



RISK ASSESSMENT TEMPLATE FOR CLUBS PREPARING TO OPEN THEIR FACILITIES & CLUBHOUSE IN WALES

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 Welsh 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 players and officials are to be required to self-screen prior to arrival at the venue and, if displaying Covid-19 Symptoms or shielding, they are to not travel or attend.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	The ground is an extensive council owned playing field with public access. Only a maximum of 30 players and officials will be allowed to attend. The clubhouse is not be used, except for a scorer and access to the toilets. All players and officials will be either in their cars or around the boundary, maintaining a 2-metre social distance.
	A plan for where parents and players will sit whilst watching cricket activities.	As above.
	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.	Access to the score-hut and the toilets will be through the changing rooms. Entrance will be via the 'Away' changing room and exit through the 'Home ' changing room. There will be a one-way system in place, with "Entrance Only" and "Exit Only" signs and direction arrows on display. 2-metre markings will be placed on the changing rooms floor. Only 1 person at a time is to use the toilets to maintain the 2-metre, social distancing, requirements.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	There will be a meeting of club officials prior to the first game to make all aware of the requirements of the Risk Assessment.

Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Hospitality and Changing Facilities will remain closed at present, with the exception of allowing access for the scorer to the score-hut and access for others to the toilets.
	Assess the maximum occupancy of your rooms at 2m social distancing and establish a suitable circulation system/one-way system. Use signage and floor markings to communicate this.	Access to the score-hut and the toilets will be through the changing rooms. Entrance will be via the 'Away' changing room and exit through the 'Home' changing room. There will be a one-way system in place, with "Entrance Only" and "Exit Only" signs and direction arrows on display. 2-metre markings will be placed on the changing rooms floor. Only 1 person at a time is to use the toilets to maintain the 2-metre, social distancing, requirements. At present there should only be a maximum of 3 people in the clubhouse, 1 in the toilet and 2 in a queue. There should also be 1 scorer only in the score-hut.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	There are only two bench seats, by the club house, well separated. To minimize the risk of transmission of Covid-19 these benches will be signed "Not to be Used".
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	Should there be weather interruptions during the game players and officials are to go to their own cars or to a large, adjacent covered football stand and whilst there maintain a 2-metre separation.
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 list of all players and officials present at the game will be taken by the Home Captain who will keep it safely, complying with data protection requirements and then destroying the list after 21 days.
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	At present the clubhouse, including a balcony is closed, except for access. Wales, at present, does not allow indoor hospitality. There is sufficient grass areas adjacent to the cricket pitch for people to socialize and maintain 2-metre social distancing.

	Steps taken to minimise time and the number of people at the bar.	Not applicable at present. When the Welsh Assembly allow for indoor hospitality this will be reviewed.
	Steps taken to minimise contact points at payment or around the hospitality space.	Not applicable at present. When the Welsh Assembly allow for indoor hospitality this will be reviewed.
	Suitable PPE provision and training for staff and volunteers.	Not applicable at present. When the Welsh Assembly allow for indoor hospitality this will be reviewed.
	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Not applicable at present. When the Welsh Assembly allow for indoor hospitality this will be reviewed.
	Deep cleaning strategy to minimise COVID-19 transmission risk.	With the exception of access, the score-hut and the toilets no other cleaning is required. When the Welsh Assembly allow for indoor hospitality this will be reviewed. Cleaning will occur after games. Cleaners will wear masks and gloves and use suitable impregnated cloths to clean: all door handles in the changing rooms, along access route and score-hut and taps, basins, cisterns and seats in the toilets. Cloths and other discarded materials to be placed in a plastic bag which is to be sealed and removed in the usual way.
	Daily cleaning strategy to minimise COVID-19 transmission risk.	The club is only open on match days, see above.
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	The club is only open on match days, see above.
Hygiene and Cleaning		

	Materials, PPE and training that you have provided to your staff for effective cleaning.	There will be hand sanitizing stations are various places – by the score-hut, in the entrance to the toilets and on the boundary edge near to the playing area by the clubhouse. Each sanitizing station will have a hand-sanitizer dispenser, paper tissues/towels and a bin.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Hand washing facilities are available in the toilets where soap and paper towels will be available.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	See above.
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Impregnated wipes will be available at the sanitizing station near the clubhouse for use on the field 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.	Prior to playing the first game all taps will be run for, at least, 5 minutes and the toilets flush at least 3 times.
	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).	These will be checked with the clubhouse management committee – there is no gas and no portable appliances, in use, at present.

	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.	
There has been regular, pre-season maintenance of the square which is now being prepared for games. The outfield has been regularly cat be the Town Council. Sightscreens and Covers are to be serviced prior to the first game.		
	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.	The first aid kit in the club is to be checked and replenished, if necessary. It will be kept in the score hut for the duration of the game. In particular, masks and gloves must be included in the first aid it
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	Guidelines to be sought and passed on.
	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.	The Cricket Club does not have an AED but the adjacent Bowling Club does.

	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.	All machinery is Council owned and maintained. Sightscreens and covers are to be serviced prior to the first game.
	Check and repair of any damage to pitches and outfields.	A ground inspection and repairs will occur in the week leading to the first game.
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Surface checks an watering regime will be the same as in previous years.

Welshpool Cricket Club will be adhering to the guidelines of the Welsh Cricket Association – see attached documents

PLAN FOR SOCIALLY DISTANCED CRICKET MATCHES IN WALES



Undergo a personal symptom check at home prior to matches. Stay at home and do not take part if you demonstrate any COVID-19 symptoms



Use own equipment throughout where possible and clean bat when leaving field of play



No sweat or saliva is to be applied to the ball at any time. Hands and the ball should be cleaned at all breaks in play and every 6 overs



Players to remain socially distanced at all times (minimum 2m)



Use of the clubhouse, changing rooms and toilets should adhere to the latest Welsh Government advice



Keep a record of all those in attendance at each session, including contact details



Social distancing should be maintained during wicket celebrations and drinks breaks



Batters are to run in distinct marked running lines to ensure they are not within 2m of the bowler or other batter

Groups limited to a maximum of 30 participants, including coaches and officials

COVID-19 PLAN FOR JUNIOR & OPEN-AGE CRICKET

APPLICABLE TO PLAYERS, VOLUNTEERS, SPECTATORS, PARENTS, CLUBS, COACHES & OFFICIALS IN WALES



This document provides measures that should be taken by players, clubs, and officials before, during and after all cricket activity. The document should be read in conjunction with latest UK Government guidance and if required, the full ECB Return to Cricket Plan for Step 4.

For all activity, UK Government social distancing guidance should be adhered to at all times. This document refers to current **plan for Wales** and could change in response to the current COVID-19 Alert Level or other UK Government advice.



