



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.	Guidance sent to visiting clubs and umpires in week before game including mention of need for self-screening and appropriate action. All Worfield players notified of need to self-screen before travelling home or away
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Carried out before opening of Pavilion on 4 th July. Furniture removed to reduce seating capacity. One-way system implemented to control the flow of people through the pavilion and bar area.
	A plan for where parents and players will sit whilst watching cricket activities.	Players will use pavilion patio. Pavilion will also be completely open across front due to bifold doors. Parents/supporters will be able to use the many benches around the ground and can shelter in pavilion if required. We have asked members and their families to bring their own seats where possible to assist with 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.	Appropriate social distancing, handwashing and sanitising signage in place Written guidance issued to Worfield players, members, umpires. Guidance also issued to visiting teams in the week before the game.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	All Bar Staff and Officers have been notified of plans. PPE (face masks) available to bar staff. Only bar staff can collect used glasses. A clean glass is used for every drink

Buildings	
Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Bi folds, which stretch across front of Pavilion, will be open, creating a complete open side. Windows in toilets will be open during use providing wind direction allows
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.	A one way system is in place with appropriate signage and floor to direct the flow of people. In the event of rain, players are instructed to shelter in their own vehicles. Spectators and officials can shelter in their own vehicles or the main room in the pavilion or the covered verandah area.
Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Seating has been rearranged to avoid face to face sitting in close proximity. A significant number of seats have been removed from the pavilion to reduce occupancy. Seats in the vicinity of the bar have been removed
Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	See above.

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.	Everyone attending the premises is asked to sign in and provide their name and a telephone number for contact tracing purposes. Members sign in - all members contact details are on file.
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	No outdoor service
	Steps taken to minimise time and the number of people at the bar.	Bar stools near bar have been removed. Social distancing Signage in place.
	Steps taken to minimise contact points at payment or around the hospitality space.	Contactless payment is encouraged. Use of sanitiser encouraged before entering and after leaving toilets. Sanitiser is available on the bar.
	Suitable PPE provision and training for staff and volunteers.	PPE is available for staff if and when required including BS compliant gloves and surgical masks. Sanitiser behind the bar for exclusive use of bar staff. Staff have been advised on how to use the PPE.
	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Staff trained – only they will collect glasses. Glasses to be picked up at base rather than by the rim. New glass for every drink. Tables cleaned and sanitised before every session. Beer mats are not used. Glasswasher set on hot.
	Deep cleaning strategy to minimise COVID-19 transmission risk	Whole of premises was deep cleaned before 4 July opening. Deep clean once per week.
	Daily cleaning strategy to minimise COVID-19 transmission risk.	Club cleaned in morning everyday it is open. New cleaning regime put in place - 4 times a week i.e. every day before use including full sanitising and disinfecting of toilets, tables and all touch points.
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Hourly cleaning of door handles and push points

Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Disposable gloves and masks are available for bar staff
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	In place in all toilets and behind bar. Disposable towels are available in toilets. Electronic hand dryers have been turned off.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	New automatic dispensers installed outside men's and women's toilets prior to 4 July. Sanitisers also positioned on bar and at patio entrance.
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Hand sanitiser is provided on benches around the boundary for the use of players and match officials. Wipes brought onto the field every six overs for cleaning of ball. Stumps and bails sanitised prior to start of play and during the break between innings.
	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.	All taps have been run for period of 15 minutes. Plumber attended the Club on 08/07/20.
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).	Club has been maintained regularly throughout lockdown. A qualified electrician is a member of General Committee and carries out all necessary testing as required.
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.	2 ground staff continued work through lockdown undertaking all tasks including grass cutting, fertilising, strimming and weed killing. A dead tree in adjacent field that was deemed a potential hazard when ball being collected from underneath it was reduced to a safe condition.
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 kit checked and fully stocked including provision of disposable gloves. It is stored in the kitchen. Signage to this effect is in place	
What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	All first aiders have been issued with instructions in accordance with the advice published by St Johns Ambulance for providing assistance during the pandemic.	
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.	Due to be installed in July/August	
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.	Ground checked. Scorebox repairs carried out and painted. All machinery used has been fully serviced and maintained. A former Officer is specialist.
Check and repair of any damage to pitches and outfields.	All checked and ready for play
Surfaces checked and watering regime adjusted based on lack of rainfall.	Square has timed irrigation system which was used during hot weather

--	--

What are the hazards?	Risk of Covid transmission due to numbers using toilets
-----------------------	---

Who might be harmed?	All members and visitors
----------------------	--------------------------

Controls required	Action Taken by the Club
-------------------	--------------------------

Additional disinfecting and sanitising	Automatic sanitisers installed outside toilets. Disinfectant placed inside toilets. Instructions posted as to use after toilets used. Central urinal of three and central basin of three has been taken out of use. Signs are in place.
--	---

Additional cleaning and ventilation	New cleaning schedule implemented. All windows open to improve ventilation during use subject to wind direction
-------------------------------------	---

What are the hazards?	Risk of Covid transmission due to use of changing rooms and showers
-----------------------	---

Who might be harmed?	Visiting and home players, umpires	
Controls required	Action Taken by the Club	
Deep cleaning of changing rooms	Carried out in early July. Regular cleaning will take place.	
Instructions regarding use of changing rooms	Home and away changing rooms, including showers, have been taken out of use. All players, home and away have been notified. Players advised to arrive in kit ready to play.	
Separate umpire changing facilities	Steps had been taken to provide exclusive and separate changing facilities for umpires in the Umpires Changing Room and the occasional changing room. These rooms have now been taken out of use and umpires are made aware	