



## Risk Assessment Template

As a facility provider, you should complete your own COVID-19 Risk Assessment and publish this to your users.

## **RISK ASSESSMENT TEMPLATE FOR CLUBS PREPARING TO OPEN THEIR CLUBHOUSE**

first aid. You may still wish to record that you have assessed facility risks through enquiries made with your facility provider.

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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 Staff,volunteers, players and members, and visitors advised not to attend if there is any suspected COVID-19 infection within their household or if they are shielding due to enhanced vulnerability.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Layouts modified and maximum capacities identified and monitored by staff and volunteer “stewards”.
	A plan for where parents and players will sit whilst watching cricket activities.	Defined specifically for each event / activity
	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 where appropriate and indoor spaces monitored by “stewards”
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Staff/volunteers trained and implementation monitored.

Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Windows and doors opened wherever practical to maximise ventilation
	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.	Separated in and out routes in main bar area. Separate payment with screen and bar service points created. Queuing area defined and monitored.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Furniture removed/rearranged to match assessed capacity and social distancing requirements.
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	Separate large room available for players and officials with sufficient capacity and social distancing.
Social and Hospitality Areas		
	Plan to solicit and maintain records of your member attendance, customers and visitors - to be maintained for 21	Signing in log kept.

	days and then destroyed.	
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	No outdoor service initially. Demarcated outdoor areas for club members and players created.
	Steps taken to minimise time and the number of people at the bar.	Barstools removed. Max. 1 person at screened order and pay point at left end of bar and max. 1 person at service point at right end of bar. Queue system for order point set back from bar.
	Steps taken to minimise contact points at payment or around the hospitality space.	Screen erected at pay point. Furniture arranged to minimise contact points.
	Suitable PPE provision and training for staff and volunteers.	In place
	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Social Club volunteers recruited to ensure used glassware regularly removed, and tables cleaned.
	Deep cleaning strategy to minimise COVID-19 transmission risk	In place
	Daily cleaning strategy to minimise COVID-19 transmission risk.	Enhanced cleaning routine introduced.

	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Social Club volunteer monitors cleaning high frequency touch points every 30 minutes.
<b>Hygiene and Cleaning</b>		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Documented cleaning instructions. Antiviral disinfectant used. Appropriate PPE provided.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Hand sanitising point at entrance to toilet area. Warm water and soap from dispenser. No towels. Warm air hand driers only.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Present at all points of entry to buildings and also entry to toilet area.
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Provided.
	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	Facility users, staff, volunteers and visitors

harmed?		
	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.	All water supplies flushed through after period of closure.
	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 certifications, servicing and testing have been checked and are up-to-date.
	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 has been maintained throughout lockdown by individuals and small teams. Ground inspection before each activity.

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.	Checked and available during and after activities.	



	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	Importance of social distancing in all situations explained to all involved. Masks and gloves provided for use where necessary.
	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.	AED on outside wall of main building. Checked and available.

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.	All normal machinery checks and services carried out . Sightscreens and covers repaired following vandalism.	
Check and repair of any damage to pitches and outfields.	Checks done. Holes from posts for cricket square fences filled in.	
Surfaces checked and watering regime adjusted based on lack of rainfall.	Continuous checks and wicket covers moved on/off to optimise surfaces for safety and playability.	

What are the hazards?	Possible parking congestion causing hazard to pedestrians
Who might be harmed?	All members and visitors to the club
Controls required	Action Taken by the Club

	Additional Parking	Visitors and members should be aware that additional parking is available to the north of main pitch. Entrance at west (church) end of ground. Visitors and members should avoid parking on the road.

What are the hazards?	Arrangements changing depending on whether one or two matches on ground, or due to other circumstances.	
Who might be harmed?	All members and visitors	
Controls required	Action Taken by the Club	
Communication of day's arrangements to visitors.	Home captain to explain arrangements for the day to visiting captain and umpires on arrival, or where deemed necessary visiting clubs/umpires to be informed of any special arrangements in advance of match day.	

What are the hazards?	Very limited capacity due to COVID-19 measures resulting in no indoor or outdoor social / capacity for players or visitors	
Who might be harmed?	N/A	
Controls required	Action Taken by the Club	
Define who may enter bar and outdoor social area	Due to expected capacity issues our parent organisation has restricted access to club members only. Unfortunately there will initially be no access to bar for visiting players, officials and spectators. Access to toilets (one at a time) will be available. This will be periodically reviewed and this document may be updated if arrangements are changed.	