BEFORE ACTIVITY

- Check for symptoms of COVID-19. If you are symptomatic and/or living in a household with a possible COVID-19 infection you should remain at home and follow Welsh Government guidance.
- Follow Welsh Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 if it applies to you.
- Personal hygiene measures should be carried out at home before and after cricket activity.
- Bring your own hand sanitiser where possible and practice strong hand hygiene at all times.
- Follow Welsh Government guidance on public transport or car sharing.
- Use of the clubhouse, changing rooms and toilets should adhere to the latest Welsh Government advice.
- Club representatives should ensure that the facility is compliant with current Welsh Government legislation including legislation and guidance related to COVID-19. A risk assessment should have been completed and risk mitigation measures put in place and monitored.
- During all cricket, an attendance register is required with which includes contact details for contact tracing if required.
- Any participants who have been asked to isolate by Welsh Test, Trace and Protect must not exercise outside of their own home or garden and must not exercise with others.
- Clubs should strictly limit the time spent congregating at a venue before activity begins. Meet-up times should reflect this. Participants should arrive changed and ready to begin if possible.



DURING ACTIVITY

- Groups limited to a maximum of 30 participants, including coaches and/or officials. Junior training should be split into groups of up to 15 children.
- Participants enter the site and prepare whilst maintaining social distancing.
- Limit the sharing of equipment, but if you do share, practise strict hand hygiene.
- No sweat or saliva is to be applied to the ball at any time.
- Hand sanitizer to be used at all breaks in activity and prior to any food or drinks.
- Cricket activity must take place outdoors only.
- Additional advice for match-play:**
- Players to remain socially distanced at all times.
- Umpires are not to handle the ball at any point of the game, leaving it at the stumps during breaks.
- Batters to clean their bat when leaving the field of play.
- A 'hygiene break' should take place every six overs or every 20 minutes and should include hand sanitisation and the cleaning of the ball.
- Bowlers should not hand anything to the umpire.
- Only one official allowed inside the scorers' box.
- Social distancing must always be maintained including during celebrations and breaks.
- The ball must be immediately returned to the bowler, not passed between players.
- Batters are to run in distinct running lines to ensure they are not within 2m of the bowler or other batter. Lanes to be marked on the square.
- In line with current Welsh Government guidance, clubs should not prepare food for participants. Individuals should bring their own food and drink for 'teas' or practice. Water bottles or other refreshment containers should not be shared.



AFTER ACTIVITY

- Participants should exit whilst maintaining social distancing.
- Social gathering after the activity is allowed in line with current Welsh Government guidelines on hospitality.
- One club representative/volunteer should be responsible for collecting and disinfecting shared equipment.
- Regular cleaning of equipment and the facility should take place, particularly between one group finishing, and the next group starting.
- Clubs should encourage all participants to report any infection of their household to the Welsh Government Test, Trace, Protect system following use of the facility to limit the spread of the virus.



RETURN TO OUTDOOR PRACTICE OR NETS IN WALES

19 JUNE 2020

SUMMARY GUIDANCE FOR WALES

The purpose of these guidelines is to offer practical guidance to players and clubs on the steps they should take to remain safe whilst undertaking exercise in an outdoor cricket club environment.

These guidelines were originally produced by ECB in line with the UK Government guidance on public spaces, outdoor activity and exercise published on 11 May 2020. Supporting guidance published on 13 May 2020 and updated on 1 June by UK government can be found [here](#).

Welsh Government advice and guidance in relation to a phased return to sport, recreation and leisure was published on 15 June and can be found [here](#) and The First Minister of Wales issued a statement on the further changes to Welsh regulations on 19 June, effective from [Monday 22 June](#).

Activity in England should be consistent with the UK Government guidance regarding [health, social distancing and hygiene](#).

Activity in Wales should be consistent with guidance on leaving the home to exercise and take part in sport which can be found [here](#).

ECB & Cricket Wales maintain the position that all **recreational cricket remains suspended until further notice**, with the sole exception of the use of outdoor cricket facilities (nets and pitches) for the purpose of undertaking exercise, as set out in the detailed guidance document and only in line with existing travel and social distancing regulations and hygiene protocols.

Our primary and ongoing goal is to protect the health of everyone in and around the game.

The adjusted lockdown restrictions provide an opportunity for the use of outdoor cricket facilities (nets and pitches) for the purpose of undertaking exercise.

In summary, in Wales:

1. You can exercise outdoors on your own, with members of your household and/or with one other household while keeping two metres apart at all times.
2. Social distancing of at least two metres must be maintained at all times (unless all participants are members of the same household).
3. Coaching is permitted, but only if the above rules (one coach + one household) are observed and maintained at all times.
4. Nets should be used on an 'every other' basis, leaving one net / lane free between bays.
5. Clubhouses can be reopened in a limited way for operational reasons (e.g. for access to first aid equipment) or for toilet access (see below) but all communal areas including bar, changing rooms etc are to remain closed for general use.
6. Toilet facilities can be opened if the venue wishes, but particular care should be taken by those using them and those cleaning them. Where they are open, venues must ensure soap and water is provided.
7. There must be no indoor activity at all.
8. We recommend using your own equipment if possible. If equipment is being shared, please follow UK Government's guidance on the [sharing of equipment](#). (currently no specific Welsh guidance)
9. No saliva or sweat should come into contact with the ball at any time.
10. Wash hands at home before and after using the outdoor facilities. Bring your own hand sanitiser where possible.

ECB and Cricket Wales are clear that outdoor facilities should only reopen if those responsible for them are ready to do so and they can do so safely, following public health guidance: no club should reopen, or feel forced to reopen their outdoor facilities if they feel unable to meet the requirements.

For clubs, you will need to have the following in place:

- Properly maintained facilities.
- A booking system for outdoor space or other means to manage access and demand.
- The capability to advise individuals when booking to check for symptoms of COVID-19 and in turn to advise individuals when booking that - in line with current Government guidance - if they are symptomatic, living in a household with a possible COVID-19 infection or if they are classified as extremely vulnerable on health grounds, they should remain at home and follow Government guidance.
- A sanitation procedure between use/bookings.
- A representative of the club on site during the hours that the outdoor facilities are open for use.
- Closed signs should be displayed when facilities are not open (including where a club does not wish to or is not ready to reopen) to deter use by general public particularly where there is open access.
- Updated signage and access points.

For individuals, you will need to:

- Seek confirmation from the club that it has reopened and make a booking.
- Check for symptoms of COVID-19. In line with current [Government guidance](#), if you are symptomatic, living in a household with a possible COVID-19 infection or if you are classified as extremely vulnerable on health grounds, you should remain at home and follow Government guidance.
- Avoid public transport if at all possible.

ECB has provided detailed guidance on the preparation and administration of outdoor facilities for clubs, and guidelines for participation for individuals. The situation is evolving constantly, and we will continue to update our guidance as more information becomes available.

Further advice is available [here](#) and [here](#). Please regularly check these sites and the updated ECB and Cricket Wales guidance, as policies may change over time and could also become more regionalised and localised as time progresses.

