



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.	<ul style="list-style-type: none"> • Verbal confirmation from all Guilsfield players on the morning of the match that they have no experienced COVID symptoms in the last 7 days, and that no-one in their household has experienced symptoms in the last 14 days • Visiting captain to confirm the same conditions have been met for visiting team • Individuals advised to shield should follow government advice and not travel to any cricket venue
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	<ul style="list-style-type: none"> • Changing rooms closed • Access to toilet facilities only • Toilets limited to one user at a time
	A plan for where parents and players will sit whilst watching cricket activities.	<ul style="list-style-type: none"> • Seating provided in covered stand. Spacing indicated on seats • Additional seating will be provided on field, with chairs spaced at 2m
	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.	<ul style="list-style-type: none"> • Instructional form sent to players and visiting captain, detailing actions to be taken when arriving on site • Signs on changing rooms doors • Social distancing and hand hygiene posters at boundary edge / seating area
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	<ul style="list-style-type: none"> • Welfare officer to create checklist to ensure all steps are followed to allow safe play • Toolbox talk on hand hygiene and social distancing to be delivered to

		players prior to first game
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	<ul style="list-style-type: none"> • Main door to toilet facilities 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.	<ul style="list-style-type: none"> • Toilets limited to one person at a time
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	<ul style="list-style-type: none"> • N/A
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	<ul style="list-style-type: none"> • Shelter can be sought in covered stand • If shelter is full, remaining players must shelter in their own vehicles
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.	<ul style="list-style-type: none"> • Track and trace details of all players must be obtained • Forms kept by club secretary for 21 days

Identification of suitable areas for outdoor service that don't overlap with cricket activity.	N/A
Steps taken to minimise time and the number of people at the bar.	<ul style="list-style-type: none"> N/A – Hospitality provided by The Oak Guilsfield
Steps taken to minimise contact points at payment or around the hospitality space.	N/A
Suitable PPE provision and training for staff and volunteers.	N/A
Strategy for the safe serving, clearing and cleaning of glassware and tableware.	N/A
Deep cleaning strategy to minimise COVID-19 transmission risk	N/A
Daily cleaning strategy to minimise COVID-19 transmission risk.	<ul style="list-style-type: none"> Building to be cleaned thoroughly with disinfectant / >10% bleach solution before game, between innings and after game has been completed
High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	<ul style="list-style-type: none"> Cleaned as detailed above. Record kept on COVID checklist – completed by captain before each match
Hygiene and Cleaning	
Materials, PPE and training that you have provided to your staff for effective cleaning.	<ul style="list-style-type: none"> Masks, gloves required as minimum PPE for cleaning All PPE to be disposed in black bag

		<ul style="list-style-type: none"> Black bag to be placed in industrial bin at the end of play
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	<ul style="list-style-type: none"> Handwashing facilities available at changing rooms
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	<ul style="list-style-type: none"> Hand sanitiser provided at covered stand Where possible, every player must have their own personal sanitiser
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	<ul style="list-style-type: none"> In line with ECB guidelines Wipes provided to clean ball every 6 overs/ 20 minutes and at every break in play
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.	<ul style="list-style-type: none"> LOW – water is mains supplied Run taps for 30 seconds before use to clear any water that may have stood in the pipe
	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).	<ul style="list-style-type: none"> N/a – responsibility of landlord – community council
	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.	<ul style="list-style-type: none"> Ground maintained throughout the year

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.	<ul style="list-style-type: none"> • First aid kit to be checked by designated first aider prior to play 	
What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	<ul style="list-style-type: none"> • Ensure first aider is aware of relevant government guidance 	
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.		
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.	<ul style="list-style-type: none"> • Where possible, inspections undertaken by one person • If more than one person is required, follow government social distancing guidelines 	
Check and repair of any damage to pitches and outfields.	<ul style="list-style-type: none"> • Undertaken following social distancing guidelines 	

Surfaces checked and watering regime adjusted based on lack of rainfall.	
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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