



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.	Social Media requests to check for symptoms before arriving at the club, and stay at home if showing symptoms. Also, posters requesting people to stay at home if showing symptoms.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Outdoor, socially distanced numbers and space, are no problem, due to the large outdoor area we have available. Signs are in place reminding people to socially distance.
	A plan for where parents and players will sit whilst watching cricket activities.	Large outdoor area available for players and spectators to socially distance whilst watching the match.
	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.	Signs are in place at the club outlining the control measures. A list of the control measures to be placed on the Shropshire League website, so that visiting teams know in advance.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Control measure training to be conducted on site with volunteers. A list of attendees signed and dated will be available on the club notice board.
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	No mechanical ventilation available. Large number of doors and windows to be opened if weather permitting will maximize ventilation.

	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.	One-way, and one-in one-out system to the toilets in place. The rest of the premises are off limits to non-trained people until restrictions are lifted. Signage in place to indicate the one-way system.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	No internal seating available until restrictions are lifted.
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	There is space to socially distance under the porch area outside the club.
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.	A Track & Trace form will be completed by everyone visiting the club, and then destroyed after the specific period.
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	A plan is in place to open an outdoor hospitality area in conjunction with the County Council Licensing department.
	Steps taken to minimise time and the number of people at the bar.	The internal bar area is closed, an outdoor area is in operation.
	Steps taken to minimise contact points at payment or around the hospitality space.	Outdoor payment area in operation. Payments and change to be placed in containers which are then cleaned after each use.
	Suitable PPE provision and training for staff and volunteers.	Plenty of Disposable Gloves, Face Masks, Face Shields and Hand Sanitizer available to the previously trained staff.

	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Customers actively encouraged to bring their plastic glasses from home. No tableware available, drinks are served in bottles holding the base of the bottle, which are recycled afterwards.
	Deep cleaning strategy to minimise COVID-19 transmission risk	Deep clean to be implemented prior to use of the club. Cleaning schedule in place throughout the day to maintain cleanliness
	Daily cleaning strategy to minimise COVID-19 transmission risk.	Club is only open one day a week. A cleaning schedule is in place during that day.
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Touchpoints to be cleaned on a regular basis, and recorded on the cleaning schedule.
Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	As previously stated, plentiful supply of PPE will be provided, and staff shown how to use them. Records will be kept for training and PPE distribution.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Warm water available in the toilets, along with soap/hand wash, hand sanitizer, disposable towels, and a bin.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Hand sanitizer stations located around the club. Regular checking schedule to ensure topping up of bottles.
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Wipes and hand sanitizer available for hygiene breaks.

	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.	Hot water runs at around 55-60°, above the risk range for Legionnaire's disease spread. All water outlets (taps, toilets) are run for 5 – 10 minutes prior to visitors arriving, to thoroughly flush the system clean.
	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).	No gas on site. All portable appliances have been, and will be continuously visually inspected for any defects.
	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.	A work plan has been in place throughout the summer to ensure that the ground is ready to play at a moments notice. The Grounds people on the square are father and soon living in the same house. The outfield Groundsman works alone.

	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 to be checked and replenished as part of the club work schedule.
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	As part of the club control measures, first aiders will be instructed how to provide first aid under Covid-19 conditions.
	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
Preparing your Grounds		
	Safety checks on machinery, sightscreens and covers.	Visual checks on all machinery prior to use. Also, sightscreens and covers are checked prior to use.
	Check and repair of any damage to pitches and outfields.	Checks are ongoing and rectified immediately by the Groundsman.
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Standard ongoing procedure.

	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.	

	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.	

	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.	