If you have any further questions, please contact ECB [here](#) or Cricket Wales at [here](#) or via your Area Manager.



DETAILED GUIDANCE FOR CLUBS ON RETURN TO USE OF CRICKET GROUNDS

19 June 2020

These guidelines were originally produced by ECB in line with the UK Government guidance on public spaces, outdoor activity and exercise published on 11 May 2020, which can be read [here](#). Supporting guidance published on 13 May 2020 can be found [here](#).

This has been updated in line with Welsh Government advice and guidance in relation to a phased return to sport, recreation and leisure, published on 15 June, and can be found [here](#) - and the statement issued by the Welsh Government on the lifting of restrictions on outdoor activity, which can be found [here](#).

ECB also released an associated FAQs to this guidance on 22 May, which can be found [here](#).

There is no obligation for clubs to reopen their facilities and clubs should only do so when they are ready and when they can do so safely, following public health guidance. Clubs should be aware that this is subject to change if there is a worsening of the COVID-19 situation and/or Government advice changes. Please visit the [ECB website](#) and www.cricketwales.org.uk regularly for updates.

This guide covers:

- What has changed and what clubs can now reopen.
- A reminder of the precautions that still need to be taken – including social distancing.
- What work will need to be done to prepare facilities.
- How to operate your facility safely – including:
 - Establishing a booking system to avoid crowding and allow contact tracing.
 - Maintaining safe access and movement around site.
 - Setting some ground rules and ensuring compliance.

WHAT CAN CLUBS REOPEN AND WHEN?

In Wales, since 1 June 2020, members of up to 2 households have been permitted to mix and exercise together.

Please note the following:

- Guidance relates to participation in sport outdoors only.
- Social distancing measures (staying two metres away from people outside your household) still apply.
- The change does not permit the reopening of pavilions for changing, social or hospitality purposes.
- This change does not permit participation in team sports within or between clubs. ECB recommended the suspension of recreational cricket on 18 March 2020 and with the sole exception of the specific and controlled use of outdoor cricket facilities outlined in this guidance that remains the case.

From 22nd June 2020, cricket clubs in Wales are able to:

- Reopen their outfield for outdoor sport activity that complies with the Government guidance and maintains social distancing.
- Reopen their cricket nets in a way that maintains social distancing on an 'every other net' basis – so if a club has a two-bay net they can reopen one of those bays, if they have a three-bay net, they can reopen bays one and three and so on.

We ask clubs to please note

- A representative of the club should be on site at all times while outdoor facilities are open for use.
- When outdoor nets and outfield are closed and there is general open access, closed signage should be clear and visible to inform the general public that the facilities are not available for use.

Club buildings (including changing rooms and bar) and any other communal areas are to remain closed. At this stage keeping these areas closed will reduce social interaction to help reduce the transmission of COVID-19.

We still need to take precautions

At this time, in Wales, the use of outdoor facilities is only permitted for people from the same household, for individuals using the facilities alone, or for people from a maximum of two different households total, who are maintaining recommended social distancing measures. It is important to remember that the following advice still applies and it is key to remind any participants, those operating the nets and those maintaining the grounds of these rules:

- Anyone displaying symptoms of COVID-19 (temperature above 37.8 °C, a persistent cough, breathing problems or other symptoms identified by the Government – note that the release of a new Government symptom-checking app

is anticipated shortly) must stay at home and self-isolate in accordance with the Government guidance [here](#).

- All members of the same household must do the same even if they do not display symptoms.
- Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable from coronavirus (COVID-19) can be found [here](#).
- Social distancing is key to minimising transmission of COVID-19, maintaining a distance of two metres between people still applies if individuals are not from the same household. Welsh Government policy can be found [here](#).

GETTING YOUR FACILITY READY

Outfields

Cricket grounds should have been following the advice published by the Grounds Management Association in collaboration with ECB during lockdown which advised routine cutting of the outfield and square at higher than normal cut heights (lengths of grass).

If this has not already been done, now is the time to start reducing those cut heights to allow better use of the outfield. The cut height can start to be brought down from the Phase 1 lockdown recommendation of 20-25mm to normal outfield cut heights which typically range between 15mm and 20mm. This should be done gradually reducing cut height by no more than 2mm per cut. This will help to reduce the amount of grass clipping sitting on the top of the outfield.

At many grounds it will not have been possible to maintain a cut height of 20-25mm because of the availability of people to cut the grass. Where grass is longer it is really important to bring the cut heights down gradually, taking no more than one-third of the leaf length with each cut. Where possible grass clippings should be collected following longer cuts of the grass or if necessary dispersed by hand tools to prevent large accumulations affecting users or killing the grass.

For more information on maintaining outfields, including why applying fertiliser will help – see The Grounds Management Association [website](#).

Equipment

ECB recommends you use your own equipment where possible. UK Government [guidance](#) also states that where possible, limit the sharing of equipment.

If you are sharing equipment, including balls, you should wash your hands thoroughly before and after use.

No saliva or sweat should come into contact with the ball at any time.

Nets

Because of the timing of the initial COVID-19 lockdown from late March onwards, some clubs may not have conducted the pre-season work that normally takes place. This includes the preparation of nets. The safe and effective installation of netting is typically a task for two or three people. This is not work that is suitable for lone working and so a careful set-up plan is required that is compatible with the requirements of social distancing.

For the netting:

- If you have not already lowered or installed your netting this should be done in a safe manner. This includes safe working at height as many nets are over three metres tall.
- Clubs should check whether or not they need to comply with the Work at Height Regulations (2005) [here](#).
- Carry out a health and safety risk assessment before starting any work and take steps to minimise any risks identified. If the fitting of nets cannot be carried out safely, then they should not be fitted.
- The safe use of mobile access (scaffold) towers (built and used by a competent person in accordance with all applicable health and safety regulations) is preferable to ladders.
- Where it is necessary to use ladders, use step ladders of a suitable height. If standard ladders are required use a suitably sized member of your household to stabilise them at the base (using another person who is not from the same household will breach social distancing guidelines).
- Avoid the use of damaged or wooden ladders.
- Check that the netting does not have holes – repair if necessary.
- Check that the netting is secured to the framework and tensioned correctly to prevent injuries to occupants within the net or adjacent nets.
- Erect batting screens and sight screens according to installers' guidelines for safe use.

On the non-turf practice surface:

- Check that your carpets and bases are in a safe condition – look for rucks and tears in the carpet that could cause dangerous ball bounce or a trip hazard to users. Repair if necessary.
- Sweep up debris and remove before play.
- Carry out maintenance to the carpet and base in accordance with the supplier's manual for your net surface.
- Check run-ups are safe, particularly if these are on grass.

OPERATING THE FACILITY SAFELY

Taking Bookings

To operate the facility safely and minimise the risk of spreading COVID-19, a controlled booking system will need to be put in place.

