



RISK ASSESSMENT TEMPLATE FOR CLUBS PREPARING TO OPEN THEIR CLUBHOUSE

Risk Assessment Template

As a facility provider, you should complete your own COVID-19 Risk Assessment and publish this to your users.

If you are not the facility provider, then you should consider which sections will apply to your clubs individual situation upon returning to play and complete a risk assessment based on your activity, including (but not limited to) people management and communication, hygiene and first aid. You may still wish to record that you have assessed facility risks through enquiries made with your facility provider.

We have provided an example risk assessment below, which is for illustrative purposes only, and includes some examples of things to consider. Consider how this will apply to each aspect of your operation and identify the controls you require to meet Government guidance regarding health, social distancing and hygiene etc. Remember that you must review your other Health and Safety, and Safeguarding, risk assessments for other hazards such as fire, first aid etc.

What are the hazards?	Transmission of COVID-19	
Who might be harmed?	Facility users, staff, volunteers, visitors and the wider community	
No	Controls required	Action Taken by the Club
People Management and Communication		
	Self-screening of individuals before they arrive at the venue to ensure individuals displaying COVID-19 symptoms or those who should be shielding do not travel or attend.	Communication has been issued to all players and visitors via our various social media platforms.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	The bar area has been assessed by the licensee and other areas have been assessed by other committee members. This is to ensure social distancing measures are in place and areas for players / visitors are clearly defined.
	A plan for where parents and players will sit whilst watching cricket activities.	Social media posts to parents have been communicated to reduce / minimize the impact when parents visit the club. Player areas are designated in front of Pavilion while games are being played.
	Signage and communication so that all participants and visitors are aware of the control measures in place and how to act appropriately to minimise the risk of transmission of COVID-19.	Signage is in place in all normal communal areas to ensure all participants are aware of their duties and the behaviors which should be taken. All players have had information regarding what they should and should not do also.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Discussions have taken place with the committee and plans are in place to ensure all volunteers are aware of their duties in relation to cleaning and sanitization.
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Windows and doors will be open when it is business as usual. No air conditioning is in place so this dramatically reduces the risk of recirculating the air.

Assess the maximum occupancy of your rooms at 2m social distancing (or 1m with risk mitigation where 2m is not possible) and establish a suitable circulation system/one-way system. Use signage and floor markings to communicate this.	The bar area has been assessed by the licensee and numbers have been issued to the committee. Signed is visible in the bar to ensure that circular of people is kept to a minimum as well as designated tables for people from same households.
Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	The seating inside has been amended significantly to ensure the guidelines are addressed and only 3 / table with other tables not facing each other. For players no seats have players facing each other and enough space is allowed for social distancing.
Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	Outdoor areas are available but in case of wet weather then numbers will be reduced to accommodate only inside. This will need to be communicated to all visitors.
Social and Hospitality Areas	
Plan to solicit and maintain records of your member attendance, customers and visitors - to be maintained for 21 days and then destroyed.	This has been addressed for both visitors and players and records will only be kept for 21 days, following the test and trace scheme guidelines (excluding juniors)
Identification of suitable areas for outdoor service that don't overlap with cricket activity.	There are significant areas around the ground for people to sit if needed but no table service is available at present
Steps taken to minimise time and the number of people at the bar.	There are restrictions on numbers allowed in the seated bar area and hours of business have been significantly reduce e.g. 5pm to 10 pm on Friday's . During match days visitors will be advised to drink in the outside areas when possible which will reduce the flow of traffic inside.
Steps taken to minimise contact points at payment or around the hospitality space.	Payments will be done via card only and will be contactless - no cash should be taken.

	Suitable PPE provision and training for staff and volunteers.	Face masks and gloves will be provided to all volunteers.
	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	This will be done by designated volunteers and training will be given along with PPE if needed. All tables will be cleaned after use and bar and toilets will be cleaned on a more regular basis along with touch points.
	Deep cleaning strategy to minimise COVID-19 transmission risk	All areas will be cleaned prior to that area been open with particular care taken on touch point areas and toilets.
	Daily cleaning strategy to minimise COVID-19 transmission risk.	All open areas to be cleaned before and after usage. Particular care to be taken with equipment / touch point areas / toilets and bar areas.
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	This will be done on a 2-hourly basis in high traffic areas e.g. toilets / closed doors. If volume of attendees increasing then cleaning will be every hour in these areas.
Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Face masks and gloves will be provided to all who participate in these activities.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	This is in place as high volumes of sanitizer has been purchased and will be placed in toilets and other significant points around the premises.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	They will be placed within entrance of bar, on balcony, toilets as well as stations for players while the games are taking place. Hand wipes will also be available for umpires and players during games. We do encourage all players to bring their own too.

	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Wipes will be available for captains to clean the balls every 6 overs as well as players off field as and when they need them, personal sanitizer should be available for players to but will be provided by the club if needed. as well
	What are the hazards?	Other venue hazards to be considered after temporary closure such as Legionnaire's Disease, fire, electrical safety etc.
	Who might be harmed?	Facility users, staff, volunteers and visitors
	Controls required	Action Taken by the Club
Preparing Your Buildings		
	Consider the risk of Legionnaire's disease and carry out necessary work to make your water supply safe for users. Refer to the specific guidance in the document above.	All services for the building are cover under our maintenance program and this specific one is covered by the local Council.
	Check that routine maintenance has not been missed and certification is up to date (e.g. Gas safety, Electrical Safety and Portable Appliance Testing, Fire Safety, Lifts and Heating – Ventilation and Air Conditioning).	All maintenance is up to date and a final check has been done before commence of any games / reopening.
	Check that your ground is ready and safe to play. Look at what work is required and how this can be done safely at a social distance.	The ground has been maintained during the lockdown period and more work has commenced when it has been allowed. The wicket is ready to go (several visual checks have been done by committee members) after the introduction of the new guiles and 2 meter lines around the wicket / square.

	What are the hazards?	Vital first aid equipment is not available when needed. First aiders do not have adequate PPE to carry out first aid when required.
	Who might be harmed?	First aiders, facility users, staff, volunteers and visitors
	Controls required	Action Taken by the Club
First Aid		
	Check that your first aid kits are stocked and accessible during all activity.	First aid kits in Kitchen and home dressing room have been checked and are fully stocked.
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	A link to the new process has been sent to all first aiders and gloves and masks are available if and when they need them.
	If you have an AED then check that it is in working order, service is up to date and that it is available during all activity.	There is a AED but it does need to be checked so until then it would not be used.

	What are the hazards?	Pitches or outfield are unsafe to play on
	Who might be harmed?	Players, officials, ground staff
	Controls required	Action Taken by the Club
Preparing your Grounds		
	Safety checks on machinery, sightscreens and covers.	All of this has been done by ground staff and any extra maintenance has been carried out by Joh Chapman.
	Check and repair of any damage to pitches and outfields.	All repairs deemed needed have been done.
	Surfaces checked and watering regime adjusted based on lack of rainfall.	This has been carried out by grounds staff G Hunter and K Horn.

What are the hazards?	Touch points / the ball and people social distancing	
Who might be harmed?	Players and visitors	
Controls required	Action Taken by the Club	
Identify your own control measures required.	The club will be cleaning main risk areas on a regular basis e.g. touch points and toilets.	
	The ball as per ECB guidelines will be cleaned every 6 overs as well as players hands. The umpire will not be touching the ball. It is the captain's responsibility to control the ball during games to minimize the risk to players.	
	Signage is in placed all over the club house and toilets about cleaning hands and social distancing.	
	The club has used its social media platforms to inform players / members and parents about the importance to follow the guidelines we have issued to them.	

