



## 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.	Pre Screen Questioning Conducted to All Players & Officials (Home & Away) All Shelton CC Players informed prior to Self Isolate if showing symptoms of COVID-19
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	No Internal Usage with exception of Toilet and Bar Access No Internal Sating
	A plan for where parents and players will sit whilst watching cricket activities.	All Areas of Ground (External) Open with various Seating available
	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.	Communication displayed in and around the Club House with Hand Santiser Stations provided at Access Points
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Signing In & Out for Test & Trace with Temperature Check of All Players & Officials.
<b>Buildings</b>		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	All Doors to be Opened at All Times to increase 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.	Removal of Indoor Seating / Tables. Floor Markings in place to access Bar & Toilet Areas Increased Number of Toilet Areas available to All
Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Removal of Internal Seating Arrangements Outdoor Tables restricted to 6 per table
Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	All Players & Spectators required to shelter in own cars
<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.	OnSite Register (Individual or Lead Booking) & Stored in Locked Cupboard
Identification of suitable areas for outdoor service that don't overlap with cricket activity.	N/A No Outdoor Service
Steps taken to minimise time and the number of people at the bar.	One Way System put in place
Steps taken to minimise contact points at payment or around the hospitality space.	One Way System put in place Electronic Payment Preferred
Suitable PPE provision and training for staff and volunteers.	Full Perspex Screen in place on Bar & Staff Only Toilet

	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Single Use Plastic & Bottle Service Only
	Deep cleaning strategy to minimise COVID-19 transmission risk	Regular Cleaning Schedule completed by Cleaning Company (Shrewsbury Cleaning Hub)
	Daily cleaning strategy to minimise COVID-19 transmission risk.	Touch Point Areas cleaned regularly (such as Door Handles)
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Touch Point Cleaning Plan with Competition Record (Time)
<b>Hygiene and Cleaning</b>		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Hand Sanisters, Wipes & Cleaning Conducted by Cleaning Company
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Available at All Wash Stations
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	4 x Locations across Venue at Building Entrance / Exit Points
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	4 x Locations on Outfield with Hand Santisers 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	Facility users, staff, volunteers and visitors

	harmed?	
	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.	Completed as Part of Building Regulations & Insurance purposes
	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).	Completed as Part of Building Regulations & Insurance purposes
	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 Preparation being completed for and since Original Start Date
	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 First Aid kits replenished and available at all times
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	First Aiders issued with Guidelines
	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
<b>Preparing your Grounds</b>		
	Safety checks on machinery, sightscreens and covers.	Completed
	Check and repair of any damage to pitches and outfields.	Completed
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Completed
<p>Ground Preparation being completed for and since Original Start Date</p>		