- Bookings will enable the club to control the number of people accessing the facility and reduce the likelihood of gatherings which are not permitted under Government guidelines.
- A well-managed booking system will also enable contact tracing if there is a suspected or confirmed COVID-19 infection of a user.

This does not require specific software, you could use a shared calendar app e.g. Time Tree, or keep paper records.

One person must be responsible for collecting booking requests, allocating time slots, keeping records of which slots have been allocated to which users, and communicating the allocation to users.

Clubs should decide on their opening and closing times, the length of their available time slots and which areas of the outfield and nets are safe to use. Consider change-over time, clean-down time of nets and how to keep a record of bookings for contact tracing.

For example, a paper or electronic record covering hourly time slots from 10am until 4pm for single-lane use, 50 minutes net practice followed by 10 minutes clean-down/change-over time ahead of the next participants.

Clubs must also:

- Maintain an accurate written record and contact information of who has attended to support contact tracing in the case of a suspected or confirmed COVID-19 infection.
- Continue to comply with all [safeguarding guidance](#).
- Ensure they have all the appropriate and up-to-date insurance.
- Continue to comply with data protection law including not sharing personal details of participants with others without having a legal basis for doing so (e.g. avoid making booking management system 'live' with personal details for all to see). For further information see [here](#).

Access to the facility

A representative of the club should be present during opening times to monitor the operation with a copy of the booking sheet in order to resolve any booking issues that could result in social distancing guidelines being ignored.

This person should carry out a daily/per session check that the facilities are safe to use.

Clubs should provide access where possible through a separate entrance and exit, operating a one-way system. If these entrances are gated, they should be opened fully so that users do not touch the gates or locks.

This also applies to the net area, where possible leave the area fully accessible to minimise touch points. If this is unavoidable a cleaning station should be provided and posters displayed to encourage cleaning down of touch points.

Clubs should ensure usual access to first aid and emergency equipment is maintained (in some cases this may require limited access to the clubhouse).

Guidance on delivering first aid during the COVID-19 pandemic is available on the St John Ambulance [website](#).

As clubhouses will still be closed for general use and no changing facilities are available, clubs should make participants aware of this when booking. These facilities are to remain closed in order to reduce social interaction to help reduce the transmission of COVID-19.

Toilet facilities can be opened if the venue wishes, but particular care should be taken by those using them and those cleaning them. Where they are open, ensure soap and water is provided.

Participants should be encouraged to use toilet facilities before attending and to wash their hands on arrival home.

Hand sanitiser with an alcohol content of at least 60% should be made readily available at entrance/exit points and the net area.

Where this is not possible due to lack of supply, participants will need to be informed in order to arrange their own hand washing procedures whether it be washing their hands before leaving the house (and when they return home) or taking hand sanitiser with them.

For a printable guide on washing hands see [here](#).

For a printable guide on using hand gel see [here](#).

Signage is a great way to reinforce the messages in this document and will help users understand why access is still limited at this phase and how the controls in place are protecting them and others.

For advice on reducing the risk of infection when outside your home see [here](#).

You must allow sufficient time for maintenance of your facility in your operating/booking schedule – consult with your grounds manager to ensure you allocate sufficient times for maintenance in good weather.

ECB will provide downloadable signage, including access control and example operating rules.

Establishing and Communicating Operating Rules

Operating rules will need to vary by venue to fit with site-specific restrictions but should include the following as a minimum:

- Do not attend if you or anyone in your household displays symptoms or your household is currently in isolation (full details at the beginning of this document).
- Personal hygiene measures should be carried out at home before and after use of the facility.
- Bring your own hand sanitiser where possible. If this isn't possible wash your hands with soap and water for at least 20 seconds before and after visiting the club.
- Travel together as a household.
- Avoid public transport.
- Try not to arrive too early, aim to arrive at the start of your slot to help with social distancing.
- Bring your own playing/training equipment including balls.
- Bring your own filled drinking bottles.
- Avoid touching as much as possible whilst on club premises and use cleaning stations whenever available.
- Do not overstay your allocated time slot, you should be clear of the area by the time the next users arrive. Do not stay to socialise.
- If bowling machines are used, please ensure they are cleaned thoroughly between uses with dry cleaning products and that all balls used are cleaned with disinfectant. This is the responsibility of the bowling machine operator.
- Do not leave private property behind.
- No spitting.
- No saliva or sweat should come into contact with the ball at any time.
- As always, the health and safety of participants is paramount - please ensure those using the nets minimise the risk of injury (wear helmets, pads etc). As well as response times being delayed this is vital to avoid any additional stress on the NHS.
- Encourage all users to report any infection of their household following use of the facility to allow effective contact tracing and to limit the spread of the virus.

These rules should be clearly communicated to each person making a booking, on club social media channels and through signage at access points to grounds and close to net facilities. Signage should be laminated to improve durability and updated and replaced as required.

NEXT STEPS

1. Review your operating plan after day one and week one and revise if necessary – your facility operation must be fit for purpose and safe for those operating, maintaining and using the site.
2. Act on any incidence of infection prior to or after use of the facility and conduct appropriate contact tracing in line with Government methods.
3. Be prepared to close your facility in the event of:
4. An incidence of COVID-19 infection of a user.
5. A change in Government guidance/regulation.
6. Constantly review <https://gov.wales/coronavirus> Please also regularly review news updates on the [ECB website](#). This guidance will be updated and is likely to change in response to Government policy and other best practice guidance.

GUIDANCE FOR ONE-TO-ONE COACHING

These guidelines were produced in line with the UK Government guidance on public spaces, outdoor activity and exercise published on 11 May 2020, which can be read [here](#) and have been updated to reflect regulations in Wales, effective from 22 June 2020.

- The purpose of these guidelines is to assist coaches in creating as safe an environment as possible for players returning to play during the COVID-19 lockdown restrictions.
- Whilst all coaches and players will be extremely keen to start playing it is imperative that coaches set an example and follow these guidelines to ensure that the risk of infection/transmission of the virus is minimised.
- These guidelines cannot cover every eventuality and coaches must conduct a risk assessment, ensuring appropriate measures are put in place to keep participants and coaches safe.
- Playing and coaching cricket in itself carries some degree of risk and whilst being mindful of the guidelines regarding COVID-19, coaches should not lose sight of the normal safety rules relating to playing and coaching cricket which continue to apply and must be complied with (DBS, safeguarding, First Aid etc).
- Coaches should make themselves aware of and abide by, all guidelines set out by the Government, the venue and ECB regarding use of facilities.
- It is the coach's responsibility to ensure that they coach players in a safe environment and follow relevant guidelines.
- Coaching is only permitted in accordance with the rules on [social distancing regulations](#).
- Only sessions with one coach + one other household are allowed – no group sessions involving more than 2 households total (nb 1 coach = 1 household) are permitted.
- Alongside these guidelines, coaches may also wish to read the information published by Sport England, and specifically their Q&A section.

