|  |  |
| --- | --- |
| What are the hazards? | Transmission of COVID-19 at Shelton Cricket Club. |
| 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. | All individuals using Shelton CC are asked to self-screen before arriving at venue to train, play or spectate. This is notified to players, officials, parents and juniors via email and social media and signage at clubhouse. |
|  | An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing. | The clubhouse has a one way system in place to access and exit the “take away” bar area and separate access to and from the toilets. Numbers of people accessing the bar area is restricted and monitored. Changing /shower facilities have been suspended from use. The scorer`s area is isolated from the players and spectators. Playing team areas are spaced sufficiently apart to observe social distancing rule.  |
|  | A plan for where parents and players will sit whilst watching cricket activities. | Parents and players are reminded and asked to sit outside venue around the boundary whilst observing 2mtr distancing rule. Any club seating is spaced out using social distancing guidance. |
|  | 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 is placed around clubhouse and ground to remind participants of social distancing guidance , NHS Track and trace and hand sanitation points etc. |
|  | Staff and volunteer training to support the implementation of the plan, with suitable training records. | All committee members, team managers , club players, visiting players ,coaches, volunteers and junior parents will be notified of covid safety rules for venue and activity by email, text and social media.  |
|  |
| Buildings |
|  | Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission. | All main entrance and exit doors are held open when venue in use to ensure ventilation can flow through the building. Changing room doors are left open for access to toilet cubicles whilst clubhouse in use.  |
|  | 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. | The clubhouse has a one way system in place to access and exit the “take away” bar area and access to and from the toilets. Numbers of people accessing the bar area is restricted and monitored. Signage in place and floor markings in place  |
|  | Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission. | No indoor seating is available inside the clubhouse.  |
|  | Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.  | In event of wet weather on match days or training all participants are advised that indoor area is not available and participants should arrange to return to their vehicles. No indoor shelter is available. |
|  |
| **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. | Shelton CC will ask customers/visitors to the clubhouse to complete a track and trace form when accessing toilet and bar facilities. This is held securely for 21 days then destroyed. NHS tack and Trace “Q” signs are placed around clubhouse for scanning by smart phone.  |
|  | Identification of suitable areas for outdoor service that don’t overlap with cricket activity. | Provision of benches and seating set out around the pitch at suitable spacing with signage to remind users about the 2m social distancing regs. |
|  | Steps taken to minimise time and the number of people at the bar. | Numbers entering the clubhouse to be strictly monitored by club personnel. Signage also in place to remind people. |
|  | Steps taken to minimise contact points at payment or around the hospitality space. | The club bar has a contactless payment system and plastic protection screening around the bar. Floor signs show customers where to stand safely inside the club house. Regular cleaning of the bar frontage using suitable anti-viral cleaning products. |
|  | Suitable PPE provision and training for staff and volunteers. | Staff have access to plastic gloves, facemasks ,visors etc. |
|  | Strategy for the safe serving, clearing and cleaning of glassware and tableware. | All beverages served in plastic glasses and disposed of in numerous easily accessible rubbish bins. Users are asked to dispose of their own rubbish responsibly to avoid cross contamination. Gloves and litter picking equipment available for rubbish collection. |
|  | Deep cleaning strategy to minimise COVID-19 transmission risk | Clubhouse to have regular deep cleaning schedule administered by contract cleaning firm with appropriate equipment and products. Record of cleaning schedule is kept for reference. |
|  | Daily cleaning strategy to minimise COVID-19 transmission risk. | Bar, door handles , toilets , hand wash facilities and areas of high frequency use to be cleaned regularly during and after use to minimize the risk of transmission.  |
|  | High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records. | High frequency touchpoints such as door handles and toilet flush will have regular cleaning during and after use to minimize risk of transmission. |
|  |
| **Hygiene and Cleaning** |
|  | Materials, PPE and training that you have provided to your staff for effective cleaning. | PPE such as gloves, masks and anti-viral wipes are available and will be used for effective cleaning. |
|  | Provision of hand washing facilities with warm water, soap, disposable towels and bin. | All toilets have hand washing facilities with hot water, soap, disposable towels and bins. |
|  | Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation. | There are automatic hand sanitizer dispensers by each door and hand sanitizer bottles placed for use by all around the clubhouse building. They are regularly refilled or replaced when empty. |
|  | Provision of suitable wipes and hand sanitiser on the field for hygiene breaks. | We also have portable hand sanitizer stations located around the pitch on match and training sessions. All players and participants are informed to bring their own hand sanitizer with them. |
|  |
|  | 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. | Regular test and inspection of the water system is done  |
|  | 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). | Routine Gas safety, Electrical safety, Portable Appliance Testing ,Fire Alarm System Testing is in 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. | Club has worked to get ground and clubhouse ready for use by checking facilities and carrying out pre-season inspection.  |
|  |
|  | 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.  | Club`s first aid kit is regularly checked and restocked. PPE equipment also checked and restocked and all easily accessible when club in use. All are easily accessible during activity. |
|  | What steps have you taken to improve your first aiders’ understanding of first aid provision under COVID-19? | Club first aiders notified of provision under Covid 19 using up to date information provided by St Johns Ambulance service. CPR advice cards distributed to first aiders.[How to do CPR on an adult | St John Ambulance (sja.org.uk)](https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/) |
|  | 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. | The club does not currently have an AED but is looking into raising funds to obtain one.  |
|  |
|  | 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. | Groundsman has checked machinery and made provision for maintenance and repair or replacement. Sight screen are newly replaced. Covers checked and in place for use. |
|  | Check and repair of any damage to pitches and outfields. | The pitch is regularly inspected, maintained and pre-paired for matches and training. Outfield areas are regularly inspected and maintained. There pre match /training risk assessment tick sheet to be completed before each use. |
|  | Surfaces checked and watering regime adjusted based on lack of rainfall. | Pitch is regularly inspected to check surface for suitability for play and maintained with use of covers and watering regime. |
|  |