



## 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.	Any individual whether player, spectator, official or club staff displaying any symptoms of Covid 19 MUST NOT attend Whitchurch Cricket Club under any circumstances. Any individual who has been advised by the government that they should be 'SHIELDING' are advised not to visit Whitchurch Cricket Club
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	If you can, please refrain from entering the clubhouse. If you need to enter the clubhouse (for example to visit the toilet) please enter via the FIRE EXIT and follow the signs. On entering the clubhouse, please sanitise your hands using the hand sanitizer provided. If there is a queue please join at the back (whilst maintaining social distancing) until it is safe to enter the clubhouse. If you are using the toilet, please sanitise hands before entering the room and wash hands thoroughly before leaving. Dry your hands with the towels provided and place carefully in the bin. There is a signage outside each toilet indicating whether or not the toilet is occupied. Please only enter when the toilet is free. When leaving the toilet please change the signage to indicate the room is unoccupied.
	A plan for where parents and players will sit whilst watching cricket activities.	THE AREA DIRECTLY IN FRONT OF THE CLUBHOUSE IS FOR PLAYERS ONLY. There are marked areas where groups of a maximum of 6 may sit and watch the game. If you are in any doubt as to where you can sit, please call 07773 138271 and ASK
	Signage and communication so that all participants and visitors are aware of the control measures in place and how	Please only enter the clubhouse via the fire door and leave via the front door. Do not stay by the clubhouse but return to your seating area. Any visitors are strongly advised to bring their own chairs.



	to act appropriately to minimise the risk of transmission of COVID-19.	There are hand sanitisers by the entry door and by each toilet
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	All staff and volunteers have been shown where sanitisers are, what the route is through the clubhouse. If any visitors to the club are in any doubt, please ask
<b>Buildings</b>		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Outside doors will be kept open
	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 has been implemented. Signs are in place to indicate entrance and exit doors. Floor signage is in place to indicate 'traffic flow'.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	During the game, all spectators (unless using the toilets) are asked not to use the clubhouse unless in an emergency
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	All spectators are advised to bring wet weather clothing/umbrellas in the event of inclement weather. Players must return to their own vehicle in the event of rain. They must not enter the clubhouse
<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.	All players and one person from each group of spectators must supply contact details giving name, mobile phone number and time of arrival. These records are to be kept for 21 days and then destroyed.
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	Drinks orders should be placed with a member of staff adjacent to the ENTRANCE (the fire escape). Once the order is placed, the customer should walk around the back of the clubhouse, along the side of the clubhouse and collect and pay for their order from a member of staff at the front of the clubhouse before returning to their POD.
	Steps taken to minimise time and the number of people at the bar.	Unless there is an emergency no players or spectators should be in the bar area. Only members of staff.
	Steps taken to minimise contact points at payment or around the hospitality space.	Orders to be placed out side as above. Payment is to be made by card only (contactless if possible) at the designated collection point
	Suitable PPE provision and training for staff and volunteers.	Masks for all staff are advisable but not mandatory. Gloves to be worn by staff handling glassware and plastic vessels
	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Disposable plastic glasses will be used where possible. Any glasses should be returned to a designated table by the entrance where they will be collected and washed by a member of staff.
	Deep cleaning strategy to minimise COVID-19 transmission risk	The club has been deep cleaned post lockdown and will be deep cleaned each week for the remainder of the season
	Daily cleaning strategy to minimise COVID-19 transmission risk.	Windows, tables, chairs and other surfaces to be cleaned after each game
	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). A written record to be kept behind the bar.

<b>Hygiene and Cleaning</b>		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	There is a more than sufficient supply of anti bacterial sprays and wipes in the boiler room.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Paper hand towels, soap, etc are in plentiful supply. Bins are in both toilets
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Sanitising stations are placed around the club
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	The umpires will be given supplies. However, it is the players' responsibility to bring their own santiser for use during the game.
	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.	All checked
	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	All checked

	– Ventilation and Air Conditioning).	
	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.	Maintenance work has been carried out throughout the lockdown and we are confident that we are ready to play
	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.	All checked and ready

	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	All first aiders have been instructed to wear masks and gloves when attending any injured players.
	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.	Checked and battery changed. A service contract in place as of July 2020
	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 machinery serviced on a regular basis. Screens and covers checked and maintained in the off season.

	Check and repair of any damage to pitches and outfields.	Done
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Done
	What are the hazards?	Use this space to identify hazards at your venue 1) Spectators touching the ball 2) Social distancing in/around toilets
	Who might be harmed?	Use this space to identify who might be harmed 1) Players 2) Anyone
	Controls required	Action Taken by the Club
	Identify your own control measures required.	1) Spectators should be informed not to stop the ball with their hands or pick it up



		2) Ensure only one person is in the toilets at any time. Ensure the signage is used appropriately.

	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

	Identify your own control measures required.	

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