Coaches should remember the following key principles:

- 1. Follow all COVID-19 guidelines established by the UK Government.**
- 2. Follow all COVID-19 guidelines established by the venue.**
- 3. Follow all COVID-19 guidelines established by ECB.**

BEFORE A SESSION

- Coaches and participants should avoid excessive travel to different venues. Participants should either cycle or drive where possible, avoid public transport if you can and observe local travel restrictions and [guidelines](#).
- Coach to conduct a full risk assessment of the venue in advance of the coaching session.
- Coach to ensure they have access to hand sanitiser/alcohol wipes/washing up liquid.
- Establish a quarantined waiting area for parents.
- Coach to ensure all surfaces are clean and equipment is washed with soapy water and dried completely prior to use – with electronic bowling machine cleaned with suitable dry cleaning products.
- Coaching sessions should be booked and paid for in advance by bank transfer or contactless card payment – no cash transactions.
- Coach to explain the safety guidelines of what is expected pre, during and post session including what the player is expected to do to maintain compliance with social distancing guidelines and all other health and safety guidelines.
- Only sessions with one coach + one other household are allowed – no group sessions involving more than 2 households total (nb 1 coach = 1 household) are permitted.

DURING THE SESSION – Outdoors only

- Maintain a minimum of two metres apart to meet social distancing requirements including during observed sessions (no handshakes).
- Ensure all health and safety and emergency first aid guidelines are followed.
- Players should provide their own equipment if possible, and this must be kept in a zipped bag when not in use.
- Coach is responsible for collecting all of their own equipment/kit – do not share equipment if possible.
- Player is responsible for collecting all their own equipment/kit – do not share equipment if possible.
- Player is responsible for ensuring they have their own refreshments and/or food.
- Schedule sessions at least 10 minutes apart to avoid or limit any crossover of players.
- Avoid high intensity physical exercise where possible.
- If it is a bowling session, player to use their own balls or coach to use plastic balls which have been washed/dried prior to the session – batters to knock or kick ball back to the bowler and not throw it as usual – the batter should not handle the balls.
- Coach to ensure they have appropriate hand coverings (mitt or gloves) when handling the ball during any skill sessions including when feeding the bowling machine. Where bowling machines are used please ensure they are cleaned thoroughly between uses with dry cleaning products and that all balls used are cleaned with disinfectant. This is the responsibility of the bowling machine operator.

AFTER THE SESSION

- Players and coaches to wash/sanitise their hands before and after the session.
- Video may be recorded during the session but should not be analysed at the time with the players. This may be sent to the player after the session with coaching notes.
- Players leaving a session must maintain a distance of two metres from other players or coaches as they leave the session.

Remember: No saliva or sweat should come into contact with the ball at any time.

FURTHER INFORMATION

Further advice is available at [here](#) and [here](#) websites. You must regularly check these sites and updated ECB guidance as this policy position is likely to change over time and could also become more regionalised and localised as time progresses.

If you have any further questions, please contact ECB's [here](#) or Cricket Wales [here](#).



GUIDANCE FOR UMPIRES AND SCORERS WHEN OFFICIATING SOCIALLY DISTANCED CRICKET MATCHES IN WALES

To enable recreational cricket to resume, adapted playing conditions have been introduced and this document details the guidance for umpires and scorers who choose to make themselves available.

It is the duty of the umpires to manage these new adapted playing conditions and guidance on operating them and any sanctions are also included.

This guidance is divided into five sections:

- Before the game – guidance for both Umpires and Scorers
- During the game – guidance for Scorers
- During the game – guidance for Umpires
- Additional Advice for Umpires
- Frequently Asked Questions (FAQs)

Please read this guidance carefully and should you have any queries, please read the FAQs. This guidance applies to **Wales**.

The ECB ACO insurance scheme will cover anyone who chooses to officiate these matches irrespective of whether they are friendly or league matches, providing the games are played in adherence to Government guidance.

Please note the policy covers public liability and personal accident injury but does not cover any illness e.g. COVID-19

Before the game – Umpires and Scorers

1. If you are showing symptoms of COVID-19 do not travel to the game and get a test.
2. Officials are encouraged to follow best practice for travel including avoiding use of car sharing and you should arrive changed.
3. Please ensure that you bring your own hand sanitiser and food and drink as the clubhouse may not be open.
4. On arrival at the ground you will need to provide your name & contact details for Welsh Government Test, Trace, Protect.
5. The host club are responsible for the implementation of all facility guidelines (including the scoreboard) as well as the provision of hand sanitation gel.
6. The host club are responsible for setting up the stumps which should also have been sanitised; the umpire is responsible for the provision of the bails.
7. To maintain social distancing, batting lines will be created.
8. All officials are encouraged to wash their hands/hand sanitise before play starts.

During the game – Scorers

1. Where possible, scoreboxes should not be used.
 - As an alternative, the host club to consider providing a gazebo so scorers remain dry even if play continues during light rain.
 - Consider using a small portable scoreboard instead of a full scoreboard, or alternatively have only one scorer inside the scoreboard, with less frequent updating.
2. Scorers should remain socially distant from others at all times and specifically:
 - In the scoreboard if it is large enough for 2 scorers
 - When interacting with any players; ideally players should not be allowed in the scoreboard
 - When interacting with other officials
 - During any interval or break in play
3. Equipment should not be shared including laptops and tablets.
4. Communal scorebooks which are passed from one person to another should be avoided.
5. Scorers will not hold any item of players clothing, sunglasses or any valuables.
6. Scorers will not collect/handle team subs.
7. Leagues using DLS will be advised to ensure that alternative arrangements are in place to calculate the result in the event that the DLS Par Score Tables cannot be produced electronically. Scorers should ensure that they have pen/paper to produce the necessary manual calculations and the outcome should be verified verbally with the umpires.
8. Where Scorer Pro is being used, scorer(s) can produce the relevant Par Score Table and save it as a pdf file that can be emailed to the captains and umpires if this is required.
9. Where D/L is being used, the captains should be encouraged to use the Play-Cricket Scorer Apps to calculate the D/L Par Score. Guidance on how to use the App can be found [here](#)
10. If a walkie-talkie is being used, usage should be kept to a minimum and only used by one of the two scorers. The equipment should be sanitised before use.
11. Scorers should either regularly wash their hands or use hand sanitiser.
12. In the event of rain, scorers should remain in the score box if that is where they are sitting, or return to their own vehicle if there is insufficient outdoor cover from the rain to maintain social distancing.

