to hand soap and water is unavailable.</p> <p>Regularly wipe down desks and working surfaces with sanitiser.</p> <p>Use disposable hand towels (preferable) or warm air dryers only. Do not use or share hand towels.</p> <p>You should avoid touching your face, particularly nose, mouth and eyes.</p>
Face Coverings / Face Masks	Current government guidance indicates that face coverings are only required in enclosed spaces where social distancing isn't possible. Furthermore, face coverings do not need to be surgical masks or respirators (which should be reserved for health & care workers), but can be as simple as a scarf or bandana that ties behind the head. The company will provide you with some form of face covering if you have to work in an enclosed area and cannot maintain social distancing; if you are issued with a face covering, please ensure you wear it where required.
Coughing / Sneezing	Use tissues to cover your mouth and nose when coughing and sneezing, and throw the tissue in a bin immediately. If no tissues available, cough/sneeze into your sleeve (not hands). Immediately wash hands or use a hand sanitising gel.
PPE / Workwear	<p>Regularly wash workwear/clothing.</p> <p>After removing PPE / workwear, immediately wash hands or apply hand sanitiser gel. Once used disposable PPE/workwear to be double-bagged, and thrown away in the regular rubbish.</p>

<p>Food & Drink</p>	<p>Wash hands prior to consumption of food/drink.</p> <p>Eat and drink from your own receptacles only (do not share). Ensure single use items are safely disposed in bins provided.</p> <p>Sanitise all surfaces before and after preparation/consumption of food/drink.</p> <p>All multiple use items, e.g. crockery, mugs, drinking glasses, cutlery, etc. to be washed in the dishwasher immediately after use. <u>DO NOT HAND WASH ITEMS IN THE SINK</u></p>
<p>Visitors</p>	<p>Ensure visitors maintain social distancing rules at all times.</p>
<p>General</p>	<p>Avoid sharing pens.</p> <p>Use sanitising wipes to frequently wipe down desks, areas of physical contact, keyboards, phones, switches, etc., especially if the area is shared by others.</p>

