



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.	The guidelines have been issued to all club members as well as club captains. Social media posted on club channels too.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	One in, one out system for both the male and female toilets. One person allowed in kitchen/bar area.
	A plan for where parents and players will sit whilst watching cricket activities.	Two gazebos will be assembled along with seating at either end of the pavilion for home and away teams.
	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.	Signage displayed in appropriate areas as well as floor markings.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Those who run the facilities alongside with captains and vice-captains have been trained and guidance given.
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	All pavilion doors will be 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.	One way system implemented, floor guidance and signage displayed. Maximum occupancy of 8.
Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Seating removed to create appropriate space.
Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	Gazebos provided, main room and pavilion veranda.
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 of attendees kept at bar, to be filled in by both captains and 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.	One in, one out.
Steps taken to minimise contact points at payment or around the hospitality space.	Hand sanitizer and card payment available.
Suitable PPE provision and training for staff and volunteers.	Facemasks, gloves and sanitizer provided.

	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Bar will be stocked with bottles/cans and only plastic disposable cups provided.
	Deep cleaning strategy to minimise COVID-19 transmission risk	Pre-clean prior to use and post-clean after use.
	Daily cleaning strategy to minimise COVID-19 transmission risk.	A clean as we go strategy.
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Sanitiser and wipes provided in these areas.
Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Members emailed ECB and government guidance. PPE provided.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	In place to male and female toilets.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Placed and available in high risk/frequently visited areas.
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Table with sanitizer and wipes provided outside of pavilion.
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.	Guidance followed in advice document, water to have a fresh flow.
	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).	Testing up-to-date, fire extinguishers awaiting check.
	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 work and cleaning has been done under Covid guidelines.
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 kits available, and updated for 2020 season.	
What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	First aiders have been advised to follow government guidelines. Some club members are healthcare professionals.	
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.	Sightscreens damaged by wind during winter, currently seeking finance to replace.	
Check and repair of any damage to pitches and outfields.	Ongoing, rabbit holes filled in.	
Surfaces checked and watering regime adjusted based on lack of rainfall.	Ongoing.	
What are the hazards?	Use this space to identify hazards at your venue – Older facilities lack of entrance and exits.	
Who might be harmed?	Use this space to identify who might be harmed - People attending the venue.	

	Controls required	Action Taken by the Club
	Identify your own control measures required.	Main door locks fitted to restrict flow of movement.
		Segregated the pavilion into 2 sections, both have separate entrances and exits.
		Hand sanitizer and disposable towels provided.

What are the hazards?	Use this space to identify hazards at your venue – Payment of items/fees.
Who might be harmed?	Use this space to identify who might be harmed – Those using the facilities.
Controls required	Action Taken by the Club

	Identify your own control measures required.	One member serving at bar.
		PPE and disposable plastic cups provided.
		Contactless payment available and encouraged.
		Sanitiser and bins provided.

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.	