During the game – Umpires

1. Umpires should remain socially distant from others at all times and specifically:
 - At the toss
 - When interacting with any players
 - When interacting with other officials
 - During any interval or break in play
2. Umpires will ensure that all players maintain social distancing during the match and in particular, when players are fielding, discussing tactics, having refreshments or celebrating the fall of a wicket. Batters must remain on their lines.
3. No sweat or saliva on the ball is allowed under any circumstances.
4. Umpires will not deliberately touch the ball at all during play.
5. The ball will be returned direct to the bowler either on the full or rolled along the ground. It should not be passed around the field.
6. The umpires will not collect the ball at a fall of a wicket or at any breaks; instead, the ball will be returned to the base of the stumps.
7. Only umpires should replace bails and remake the wicket including after any attempted stumpings or run outs.
8. Umpires will not provide bowlers markers or cloths for drying the ball.
9. Players will be required to sanitise their hands after every 6 overs or 20 minutes whichever is shorter; the umpires should call "time" after every 6 overs or 20 minutes to facilitate this.
10. At each break, it will be the responsibility of the fielding Captain to sanitise the ball before play recommences. The umpires should ensure that this happens and manage these breaks by waiting until the end of the over or a fall of a wicket.
11. The umpires should sanitise their own hands at every drinks or innings break and after every contact with stumps or bails.
12. Umpires will not hold any item of players clothing or sunglasses. They will need to place these themselves beyond the boundary.
13. There is no requirement for officials to wear any form of PPE although some individuals may wish to do so.
14. Scientific research has shown that there is a minimal risk of infection when the bowler fleetingly passes the umpire so there is no need for the bowler's end umpire to change his normal position or to move into position once the bowler has passed by.
15. Bowlers returning to their mark should maintain social distancing when passing the umpire.
16. Bowlers should maintain social distancing when making any appeals.
17. If a walkie-talkie is being used, usage should be kept to a minimum and only used by one of the two umpires. The equipment should be sanitised before use.
18. In the event of rain, umpires must remove the stumps and bails before the covers are pulled on. Umpires should return to their own vehicle if there is insufficient outdoor cover from the rain to maintain social distancing.

Additional Advice for Umpires

ECB has worked with MCC on the necessity to alter any Laws or Playing Conditions to enable recreational cricket to take place during the COVID-19 pandemic. MCC has clarified that it will not change any of the Laws of Cricket in response to the crisis, feeling that amending Playing Conditions is a better route to take.

ECB and MCC have discussed how new regulations may be applicable to various levels of the game, and both bodies are pleased to offer the advice below as a means of getting cricket played.

In order to effectively manage cricket through this phase, Officials will be empowered to ensure measures are adhered to through appropriate interventions designed by the ECB

Association of Cricket Officials (ECB ACO). In essence, this means that instances of breaching of the measures will be dealt with Under Law 41 (Unfair Play). However, Law 42 (Unacceptable Conduct) remains as an option if umpires believe conduct is unacceptable.

Prior to Play – Umpires will have read the ECB guidance and conduct normal pre-match protocols and check pitch for 'batting line' markings

At the Toss – Captains will be advised of their responsibilities for directing their team on and agree the following:

1. No sweat or saliva on the ball is allowed
2. Players to maintain social distance at all times.
3. Ball to be returned directly to the bowler (On the full or rolled along the ground)
4. Not to remake the wicket once the ball has become dead, this is the role of the umpire.
5. Players to ensure that any drinks, sweaters or other paraphernalia to be placed at least 1m from boundary edge where at all possible.
6. Players understand the batting lines.
7. Hygiene breaks will take place every 6 overs or 20 minutes whichever is sooner (A wicket break can be used to restart the process).

Captains should be made aware that any breach of the above could result in a first and final warning and any subsequent transgression will result in the award of 5 penalty runs.

During Play – Umpires will not deliberately come into contact with the ball. Any breach of 1-7 above, will result in a first and final warning, under Law 41.

If deemed Unacceptable Conduct, penalties under Law 42 shall apply.

- A player intentionally moving within 1 metre of anyone else for non-cricketing purposes will be treated as a Level 3 offence
- A player intentionally spitting or coughing at and within 2 metres of, another person will be treated as a Level 4 offence

After Play – Umpires are to leave the stumps in the ground, bails on the ground (if they're not their own) next to the stumps and leave bowling markers for the Club Representative to collect.

Frequently Asked Questions (FAQs)

In the event there is a local lockdown and cricket is suspended, would I still be insured if I officiated at a match during the lockdown?

No. You would not be covered as it would be in contravention of Government guidelines.

I am over 70, am I allowed to umpire or score?

Please refer to the latest Government guidelines for Wales which you can find [here](#)

Can my league make me umpire if I don't want to?

No-one can force you to do so. ECB ACO have suspended umpire grading for 2020 so your grading will not be affected if you do not umpire.

What about the coin toss?

It is the responsibility of the home team Captain to provide the coin and for umpires to supervise the coin toss. The toss should be completed whilst complying with social distancing.

Who is responsible for the spare balls?

The host club will provide sanitised spare balls and they should be left off the field until needed. The chosen spare ball should be cleaned by the fielding Captain before use.

Should a player apply sweat or saliva to the ball, either deliberately or out of habit, is the ball to be changed for a spare?

The umpire should ask the fielding captain to sanitise the ball and play recommences with the existing ball.

When operating with 'batting lines' whose responsibility is it to move when a fielder may be stationed in direct line of the runner?

The batter must avoid the fielder. The fielder must not impede the batter when running unless moving to field the ball or back-up a throw.

If a player fails to run within a 'batting lane' what does the umpire do?

This is covered under Point 2 in the additional advice for umpires (At the Toss) and can be covered under Law 41 Unfair Play

Where does the ball need to be once a wicket has fallen?

At the bowlers' end by the stumps.

During rain breaks who is responsible for the ball in use?

Fielding team Captain.

Our scoreboard is a manual one with strings to pull and it takes two scorers to work all the numbers. What should I do?

If you have to use that scoreboard only one scorer should be seated inside if you cannot sit 2m apart (in Wales). Only display the minimum requirement, which is total runs, wickets, and overs.

I use a Linear back-up sheet when I score on PCS Scorer PRO. Should I still do that?

You should bring a pre-prepared sheet with you and ensure that you are the only person handling that sheet. No printing should be done at the match.

I'm concerned that if I score from a gazebo or outside the scoreboard, I will not be able to stop players coming to look over my shoulder at their statistics.

The guidance is clear. Players must refrain from approaching scorers and should maintain social distancing at all times.

Who can I contact for any other questions?

Please email any further questions to ecb.aco@ecb.co.uk



GETTING YOUR CLUBHOUSE READY FOR STEP 4 JULY 2020

PLEASE NOTE: This guidance comprises information on preparing your clubhouse and grounds for when recreational clubs can return to playing cricket (Step 4 of the ECB Roadmap for the Return of Recreational Cricket) in Wales.

This guidance also includes information for those clubs that wish to open their bar and provide any food or drink facilities in accordance with Welsh Government guidance from [13th July in an outdoor setting](#). If you have a licence/certificate to sell alcohol you may need to consult with your licensing authority.

