



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.	All members have read the guidance and checks made during weekly selection
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Clubhouse limited to 30 people. Furniture has been adequately spaced to ensure social distancing. Toilets usage is clearly signed with sanitizing stations.
	A plan for where parents and players will sit whilst watching cricket activities.	Outdoor seating has been placed with signage requested it is not moved. Opposition members are advised to bring their own and ensure they follow guidance on social distancing.
	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.	All signage and communications are clear and concise.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	All committee and playing members are aware of safety protocols.
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	All windows are open and all external door will be kept open to reduce contact points.

	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.	Max indoor capacity is 30 persons to ensure social distancing. 1 way in and 1 way out.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	All seating placed to abide by social distancing guidance.
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	All players and visitors to return to their vehicles or outside seating areas, maintaining social distancing.
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.	Record book for all people attending the club stored in locked cabinet for 21 days.
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	Table service if required.
	Steps taken to minimise time and the number of people at the bar.	1 person serving, 1 person at the bar. Contactless payments preferred. Disposable containers.
	Steps taken to minimise contact points at payment or around the hospitality space.	As above, 1 way system.
	Suitable PPE provision and training for staff and volunteers.	All required PPE is available and placed around high contact point areas.

	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Disposable containers. Signs stating tables need sanitizing prior to re-use.
	Deep cleaning strategy to minimise COVID-19 transmission risk	Post match deep clean by allocated committee members.
	Daily cleaning strategy to minimise COVID-19 transmission risk.	All contact areas cleaned daily.
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	As above with cleaning record for match days.
Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Antibacterial, masks, sanitizing spray and blue roll. Antibacterial wipes for all surfaces.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Toilets available with paper towels.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Hand sanitizing stations.
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	All available.
	What are the	Other venue hazards to be considered after temporary closure such as Legionnaire's Disease, fire, electrical safety etc.

	hazards?	
	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.	Water systems are run before any usage.
	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).	Managed by Landlords (Raby Estate).
	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.	All ground maintenance completed by an allocated team to reduce risk. All machinery and tools are sanitized following each use.
	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.	All stocked and will be placed to ensure easy access.
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	First Aiders have been sent additional guidance on what and how they can administer first aid.
	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	Players, officials, ground staff

	harmed?	
	Controls required	Action Taken by the Club
Preparing your Grounds		
	Safety checks on machinery, sightscreens and covers.	All checked and any works carried out by allocated maintenance team.
	Check and repair of any damage to pitches and outfields.	As above.
	Surfaces checked and watering regime adjusted based on lack of rainfall.	As above.
	What are the hazards?	Entry and exit doors, toilets and bar area
	Who might be harmed?	All attending the club

	Controls required	Action Taken by the Club
	Doors all open	All external doors are kept open to minimise touch points.
	Deep clean	Regular sanitise during matches. Post match deep clean.
	Personel	Captains responsible to check with team about their health.

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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