



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.	Advise using ECB guidance Display posters and signs
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Implement ECB guidance for matches and coaching Layout design of building
	A plan for where parents and players will sit whilst watching cricket activities.	Seating to be in accordance with ECB Guidance on Social Distancing
	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.	Located in evident areas of site
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Personnel are advised of procedures in place
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Open all doors when site occupied

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.	Social distancing instruction and one way system in place Shield Screen Signage / Markings displayed
Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Seating is located to adhere to social distancing rules
Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	Seating to be used in accordance with set up
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.	All visitors recorded, records kept and destroyed as per regulations
Identification of suitable areas for outdoor service that don't overlap with cricket activity.	Cricket area caters for sufficient space for outdoor social area
Steps taken to minimise time and the number of people at the bar.	Persons are advised that it is not practice to stand at the bar
Steps taken to minimise contact points at payment or around the hospitality space.	People are encouraged to pay contactless
Suitable PPE provision and training for staff and volunteers.	PPE provided for staff

	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Plastic glasses are being used
	Deep cleaning strategy to minimise COVID-19 transmission risk	Site is cleansed each time facility is used
	Daily cleaning strategy to minimise COVID-19 transmission risk.	Staff are aware of cleaning strategy with tables cleaned when persons leave a table
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Cleaning stations in place
Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Hand sanitizer supplied Hand cleaning station in place
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Provided
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Provided around the site
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Provided
What are the	Other venue hazards to be considered after temporary closure such as Legionnaire's Disease, fire, electrical safety etc.	

hazards?	
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.	Club is used 12 months of the year
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).	Routine maintenance is carried out on appliances
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.	Covered by ground risk assessment
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.	Checked and available from behind the bar	
What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	Advised of Social Distance rules	
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.	Checked by First Responder	
What are the hazards?	Pitches or outfield are unsafe to play on	
Who might be	Players, officials, ground staff	

	harmed?	
	Controls required	Action Taken by the Club
Preparing your Grounds		
	Safety checks on machinery, sightscreens and covers.	Continually assessed by groundsman
	Check and repair of any damage to pitches and outfields.	Continually assessed by groundsman
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Continually assessed by groundsman
	What are the hazards?	Water shortage or excess can affect performance of pitch Harm to persons using / moving equipment
	Who might be harmed?	Groundstaff / Volunteers / Players

	Controls required	Action Taken by the Club
	Identify your own control measures required.	
	Anti-bacterial wipes, hand gel and sprays PPE equipment Facemasks	Ordered and stock regularly checked in place
	Scoring area	Area identified for a single scorer only

What are the hazards?	Covid-19	
Who might be harmed?	Any site user	
	Controls required	Action Taken by the Club

Identify your own control measures required.	

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.	