



## 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.	All club members have been circulated the Coronavirus (Covid-19) Government Guidance. All Male/Female members above the ages of 13 eligible to play in organized games will be circulated again with the current Guidance.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	An assessment has been carried out for all activities at the Pontesbury Sports Ground. Circulation is safe with sufficient space for social distancing. Boundary altered near pavilion to improve space at possible pinchpoint.
	A plan for where parents and players will sit whilst watching cricket activities.	Areas identified to facilitate social distancing whilst watching cricket activities and to separate attendees of both teams.
	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 in place both fixed and portable to warn all attendees and passing public of the need for social distancing and good hygiene to minimize risks of transmission. Further guidance will be sent to players.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	All officers of club have been made aware of the Guidance and how Pontesbury CC are adapting to it. Further notifications as Guidance changes
Buildings		

Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Except for fire doors all doors and windows in areas of use – toilets and emergency aid – will be kept open to enable maximum ventilation as well as to reduce contact and touch points.
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.	One Way System put in place for access to the toilets – based on one in one out.
Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Any seating will be outdoor in open areas and set at 1m social distancing
Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	All players and officials will be asked to return to their vehicles in wet weather. Those without vehicles will be accommodated in gazebos with social distancing.
<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.	No social or hospitality areas in pavilion will be open. Details of all players, officials and visitors with their telephone contact details will be taken and kept for 21 days.
Identification of suitable areas for outdoor service that don't overlap with cricket activity.	No food or drink will be served at our ground. All players and officials will be expected to provide their own meals and refreshments.
Steps taken to minimise time and the number of people at the bar.	No bar will be used at our ground.
Steps taken to minimise contact points at payment or around the hospitality space.	N/A – no hospitality available

	Suitable PPE provision and training for staff and volunteers.	Anti-bacterial hand gel, wipes, masks and gloves will be provided for all volunteers.
	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	N/A – no hospitality available
	Deep cleaning strategy to minimise COVID-19 transmission risk	Full cleaning schedule used on practice and matchdays, pavilion otherwise not used. Full deep clean of areas used to be undertaken prior to activity starting. Full deep clean after activity has been completed. Regular cleaning throughout use of facility of hot spots such as sanitizing station and handwash basins
	Daily cleaning strategy to minimise COVID-19 transmission risk.	New cleaning regime. Toilets cleaned before and after events/matches. All touch points cleaned before and after events. All touchpoints cleaned at regular hourly intervals during events/matches and attendees asked to clean touchpoints used before exiting.
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	High frequency touch points (for example surfaces in the toilets to be cleaned on a regular basis).
<b>Hygiene and Cleaning</b>		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Anti-bacterial hand gel, wipes, masks and gloves will be provided for all volunteers.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Warm water, soap, disposable towels and bin will be provided.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Anti-bacterial hand gel will be provided at relevant locations around and inside the pavilion

	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Competing players will be encouraged to bring their own small bottle of hand gel. Players will sanitize their hands every 6 overs/20 mins as per ECB guidelines. Captains will be responsible for cleaning the ball as required by ECB playing guidelines, with wipes provided by the club to do so.
	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 has been in use at the pavilion for 6 weeks, so as of the start of July this risk is deemed to be low. An assessment will be conducted.
	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 maintenance up to date with no recent work taking place.
	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.	Full compliance will be taken along with the ECB Step 4 guidance. An action plan and checklist have been developed and are being implemented to provide a safe experience for all users. All users are made aware that there is still a societal risk involved in play and taking part is their choice, but we are communicating with all users the work that we are doing for their own reassurance
	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.	First aid kits have been replenished and are available and accessible during activity.	
What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	All first aiders are aware of the government guidance regarding the administration of first aid.	
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	Players, officials, ground staff	

	harmed?	
	Controls required	Action Taken by the Club
<b>Preparing your Grounds</b>		
	Safety checks on machinery, sightscreens and covers.	A full safety check of all equipment has been undertaken by the groundstaff and declared fit for use. Sightscreens and covers are in full working order.
	Check and repair of any damage to pitches and outfields.	Pitch maintenance has been undertaken throughout lockdown in accordance with government advice and procedures set out by the national body.
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Moisture content in surface regularly monitored with rolling and preparation done when appropriate to provide a safe playing surface.
	What are the hazards?	Shared equipment required
	Who might be harmed?	Players, officials, ground staff

	Controls required	Action Taken by the Club
	Will equipment such as stumps and bails be sanitized and how will the transmission of infection be reduced?	All ground equipment will be put in place prior to the activity by a designated member. This member will sanitise all equipment and wear gloves when placing it. During play the stumps will be the responsibility of the umpires and the bails should be provided by an umpire if there is one.
	Will equipment such as balls used for training be kept separate and sanitized?	All balls will be sanitized before and after use. Balls will be numbered with each participant keeping the same ball during a session. Match balls will be sanitized during designated hygiene breaks by the fielding captain
	Will items such as scorebook and scoreboard be used by just one scorer?	In matches with a scorer or scorers each scorer shall only use one book. One scorer shall be assigned to using the scoreboard. With the lack of assistance less than regular scoreboard updating will be acceptable. In matches with scorers no players are to enter the scorer's zone. In matches where no official scorer is present and scoring is shared amongst teammates, anyone scoring must wash their hands with soap and water prior to using the scorebook. Any users of the scoreboard where there is no scorer must also wash hands with soap and water before use. Should the scorers change the book should be wiped clean and the scoreboard sanitized at contact points.
	Will other ground equipment such as boundary markers and sightscreens be used and if so what provisions will be made to prevent the transmission of infection?	Boundary flags and fielding circle disks will be used. A crank handle will be used on the sightscreens which are operated by hand. All of these items will be sanitized before and after use and will only be placed or used with the use of gloves.