



## 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>		
1	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.	<p>All members and officials associated the club to read the document <i>Forton CC Match Play During COVID Epidemic</i>. This document to be posted on FCC website and communicated to opposition team captains so that they can distribute to opposition players and officials. This document also to be printed and available to visitors upon their arrival at the club.</p> <p>This document to cover safe, COVID transmission specific mitigation measures that the club has implemented that includes (but is not limited to) the expectation that players, officials and all visitors to the club have performed a self-screen to prove that they are not displaying any COVID symptoms: a temperature greater than 37.8° C, persistent cough, loss of smell/taste, abnormal fatigue or drowsiness, abnormal confusion or disorientation. Any player, official or visitor displaying any of these symptoms must not attend Forton CC. Also, should anyone in the household of that player, official or visitor have displayed these symptoms, or anyone they have been in contact with, or if the player, official or visitor has tested positive for COVID, then that player, official or visitor should not visit Forton CC.</p> <p>Upon arrival at Forton CC, players, officials and visitors will be asked to also sign a disclaimer declaring that they are not displaying any of the COVID symptoms, tested positive for COVID, or come into contact with anyone with any of the COVID symptoms. In addition, by signing the disclaimer the player, official or visitor is agreeing to follow UK Government Guidance on COVID and the control and COVID mitigation measures that Forton CC has put in place.</p>

2	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	<p>The Forton CC club house and changing facilities will remain closed.</p> <p>The only exceptions to the above policy are the home and away team changing room toilets and the use of the club house in an emergency – access to first aid resources and in the event of a player, official or visitor displaying symptoms of COVID and due to unforeseen circumstances being unable to be removed from the club immediately.</p> <p>Note, this risk assessment is a living document and may be amended should government guidelines change.</p>
3	A plan for where spectators, parents and players will sit whilst watching cricket activities.	<p>As the club house and changing rooms will be closed, it is expected that players, spectators, parents and other visitors will watch the cricket outside and observing UK government guidelines: a maximum of 30 people in attendance, social distancing of 2 m.</p> <p>Upon arrival at Forton CC players, officials and visitors will be instructed as to where to park, on the road side of the ground. Visitors, including parents and other spectators are expected to remain in this area in close proximity to their parked car.</p>

4	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.	<p>Control and COVID risk mitigation measures to be communicated to players and officials of Forton CC in the document <i>Forton CC Match Play During COVID-19</i>, which must be read prior to them being permitted to play.</p> <p>For opposition players and officials and other visitors, upon arrival they will be instructed as to where to park by a Forton CC appointed volunteer. Immediately thereafter they must sign the disclaimer described in PT 1 which requires that they have read the document <i>Forton CC Match Play During COVID-19</i> and agree to abide by all of the control and COVID transmission mitigation measures that Forton CC has implemented and are not displaying, nor have come into contact with anyone displaying, symptoms of COVID, nor tested positive for COVID.</p> <p>Signage at Forton CC covers the following:</p> <ol style="list-style-type: none"> <li>1. Where to park and parking spacing, along with the use of barriers.</li> <li>2. Advising that the club house is not in use.</li> <li>3. Reminders of current UK guidelines (social distancing).</li> <li>4. Toileting and hygiene procedures.</li> </ol>
5	Staff and volunteer training to support the implementation of the plan, with suitable training records.	<p>Forton CC does not have staff.</p> <p>Volunteers have been involved in the development of the COVID risk assessment and the control and COVID mitigation measures. Volunteers will be instructed as to the requirements for implementing the control and COVID mitigation measures.</p> <p>A physical copy of <i>Forton CC Match Play During COVID-19</i> is to be held at the club. Records of any training for volunteers as it is conducted to be noted in a log book to be held at the club.</p>
Buildings		

6	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	<p>The return of cricket at Forton CC is on the proviso that it is largely an outdoor activity for cricket activities, officials, players and spectators.</p> <p>Therefore, the club house and changing rooms will be closed.</p> <p>The only exceptions to the above policy are the home and away team changing room toilets and the use of the club house in an emergency – access to first aid resources and in the event of a player, official or spectator displaying symptoms of COVID and due to unforeseen circumstances being unable to be removed from the club immediately, to be used to place that individual in an isolated area, under supervision.</p> <p>In the event of a player, official or spectator displaying symptoms of COVID and being unable to be removed from the club immediately, then the club house front and fire exit doors will be opened fully to ensure as much ventilation as possible.</p> <p>Note, this risk assessment is a living document and may be amended should government guidelines change or safe provision of further services can be developed.</p>
7	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>Not applicable, the Forton CC club house will remain closed.</p> <p>Note, this risk assessment is a living document and may be amended should government guidelines change or safe provision of further services can be developed.</p>
8	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	<p>Not applicable, the Forton CC club house will remain closed.</p> <p>Note, this risk assessment is a living document and may be amended should government guidelines change or safe provision of further services can be developed.</p>