The guidance has been written to account for issues relating to clubs who manage or control entire facilities, but relevant sections can be applied by a club that partially manages or does not manage its own facilities.

The Action Checklist and COVID-19 risk assessment templates which have also been shared can be adapted to individual circumstances and used to inform discussions with your facility provider about safe opening (which may include discussions with Local Authorities or education providers).

Please keep referring to the ECB website [here](#) for the latest updates.

This guidance is based on Welsh Government guidance for social distancing in Wales which is available [here](#) and Welsh Government guidance for providers of outdoor facilities on the phased return of sport and recreation in England which is available [here](#).

As a club it is important that you understand your duty of care; i.e. a duty to take all measures that are reasonable in the circumstances to ensure the health, safety, wellbeing and welfare of all Participants¹ involved in cricket or physical activity at your club.

¹ "Participants" may include: employees, staff members, volunteers, members, players, match officials, parents, coaches, visitors and other participants of sporting or physical activity.

As part of ensuring that all reasonable steps are being taken and your duty of care is being discharged, and to the requisite standard of care, clubs should confirm the following:

1. That the advice of the Welsh Government and Public Health Wales has been followed.
2. That the guidance and protocols issued by the ECB have been followed.
3. That a full and proper COVID-19 specific risk assessment has been carried out (and that the practical considerations below have been followed). A risk assessment template is provided at the end of this document.
4. That they continue to comply with their safeguarding obligations to children (under 18s) and adults at risk (including complying with ECB safeguarding guidance and rules).
5. That they have appropriate insurance in place.

Understanding your club's insurance position is essential and you should liaise directly with the club's insurers and insurance advisers before the return to play or re-opening of the clubhouse process begins, to ensure that appropriate insurance is in place and to ascertain whether any additional steps are required.

Remember COVID-19 legislation and guidance is not the only legislation and guidance that applies as you open up more of your facility to more users. Your duty of care (and obligations under the [Health and Safety at Work Act 1974](#) where you have employees and/or are self-employed) extends to other legislation including that related to fire, other health and safety legislation, food hygiene and the sale of alcohol (where applicable).

As you read through this guidance, bear in mind:

- ECB Step 4 is not 'operation as usual' (that's ECB Step 5) but you will be opening up your facility to more people than you may have so far (whether you have been operating at ECB Steps 1, 2 or 3 so far).
- The Participant journey through your club and how people will move through your space.
- COVID-19 legislation and guidance is not the only legislation and guidance that applies as you open up more of the space in your facility to more users.
- If you have been operating at ECB Step 3 some of the guidance will be familiar. Build on what you have already put in place – there is no need to start from scratch if you do not have to.
- You will need to manage people, buildings and grounds to provide an enjoyable, safe environment. We have provided a checklist and template to help you carry out a COVID-19 risk assessment for your club.

In addition to this document we have provided:

- An Action Checklist for you to follow.
- A COVID-19 Risk Assessment template for you to develop for your venue.

If you are not confident that you can meet all Government guidance, then you should not proceed until you can do so.

What will the game look like when it returns?

ECB Guidance on playing cricket at Step 4 will be released when Step 4 activity is permitted by Welsh Government. The core differences to normal play are yet to be confirmed but are likely to be:

1. Social distancing should be maintained where possible both on and off the field.
2. Regular cleaning of the ball and of players' hands in hygiene breaks during play.
3. People should be using outdoor space as much as possible.

4. No use of changing rooms – arrive ready to play.

This means that there are a number of changes that need to be made to help run games and manage people using the facility on and off the field of play.

Preparing your Ground – Pitches and Outfields

Start planning to get your ground ready for play – that means getting the grass to the right heights for play, making the ground safe and getting all the equipment ready. Updated advice on preparing your ground for return to play is available from the Grounds Management Association (GMA) [website](#).

Check that your grounds maintenance equipment is in good and safe working order. It is possible that annual servicing could have been missed during lockdown so make sure that your equipment servicing is up to date. You should check whether the Provision and Use of Work Equipment Regulations 1998 (PUWER) apply in your club's circumstances and act accordingly. The ECB has an interest free loan scheme for the purchase of replacement machinery if required, details are available [here](#).

Have a walk over the outfield and square, fix any holes or damage. Get playing equipment such as sight screens and covers ready, and if you have not done so already – get your practice facilities ready for use.

Non-turf pitches should be maintained in accordance with supplier's recommendations and lines painted as required for different age groups (refer to your Leagues or County Cricket Board for guidance on junior pitch lengths).

Be aware that England and Wales has only had about 50% of its average annual rainfall since lockdown. This means that many cricket squares need to be irrigated - avoid watering in the middle of the day and afternoon as this wastes water through evaporation and can cause grass stress. The best time to water is in the evening when temperatures are cooler, and water can soak into the ground overnight. For more advice on effective watering see the [GMA Website](#).

People Management and Communication

Participants

As you open your facilities up to more people, it is important to consider how you will manage different types of participants. These could include:

1. Players (seniors and juniors, home and away)
2. Officials (umpires and scorers)
3. Employees and Volunteers
4. Spectators (including parents)
5. Visiting teams and other visitors
6. Other external user groups
7. People with a disability
8. Anyone with specific needs that may require an adaptation to your plan or a different communication strategy

Consider the different needs and patterns of use of each key group so that you can adjust how you manage them and your scheduling based on projected capacity.

Movement

As you adapt your plans and create your COVID-19 risk assessment, consider how people will move to, from and around your ground:

- Travel – how will people travel to your facility?
 - Restrictions on vehicle sharing may increase the demand for car parking
 - More people may cycle which could increase the need for secure cycle storage
- Circulation – how will people move around your ground?
 - Consider access and egress
 - Think about pinch points that may challenge social distancing
 - Consider 'one way' circulation where possible
- Duration – how long will people be at the ground?
 - Longer stays at a venue will increase demand for services. Pay closer attention to groups that are likely to be in situ for longer as this increases the risk to social distancing.
 - Booking systems may be used to manage capacity issues. Ensure there is sufficient 'transition' time to avoid clashes and allow for cleaning operations.
 - You should keep a temporary record of who has been at the site and when in order to comply with Government guidance and to assist the NHS Test and Trace service – this is covered in more detail in the 'Social and Hospitality Spaces' section.

Communication – education, briefing and induction

Once you have planned how your facility will operate, it is important that anyone who is going to access it understands the changes to a 'normal' visit.

You will need to explain the changes and the reasons why you have made them. You should have a record of what you explain to users and it may be useful to have people acknowledge that they understand this in certain situations for record-keeping purposes (see below).

Consider how you may communicate with people before they arrive at your ground to start the process of managing behaviour in advance. This should include:

- Making a clear statement on your website and social media feeds - consider publishing your COVID-19 Risk Assessment and an illustration of the new circulation layout at your site on your website, as a straightforward way of explaining the changes and the reasoning behind such changes to members and non-members.
- Direct contact with members (via an email newsletter or similar).
- Considering non-members – sending details to opposition teams, officials and your league.

