



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.

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| 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. | <p>Every Club communication must include :</p> <p>Not to attend if showing any symptoms of Covid-19</p> <p>Not attend if had a positive Covid test within last 10 days</p> <p>Not attend if been notified via Track & Trace to self isolate</p> |
| | An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing. | <p>Assessment made for each activity –</p> <ul style="list-style-type: none"> • Match – both adults & colts • Nets – all participants • Training – all participants <p>Additional signage stating to stay 2m apart</p> |
| | A plan for where parents and players will sit whilst watching cricket activities. | Parents informed to bring their own chairs, sit away from pavilion and adhere to the social distance rules in place. |
| | Signage and communication so that all participants and visitors are aware of the control measures in place and how to act appropriately to minimize the risk of transmission of COVID-19. | Signs for social distancing & wearing of face masks is mandatory inside the pavilion unless medically exempt. |
| | Staff and volunteer training to support the implementation of the plan, with suitable training records. | <p>Coaches, Captains & Bar staff</p> <p>Need to create 1 page bullet list</p> |

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| Buildings | | |
| | Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimize risk of transmission. | All Doors & windows open at all time while activities are taking place |
| | 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. | Max of 10 in the pavilion at any one time during restricted activities |
| | Assess the arrangement of seating areas to maintain social distancing and minimize the risk of transmission. | No seating being provided, everyone expected to bring their own chair or sit on grass away from pavilion. Only players & officials to use balcony & patio during matches |
| | Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather. | If during nets, training or a match players & spectators are expected to return to their cars or sit under provided gazebo's maintaining social distancing at all times. MUST NOT congregate on balcony or in pavilion. |
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| 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. | QR scannable posters on every entrance, on toilet doors & on the bar area. Every home & visiting team must produce a team card containing players & officials name, number or email – this is a must for track and trace |
| | Identification of suitable areas for outdoor service that don't overlap with cricket activity. | Not Applicable |

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| | Steps taken to minimize time and the number of people at the bar. | Queuing system in place that is limited to max of 4 individuals at a time inside |
| | Steps taken to minimize contact points at payment or around the hospitality space. | Club is pay by card only – contactless preferred (no cash sales) |
| | Suitable PPE provision and training for staff and volunteers. | Club to provide disposable face masks & gloves Sanitizer provided in all areas |
| | Strategy for the safe serving, clearing and cleaning of glassware and tableware. | Club to use single use disposable glasses. No food is being served. |
| | Deep cleaning strategy to minimize COVID-19 transmission risk | Deep clean each week. |
| | Daily cleaning strategy to minimize COVID-19 transmission risk. | Staff to clean before & after every game or training session |
| | High-frequency touchpoint cleaning strategy to minimize COVID-19 transmission risk and how you will keep records. | Daily chart on wall listing when & by whom cleaned |
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| Hygiene and Cleaning | | |
| | Materials, PPE and training that you have provided to your staff for effective cleaning. | See above |
| | Provision of hand washing facilities with warm water, soap, disposable towels and bin. | Toilets, bar & kitchen all have hot running water, soap and towels/hand dryer available. |

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| | Provision of suitable hand sanitizer in locations around the facility to maintain frequent hand sanitization. | Sanitizer provided in all locations on entry to pavilion, in toilet & bar/kitchen areas |
| | Provision of suitable wipes and hand sanitizer on the field for hygiene breaks. | Hand sanitizer & wipes will be provisioned behind stumps at each end |
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| | 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. | Scheduled visit to check for legionnaire's - RH |
| | 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 testing has taken place & recorded as necessary throughout lockdown |
| | 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. | Basic ground maintenance continued throughout lockdown to ensure safe playing environment |
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| | 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 have been refreshed Disposable face mask & gloves provided to volunteers or first aiders |
| | What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19? | All first aiders provided with following url: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm |
| | 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. | Not Applicable |
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| | 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 equipment regularly serviced & maintained. Covers & sightscreens have been cleaned & power washed – sanitizer, wipes and disposable gloves to be stationed during matches |
| | Check and repair of any damage to pitches and outfields. | Grounds team have made all necessary requirements for safe return to cricket |
| | Surfaces checked and watering regime adjusted based on lack of rainfall. | Not required yet as still in March, this to be reviewed as season begins in accordance with latest ECB/Govt guidelines |
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| | What are the hazards? | Use this space to identify hazards at your venue |
| | Who might be harmed? | Use this space to identify who might be harmed |
| | Controls required | Action Taken by the Club |
| | Identify your own control measures required. | |
| | Non players walking by pitch returning ball without being asked | Ball to be wiped down before play is resumed and hand sanitizer used if returned by someone other than being involved in the game in progress |
| | Non members wanting to use toilet facilities | Entry will be refused to all non members due to covid-19 Another sign required – toilet facilities are only for PGCC Members plus visiting players & officials |
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