9	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	<p>The Forton CC club house and changing rooms will be closed.</p> <p>Should the weather intervene and play be suspended due to rain, players, officials and visitors may seek refuge from any rain under the external veranda along the front of the club house or in their own cars. In this eventuality UK Government guidelines (social distancing) must be observed.</p>
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**Social and Hospitality Areas**

10	Plan to solicit and maintain records of your member attendance, customers and visitors - to be maintained for 21 days and then destroyed.	<p>Upon arrival at Forton CC, all Forton players, officials and visiting team players and officials must provide their contact details (comprising name and a telephone number) in a log book to be kept at the club. Signature of this log book also declares that all present at the club agree to act to ensure Forton CC control and COVID mitigation measures are complied with. Visiting captains may sign on behalf of their team as this will ensure potential for UK Government Track &amp; Trace guidelines to be met.</p> <p>One complete double facing page (or more) of the log book to be used for each match day. This will allow for, at the expiry of 21 days, that day's log book entries to be removed and destroyed.</p>
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11	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	<p>Cars arriving at Forton CC will be instructed by a club volunteer where to park and to sign the log book as described in PT 10.</p> <p>It is expected that spectators, including those who have travelled by car, will watch the game from the road side of the ground. However, walking around the boundary is permitted; current UK Guidelines for mitigating risk must be observed: social distancing, group numbers.</p> <p>The club bar will remain closed and the club will not be providing any other service such as other drink or food provision. Players/Spectators are advised to bring their own.</p> <p>Note, this risk assessment is a living document and may be amended should government guidelines change or safe provision of further services can be developed.</p>
12	Steps taken to minimise time and the number of people at the bar.	<p>The club house will remain closed except for emergency use (first aid, COVID isolation) which must be supervised by a club volunteer and performed in a safe way (ventilation, social distancing). Therefore, the club bar will remain closed and the club will not be providing any other service such as other drink or food provision. . Players/Spectators are advised to bring their own.</p> <p>Note, this risk assessment is a living document and may be amended should government guidelines change or safe provision of further services can be developed.</p>
13	Steps taken to minimise contact points at payment or around the hospitality space.	<p>The club bar will remain closed and the club will not be providing any other service such as other drink or food provision. . Players/Spectators are advised to bring their own.</p> <p>Note, this risk assessment is a living document and may be amended should government guidelines change or safe provision of further services can be developed.</p>

14	Suitable PPE provision and training for staff and volunteers.	All Forton CC players, officials and volunteers are to be provided with safety gloves and high visibility PPE should it be required. Masks are also available within first aid kits, should the need arise while giving first aid.
15	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	<p>The club bar will remain closed and the club will not be providing any other service such as other drink or food provision. . Players/Spectators are advised to bring their own.</p> <p>Note, this risk assessment is a living document and may be amended should government guidelines change or safe provision of further services can be developed.</p>
16	Deep cleaning strategy to minimise COVID-19 transmission risk	Forton CC will, prior to the recommencement of league organized cricket, undertake a deep clean of the club house, changing rooms, toilets and shower facilities. This deep clean to be undertaken by a third party professional and repeated at a monthly interval.
17	Daily cleaning strategy to minimise COVID-19 transmission risk.	<p>Before and after each match day facilities available for use to be cleaned with suitable disinfectant/sanitizer. These facilities will include all toilets and any other contact areas, such as door handles, gates, the log book and any signs.</p> <p>Should the club house be used for any reason then cleaning of all touchpoints will be undertaken.</p> <p>The Forton CC club house is to remain closed (with exceptions defined above) but unlocked during match days only therefore the above level of cleaning is considered to be reasonable.</p>



18 High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.

The club house will remain closed except for emergency use (first aid, COVID isolation) which must be supervised by a club volunteer and performed in a safe way (ventilation, social distancing). Therefore, the club bar will remain closed and the club will not be providing any other service such as other drink or food provision. Therefore, the number of high frequency touch points will be minimized.

