


TRACKMARK GUIDANCE

The following guidance has been produced to help facility operators understand the minimum standards required to achieve TrackMark Unit 4 accreditation.

UNIT 4 – OPERATIONS

Good facility maintenance and management help to ensure the safety of all users and the provision of competent venue maintenance staff (whether paid or as part of a volunteer role), is essential for overseeing periodic inspections, preventive maintenance measures, and repairs; all of which directly contribute to the safe operation of athletic facilities.

To ensure that facilities are safe and well maintained, venues must demonstrate that they have appropriate safety systems in place and trained staff in place to manage and implement both preventive and reactive maintenance plans for the facility. Confirmation of appropriate safety management systems and evidence of having conducted regular checklists and preventive maintenance work are required as part of Unit 4 submissions.

Requirement	Notes
	<p>At least one member of staff or volunteer based at the venue must have successfully completed UKA's FREE online Track & Field Management Course</p> <p>Course content</p> <ul style="list-style-type: none"> • Operator responsibilities • Different types of athletics facilities • Looking after track & field facilities • Track surfaces • Infield and field events • Venue safety and risk assessments • Producing a facility operations manual <p>To access this free course, type www.athleticshub.co.uk into your browser and then click here and follow the step by step guidance to register on Athletics Hub.</p>

Requirement

Week 1 Athletics Facility daily checklist Name of Facility: _____ Week Ending: 15th April '13

Facility inspections must be completed daily and/or before the commencement of any activity. If no problems are noted please place a tick in the OK box. If an area of equipment presents a safety or technical issue please tick the action box, describe the issue in the comments box and add to the existing maintenance action plan at the end of this section.

Facility description	Status	Tue		Wed		Thu		Fri		Sat		Sun
		OK	Action	OK	Action	OK	Action	OK	Action	OK	Action	
Field Usage												
Check the current weather for rain and check on temperature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that cones are in place particularly if the facility is not to be used	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that field is free of debris and other items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all safety signs are in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that all safety signs are in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check that the field cover and gate are in good condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that the fence gates are not partially open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the surfaces are secure and clear	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

- BEWARE SIGN AT THE START OF THE BLUE VAULT LANDING AREA - CONTACT JIMMY TO REPAIR
- CHECK 'SAFETY' OF THE LANDING AREA IS THE CORNER - CONTACT UKA TO PRESS A COMPANY TO CHECK OUT AN INSPECTION/SUPPORT CHECK

Name: JAMES JONES Signature: [Signature] Date: 17th APRIL '13

Notes

A formal maintenance programme and system of regular safety inspections must be in place at the venue.

UKAs [Track Operator Handbook](#) provides guidance on facility inspections and template daily/weekly/monthly and annual checklist.



Health & Safety management

UKA requires that all venues confirm that they have appropriate health and safety management processes in place at the venue to protect the safety of all users.

TRACKMARK EVIDENCE REQUIRED: UNIT 4 – OPERATIONS

Requirement 1	Notes
<p>At least one member of staff or volunteer must have successfully completed UKAs FREE online Track & Field Management Course</p>	<p>A named person who is currently based at the venue must have completed the online course.</p>

Enter details of the person(s) who have completed the course into the relevant section of the TrackMark portal.

Requirement 2	Notes
<p>The venue must demonstrate that it has a maintenance plan in place.</p>	<p>The venue must be able to demonstrate that it has a proactive maintenance plan and budget in place. <i>(This can be either external maintenance contract or an internal maintenance plan with appropriate budget provision.)</i></p>

Examples of recent maintenance plans and any commissioned maintenance work must be uploaded to the relevant section of the TrackMark self-assessment portal

Requirement 3	Notes
<p>The venue must demonstrate that it has a formal and documented system of facility checklists in place.</p>	<p>UKA's Track Operator Handbook provides guidance on facility inspections and template daily/weekly/monthly and annual checklists.</p> <p>The venue must be able to demonstrate that it carries out regular facility inspections evidenced by examples of completed, signed and dated track & field facility and equipment checklists</p> <p>Note: checklists must be recent (completed within the past 3months)</p>

Examples of facility checklists carried out within the past 3months must be uploaded to the relevant section of the TrackMark self-assessment portal

Requirement 4	Notes
<p>Does your venue comply with the safety principles laid out in the Health & Safety Executive guidance?</p>	<p>Click here to review The HSE's "Health & safety made simple" guidance</p>