



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.	Notification made to all members that if displaying signs of Covid-19 then to self isolate. All members have been informed that if they are symptomatic and/or living in a household with a possible COVID-19 infection they should remain at home and follow UK Government guidance. Communication has been emailed and via social media
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	The venue is predominately closed, the limited area that is open will be clearly marked / signed and 2m distances marked, also the maximum capacity is indicated with signage.
	A plan for where parents and players will sit whilst watching cricket activities.	Social distancing signs are placed at pedestrian gated entrance to club, outdoor seating labeled with capacity.
	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.	Social distancing and other Covid related signs are placed at key points at the pedestrian entrance and around the outside of the pavilion. Away team to receive information prior to match on control measures in place.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	All relevant members notified of the requirements and a copy of this risk assessment is on display and has been shared with club members.
Buildings		

	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Windows and doors will be opened where rooms are 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.	Only 1 person may wait in the home or away changing room to use the toilet – the waiting position will be marked. Access to visitor toilet via rear entrance
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Suitable seating arrangements will be made to adhere to social distancing requirements
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	External undercover area of pavillion can be used (with social distancing) – area will be marked – Kit bags to be left outside or in vehicles if inclement weather expected. Vehicles can be used for shelter in wet weather.
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.	Home club members, customers and visitors information will be documented and maintained. 'Away' clubs are asked to bring a team sheet with full details of players and away visitors which can be left at the ground These will then be destroyed after 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.	Bar area will be restricted to a '1 in 1 out' scenario. Markers will be placed on the floor. Queues for drinks to be socially distanced outside and floor markers will be evident

	Steps taken to minimise contact points at payment or around the hospitality space.	Contactless payment will be in operation and is to be used where it is possible. Where it is not possible then the correct change is to be made available where appropriate.
	Suitable PPE provision and training for staff and volunteers.	Members aware of requirements of risk assessment
	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	n/a
	Deep cleaning strategy to minimise COVID-19 transmission risk	The facilities will be utilized on Saturday and Sunday only, following on from each match a "Leave Clean" strategy will be used with the facility being cleaned post match. The cleaning will be undertaken using a chloride based product in accordance with government guidelines. This will be tracked through a sign off system.
	Daily cleaning strategy to minimise COVID-19 transmission risk.	Please see above
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	All doors will be propped open where possible, chloride based cleaning products will be used to clean high touch points at times when the facilities are open.
Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Checklist will detail areas that need cleaning and will identify cleaning dates / times.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Available in toilets.

	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	All visitors are required to use the sanitiser provided at the entrance to the club. Players / visitors are reminded to try and bring their own sanitiser. Sanitiser will be made available at numerous points within the cartilage of the ground. Good hand hygiene practices are encouraged through signage .
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Will be available.
	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.	System drained over winter and now operational.
	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).	All checked and up to date.
	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.	Ground maintenance was restarted when Lock down restrictions were permitted so ground is prepared and safe following normal start of season process. All activities can be completed with social distancing in place

	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.	Completed in line with normal club start of season processes
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	Administering first aid under Covid guidance document is available in the pavilion. Go home if presenting with symptoms.
	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.	Checked
	Check and repair of any damage to pitches and outfields.	Checked
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Checked

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	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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