



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.	Communications to all players and opposition team captains prior to each senior game. Email to parents prior to start of junior coaching programme. Relevant guidance posted on Club website.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	One changing room to be opened for access to male toilet and emergency first aid area only. Other changing to remain locked. Clubhouse will be open for one Club representative to serve bottled beers and cans and access to the female toilet. Provide boards to enable players to store car keys in Clubhouse whilst playing cricket.
	A plan for where parents and players will sit whilst watching cricket activities.	Players and parents informed by Coaches and Club Representatives on arrival of the need to maintain social distancing and ideally to remain in their cars. Any outdoor seating to comply with social distancing and to be wiped down afterwards.
	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 for toilet access and hygiene information to be posted in relevant areas. Signage for refreshments to be displayed on relevant window and floor signs outside pavilion to be in place whilst queuing to purchase refreshments.

<p>Staff and volunteer training to support the implementation of the plan, with suitable training records.</p>	<p>All Club representatives who clean the Changing rooms, Clubhouse, Coach juniors, and Club Captains have been briefed of measures to be put in place</p>
<p>Coaches and Club representatives to ensure all ECB measures for junior coaching e.g. use of one ball per player are complied with. All balls to be disinfected in ball buckets. Coaches to wipe down all equipment following all sessions.</p>	
<p>Buildings</p>	
<p>Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.</p>	<p>Clubhouse windows and one Changing room door to to be kept open during matches.</p>
<p>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.</p>	<p>Home Changing room to be open for access to male toilet and first aid point only. Away changing room to remain closed. Clubhouse will remain closed except for access to the Ladies toilet and access for a club representative to serve refreshments via a table sited at the front door.</p>
<p>Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.</p>	<p>Club reps and Captains responsible for placing seating outside clubhouse during and after matches to ensure compliance with social distancing measures.</p>
<p>Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.</p>	<p>Players will be requested to return to their cars in the event of bad weather.</p>
<p></p>	

Social and Hospitality Areas

<p>Plan to solicit and maintain records of your member attendance, customers and visitors - to be maintained for 21 days and then destroyed.</p>	<p>List of contact details for both players and guests to be given to opposition Captain and this information will be requested to opposition Captain before the start of all matches. Register of attendance taken at all junior coaching sessions.</p>
<p>Identification of suitable areas for outdoor service that don't overlap with cricket activity.</p>	<p>No football matches coaching to be allowed at the same time as cricket matches and agreed with Ground Management Committee.</p>
<p>Steps taken to minimise time and the number of people at the bar.</p>	<p>Clubhouse will remain closed. The only exceptions are for Club representatives to access the kitchen area to serve refreshments via table positioned at the front door after the match and access to the female toilet.</p>
<p>Steps taken to minimise contact points at payment or around the hospitality space.</p>	<p>No match fees to be collected after matchers. Members asked to pay via BACS on a monthly basis. Club representatives to wear relevant PPE when handling cash.</p>
<p>Suitable PPE provision and training for staff and volunteers.</p>	<p>Additional supplies of First Aid equipment purchased. First Aiders and relevant Club representatives briefed.</p>
<p>Strategy for the safe serving, clearing and cleaning of glassware and tableware.</p>	<p>Bottled beers and cans to be served via the positioning of a table inside the Clubhouse by the front door with relevant distancing signage provided outside the window. No glasses of any kind to be supplied. No food will be prepared or served in the Clubhouse.</p>
<p>Deep cleaning strategy to minimise COVID-19 transmission risk</p>	<p>Regular cleaning of Clubhouse and Changing rooms. Changing Room power washed and toilets disinfected on 5/7 Relevant hand wash and wipes purchased. Cleaning will take place at regular intervals during coaching and matches.</p>

Daily cleaning strategy to minimise COVID-19 transmission risk.	Cleaning to take place by Club representatives on all occasions when the Clubhouse and Changing Room has been opened.
High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	High frequency touch points have been identified and a checklist created to ensure regular cleaning is carried out.
Hygiene and Cleaning	
Materials, PPE and training that you have provided to your staff for effective cleaning.	Disinfectant, cleaning materials, hand gels and wipes purchased in sufficient volume to cater for all coaching and matches etc.
Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Clubhouse and Changing room toilets Both provided with relevant washing and hygiene materials.
Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Hand sanitiser provided to all players on a table outside the clubhouse, in both toilets and the emergency first aid area. Comply with ECB regulations for playing cricket.
Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Suitable wipes and hand sanitiser purchased and made available during matches and coaching sessions.

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.	Arrange for annual Fire safety test to be organised by Fire Central Control asap.	
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).	Will not use kettle or urn or showers in changing rooms.	
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.		

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 equipment checked on 9/7. Additional first aid equipment purchased. First Aid bag made available on table for all Junior coaching sessions. Will be placed in emergency area in Changing Room for all home games.	
What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	First Aiders and Club Representatives briefed on arrangements.	
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
Preparing your Grounds		
Safety checks on machinery, sightscreens and covers.		See below schedule of activity
Check and repair of any damage to pitches and outfields.		Repair of section of non turf wicket to be completed prior to start of any matches.
Surfaces checked and watering regime adjusted based on lack of rainfall.		Weekly programme of ground maintenance started in early May.
<p>Carried out annual service for Hayter mower Carried out annual services for wicket mowers Replaced static net frame Repaired mobile net Remove all rubbish from rear of the Clubhouse and tractor shed Checked condition of wicket roller Inspected condition of mobile covers Inserted slatting on sight screens and completed inspection Hired large roller to roll wicket and outfield Inspected outfield section by football pitch and fill any divots etc Repaired damaged section of old astro turf wicket.</p>		

What are the hazards?	Tractor Shed	
Who might be harmed?	Groundsman and Club members helping to work on wickets and outfield.	
Controls required	Action Taken by the Club	
Ensure Tractor Shed is safe for club representatives to access machinery etc	Checked contents of First Aid bag to ensure still in date	
	Remove all rubbish from within building including damaged static net frame	
	Completed visual inspection of tractor shed roof.	

What are the hazards?		
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.		

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.		