



## 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.	Details published on our social media channels and website.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Assessment took place on 06/07/2020 and appropriate signage has been displayed for limited indoor capacity.
	A plan for where parents and players will sit whilst watching cricket activities.	Seating areas allocated for Home & Away teams as well as Scorers Tables and a small area for spectators.
	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.	Posters have been put in place for players and spectators, all details to be communicated to visiting teams and officials.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	A log of all training is kept in the blue folder in the pavilion. Full training session for committee held on 07/07/2020.

Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Double doors to pavilion to remain open at all times. Main pavilion windows can also be opened.
	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.	Toilets to be one in one out. Only 1 cubicle open in Ladies and urinals to remain closed in Gents with only cubicle open. Main pavilion capacity is only 8 people at 1 time. Only 1 person to be serving in the Bar. Floor markings and signage put in place.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	No indoor seating. Outdoor seating spaced at 2m intervals as per guidelines.
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	In wet weather all players and spectators to return to vehicles. Only 1 Bar/Club Official to remain in clubhouse.

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.	Registration stations in place with sanitizer stations.
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	If required outdoor area of pavilion can be used.
	Steps taken to minimise time and the number of people at the bar.	One way queuing system in place with social distancing signage on floor.
	Steps taken to minimise contact points at payment or around the hospitality space.	iZettle card payments accepted at Bar.
	Suitable PPE provision and training for staff and volunteers.	Gloves, facemasks and sanitizer provided, as well as wipes for the till.
	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	One person to clear glasses, dishwasher used to clean glasses on hot was 'prog 4 or higher'
	Deep cleaning strategy to minimise COVID-19 transmission risk	Clubhouse deep cleaned 06/07/2020
	Daily cleaning strategy to minimise COVID-19 transmission risk.	Sprays, Wipes and Paper towels purchased and full final through clean to take place after game/event.
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Hourly cleaning of High Touch Areas during game/event using Wipes (Disposable).Areas to be cleaned – Toilets, Bar Area, Sanitising Stations, Door Handles. All ticked, signed and initialed in blue Covid folder held in pavilion.

Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Facemasks, Disposable Gloves, Anti-Bacterial Wipes, Anti-Bacterial Spray and Paper Towels.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	In toilets for all.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Hand Sanitiser in both Toilets, Pavillion Entrance, Kitchen Serving Area, Bar Area, Outside Tables and Sanitising Stations.
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Wipes and Sanitiser in Basket at entrance to pavilion to be taken onto field.
	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.	Water tanks are drained at the end of each season and the showers, taps, toilets flushed through and cleaned. 06/07/2020
	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).	PAT Testing is Scheduled now pavilion is open.
	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.	Ground checked by groundsman and club risk assessment carried out.
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 check and facemasks added.
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	First Aid Provision explained through training session on 07/07/2020
	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 (Located in Village Phone Box)
	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.	Visual Checks Undertaken.
	Check and repair of any damage to pitches and outfields.	Pitch and Outfield inspection carried out.
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Extra watering has taken place.



What are the hazards?	Some presents with symptoms of Covid 19.	
Who might be harmed?	All in attendance.	
Controls required	Action Taken by the Club	
Are identified for an Isolation area?	Home Changing Room nominated as area, face masks available.	