



Ramblers Scotland group Covid officer

The purpose of this role is to ensure your group oversees and implements [Ramblers restart guidance](#) to ensure your group is adhering to the [Scottish Government](#) and **sportscotland** guidelines during this pandemic.

Ramblers Scotland require one named contact within your group who is willing to take on the additional responsibilities of the Covid Officer listed below.

Covid Officer role and responsibilities:

- Keep up to date with the ongoing Scottish Government and Ramblers Scotland advice and guidance relating to Coronavirus (Covid-19).
- Oversee your group's implementation of [Ramblers restart guidance](#) to ensure your group walks are Covid safe. Remember Ramblers groups must ensure:
 - **All walk leaders complete a risk assessment for each walk**
 - **Risk assessments are kept for one year**
 - **Walk leaders have a record of who attended the walk for test and protect purposes. This data should be kept for 21 days**
 - **Walk leaders have a booking system for walks if required, group walks must not exceed the cap of 30 walkers.**
 - **Walk leaders follow government guidance on physical distancing**
 - **All walks are advertised in advance to be covered by our insurance.**
 - **Group volunteers are listed in Assemble, in the roles in which they are volunteering. Alert us to any errors or changes.**
- Keep walk leaders and the group committee up to date of changes and ensure there is awareness of our Coronavirus (COVID-19) protocols, encouraging members to take individual responsibility. Support and advice will always be available from Ramblers Scotland in case you get questions you are not sure about.
- Where appropriate ensure the group has access to PPE, group first aid kits with gloves and face coverings for example.
- Complete **sportscotland's** elearning module. The provides key information and guidance to support groups with the safe return to physical activity. Please fill out the survey at the end of the course, which provides you with a certificate and indicates to **sportscotland** your group has completed the module.
https://rise.articulate.com/share/gnk3qPoxD30r_1rmijUPJipuOksCwGs9#/

Notes:

- Depending on the size of your group you may choose to divide up some of these responsibilities across several people. If this is the case, please ensure you have one named contact that is the overall point of contact for Coronavirus
- The group must ensure that all members are notified who their Covid Officer is, should the Covid Officer have to pass on their details to a member of the NHS Scotland Test and Protect team.
- Test and Protect. The best way to take a register is to use the [Ramblers app](#). Remember – your walk needs to be added to the Group Walks and Events Manager (GWEM) to show on the app. If you choose to use a paper register, use [our template](#). Remember to explain to walkers that their details may be shared for this purpose, keep records securely, and delete or destroy them after 21 days.
- If someone on the walk later develops symptoms, they should apply to get a COVID-19 test and if requested, they should let NHS contact tracers know that they were on the walk. Walk leaders can provide any contact details kept on paper and Ramblers GB can share details captured using the walk register App.
- The Covid Officer should not share walker contact details unless requested by NHS contact tracers. If you are asked to provide walk contacts for NHS contact tracing, please let us know: email volunteersupport@ramblers.zendesk.com
- It is not the responsibility of the group to inform members if someone in the group has tested positive for Coronavirus (COVID-19). This will be done by the NHS Scotland Test & Protect team. An individual's right to privacy must be observed.
- Data protection laws allow for the sharing of personal data where this is necessary for certain permitted purposes, such as in the interests of public health. Disclosing relevant contact details to a member of the Test & Protect team will not be a breach of the GDPR