Suitable cleaning equipment will be provided to allow for the cleaning of remaining high frequency touch points at a greater frequency with the aim to meet guidelines; once an hour. Records of cleaning of high frequency touch points to be kept in the log book.

Note, this risk assessment is a living document and may be amended should government guidelines change or safe provision of further services can be developed.

### Hygiene and Cleaning

19 Materials, PPE and training that you have provided to your staff for effective cleaning.

Forton CC will, prior to the recommencement of league organized cricket, undertake a deep clean of the club house, changing rooms, toilets and shower facilities. This deep clean to be undertaken by a third party professional who would provide their own materials, PPE and be fully trained. This deep clean will be repeated at a monthly interval.

For more frequent cleaning, Forton CC has provided for volunteers aprons, gloves and masks along with suitable disinfectant/sanitizer and wipes.

20	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	<p>It is expected that players, officials and visitors should provide their own hand sanitizer to use while at Forton CC. Hand washing facilities with warm water, disposable towels and a bin are provided in the open toilets in the home changing room. Hot water, soap and towels are available in the club house for emergency use.</p> <p>The use of the home team changing room toilets is to be deterred (players, officials and visitors are urged to use the toilet at home prior to attending Forton CC) and the use of the club house should be for emergencies only – access to first aid resources and in the event of a player, official or spectator displaying symptoms of COVID and due to unforeseen circumstances being unable to be removed from the club immediately.</p>
21	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Hand sanitizer will be provided on the wall in front of the club house along with the log book and a copy of the control and COVID mitigation measures that Forton CC has put in place and also by the gated entrance to the ground.
22	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Sanitising wipes and hand sanitizer will be provided on the field to allow for hygiene breaks after 6 overs of play. Forton CC endorse the sanitisation of the cricket ball after every over. Only Umpires to touch stumps and bails which will be sanitised between innings. Fielder should return ball directly to bowler.
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>		

23	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.	Preparation of Forton CC for cricket involves the flushing of the water system to ensure the risk of Legionnaire's disease is mitigated. This has been performed.
24	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).	Gas safety – N/A. Electrical safety/PAT testing will be undertaken as soon as possible. Fire safety Inspection and Certification has been undertaken. Lifts – N/A. Heating is by electrical heaters and is part of PAT testing above.
25	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.	Preparation of the pitch is performed by a volunteer groundsman. All machinery and equipment used to do this undergoes daily sanitisation to reduce the risk of the transmission of COVID. Sightscreens and pitch covers are also sanitized prior to every match to reduce the risk of transmission of COVID. Other risks, such as injury to players, officials and visitors are covered by the club general risk assessment.
	<b>What are the hazards?</b>	Vital first aid equipment is not available when needed. First aiders do not have adequate PPE to carry out first aid when required.
	<b>Who might be harmed?</b>	First aiders, facility users, staff, volunteers and visitors
	<b>Controls required</b>	<b>Action Taken by the Club</b>
<b>First Aid</b>		

26	Check that your first aid kits are stocked and accessible during all activity.	All first aid kits have been checked and are fully stocked.
27	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	All first aiders are to be updated with latest guidance on providing first aid during the COVID-19.
28	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
<b>Preparing your Grounds</b>		
29	Safety checks on machinery, sightscreens and covers.	General ground maintenance has been undertaken and a number of risks of COVID transference have been identified and mitigated. These include the decontamination of sight screens, wicket covers, machinery and other equipment to mitigate against the risk of COVID transfer.
30	Check and repair of any damage to pitches and outfields.	Risk of injury to players, officials and visitors from the pitch and outfield have been identified and a plan to mitigate the risk implemented. Rabbit holes in the outfield are the biggest cause of risk of injury; these will be filled with soil prior to any activities on the Forton CC ground.

		Note, the new cricket practice nets installed in 2020 is a far safer facility compared to the previous nets and risk of injury from a cricket ball struck from a batsman in this facility is much reduced.
31	Surfaces checked and watering regime adjusted based on lack of rainfall.	The Forton CC groundsman is fully aware of the lack of rainfall to the pitch and outfield and has implemented a suitable watering regime.
	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
32	Identify your own control measures required.	


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