



## 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
<b>People Management and Communication</b>		
	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.	Signage re symptoms displayed prominently the cricket ground and sent to oppositions captains prior to any matches
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Complete - circulation published on website, pitchero and social media and signed at the ground
	A plan for where parents and players will sit whilst watching cricket activities.	Seating and signs displayed
	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 completed
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Completed nominated volunteer to control covid requirements to be nominated for each session or gam by captain or coach in charge
<b>Buildings</b>		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Windows and doors to be opened prior to the session

	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.	Circulation Plan completed, signage completed and floor markings completed
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Outdoor seating only, indoor seating removed from use
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	Players and Spectators to use their own vehicles, depending on the wind maybe able to use an open sided gazebo
<b>Social and Hospitality Areas</b>		
	Plan to solicit and maintain records of your member attendance, customers and visitors - to be maintained for 21 days and then destroyed.	Track and Trace forms to be kept at a referenced point on site. Member of the committee nominated to control on match days. Parent to be nominated on coaching nights
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	n/a
	Steps taken to minimise time and the number of people at the bar.	WhatsApp order, outdoor service. No bar queues
	Steps taken to minimise contact points at payment or around the hospitality space.	Online registration payments. Contactless payment for drinks
	Suitable PPE provision and training for staff and volunteers.	Staff training given, PPE provided and available. Volunteer briefing sheets completed and circulated



	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Use of dishwasher
	Deep cleaning strategy to minimise COVID-19 transmission risk	Full deep clean prior to opening completed
	Daily cleaning strategy to minimise COVID-19 transmission risk.	Clean prior to opening each match day and training session
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Hourly cleaning of touchpoint areas in toilets and doors to be maintained by duty committee member or parent volunteer
<b>Hygiene and Cleaning</b>		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Complete – Gloves and masks provided and in accessible location
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Complete in toilets
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Entry and exit point and with track and trace registration area
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Umpires bag complete with wipes, sanitizer, masks

	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
<b>Preparing Your Buildings</b>		
	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.	Complete as part of routine ground checks
	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).	Complete as part of routine ground checks
	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.	Complete as part of routine ground checks

	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
<b>First Aid</b>		
	Check that your first aid kits are stocked and accessible during all activity.	Designated clean first area created and deep cleaned, stocked with accident forms and pens, first aid kits etc
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	Email briefing with the St Johns link on
	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.	N/A

	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
<b>Preparing your Grounds</b>		
	Safety checks on machinery, sightscreens and covers.	Complete as part of routine ground checks
	Check and repair of any damage to pitches and outfields.	Complete as part of routine ground checks
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Complete as part of routine ground checks