When people arrive at your ground they may not have accessed or understood all of your information on what to do, so you should also consider how you manage behaviour on-site:

- Signage will be very important, particularly for re-enforcing the need for social distancing and good hygiene.
- If you supply instruction or information sheets, ensure these are either a fixed sign or 'disposable' takeaways. Do not use laminated sheets as this creates a common touchpoint.
- Establish a recognisable reference point for registration processes and ensure that it will not cause issues with queuing.
- Many clubs have a clock on the pavilion – this can be a common reference point for time when managing booking schedules and ensuring smooth transition.

Your COVID-19 risk assessment may identify that you need a formal record that certain groups (particularly employees, volunteers, contractors and anyone deemed a responsible person) have been provided with, and understand, relevant information.

- If possible, do this in advance electronically to avoid handling pens and paper.
- It is not appropriate to ask very young people to sign a document confirming that they have been provided with and understand the relevant information – instead, ensure that you are engaging with their parents or guardians. Refer to ECB guidance on safeguarding, available [here](#).
- Keep a written record of who you engage with in a formal way.

With all forms of communication, consider how you may need to adapt the message or method for young people and people with a disability such as a visual or hearing impairment.

You should publish your COVID-19 risk assessment and any policies, rules or standard procedures relating to COVID-19 on your website.

Preparing your Buildings

Re-opening after a period of temporary closure will need careful planning. There are a number of issues to consider and actions to be taken.

Cleaning

Undertaking a deep clean of your facilities will ensure that you have a base level of hygiene to work with and a clean and safe environment for all users. Plan to undertake this as soon as practicable after entering a building that has been temporarily closed. Cleaning products should conform to the relevant standards where applicable.

Cleaning regimes will need to be more frequent, with a thorough clean of all contact surfaces daily and touchpoint cleaning at least every hour during opening. More details are included in the 'Social and Hospitality Spaces' section.

Ventilation

COVID-19 can be transmitted through the air, so ensuring that your indoor spaces are well ventilated with fresh air can help to reduce the risk of transmission.

At its simplest, this may mean ensuring that you have windows and doors open, whenever possible.

For any building with mechanical ventilation or air conditioning, air recirculation should be avoided, wherever possible, with systems set to maximise fresh air use. Further information can be found [here](#).

Water Systems – High Risk - Legionella bacteria can cause an outbreak of Legionnaires Disease

Water systems need to be treated with particular caution following a period of closure due to the risk of legionella bacteria developing in stagnant water.

Legionella is the bacteria that causes Legionnaire's disease and it thrives in stagnant water at tepid temperatures.

Unless your systems have been flushed on a weekly basis and a normal cleaning regime has been in place, particular care should be taken to disinfect them prior to opening.

It is essential to have a 'competent person' overseeing any work on water systems. If you are in any doubt, consult a suitably qualified specialist.

Further advice can be found [here](#).

Other Essential Maintenance

During a shutdown period, regular maintenance regimes may have lapsed and there is potential for periodic maintenance or annual servicing that was due in this period to be overlooked.

Ensure that your inspection and maintenance regimes, and any scheduled facility risk assessment reviews, are brought up to date, where necessary.

You do not need to advance periodic maintenance (with the exception of water systems, detailed above) but you may need to employ qualified professionals to reinstate any services that have been isolated (such as gas or electrical). If you are in any doubt, consult a qualified professional.

The key items to consider are:

- Gas safety
- Electrical safety including Portable Appliance Testing (PAT)
- Fire safety
- Heating, Ventilation and Air Conditioning
- Lift installations
- Water systems (see below)

Occupancy assessment, space arrangement and signage

Each room in your building should be assessed for maximum occupancy based on the latest Government guidelines for social distancing.

Maximum occupancy should be recorded and displayed as part of signage, along with markers for social distancing in any public area.

Seating, indoors and outdoors, should be spaced optimally (2m between people from different households or 1m with risk mitigation (such as face coverings or avoiding face-to-face contact) where 2m is not possible) and face-to-face configurations avoided in favour of back-to-back or side-to-side (see 'Social and Hospitality Spaces' for further detail). Welsh Government guidance on social distancing after 13 July 2020 is [here](https://gov.wales/coronavirus-social-distancing-guidance). <https://gov.wales/coronavirus-social-distancing-guidance>

Changing rooms – closed for step 4

Players must arrive changed and shower at home. Use of changing and shower facilities must follow Welsh Government advice on the use of indoor facilities. The latest Government guidance on the use of changing rooms can be found [here](#) and states that changing rooms and shower facilities must remain closed.

Changing rooms should be maintained with a cleaning regime and flushing of water systems, in order to be available for emergency use as a refuge (e.g. a serious injury or a suspected COVID-19 case requiring isolation).

Changing rooms must remain closed. If required, clubs should consider providing a safe, individual, private space for a player to use to put on protective equipment that cannot be worn outside of their kit (e.g. a box) or that cannot be put on in advance of arriving at the ground.

Scoreboxes

Where possible, scoreboxes should not be used. Instead, scorers should be stationed outside in a sheltered spot where social distancing can be maintained. Whilst ideally an electronic scoreboard will be remotely operated from a safe distance, many clubs will not have this facility.

Any option should be considered to avoid using an enclosed space without social distancing. This could include using a small portable scoreboard as an alternative to a full scoreboard, or in extremis having only one person inside the scorebox, potentially with less frequent updating if operation is usually a two-person job.

Inclement weather management

Outdoor space should be used as a preference to indoor space to minimise the risk of transmission, wherever possible.

During a rain break, players and officials will be asked to return to their vehicles. Inclement weather will increase the demand for indoor space, but maximum occupancy levels and social distancing must be respected.

Consider adaptations to your outdoor space to help with managing demand for indoor space, this could include using gazebos, open-sided marquees or wind breaks. Ground staff and players should develop a system for covering the pitch during rain delays whilst maintaining social distancing.

Social and Hospitality Areas

Clubs operating a food and/or drink service must use their hospitality facilities in line with [government guidance](#) on hospitality settings.

Many of the measures will apply to your social space and shared facilities (such as toilets) even if you are not selling food or beverages.

If you are not confident that you can meet all Government guidance, then you should not proceed until you can do so.

General principles

An outdoor approach to food and drink service will significantly reduce transmission risk. In order to facilitate this, you should check the terms of your premises licence and create a plan for arranging outdoor space and seating.

Care should be taken to avoid circulation conflicts with team areas and to ensure that anyone sitting outside will not be facing away from the pitch to reduce the risk of ball strike.

Indoor and outdoor seating and tables should be reconfigured to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable) between customers of different households or support bubbles. For example, increasing the distance between tables. Face-to-face configurations should also be avoided with side-to-side or back-to-back preferred.

One-way circulation is preferable (indoors and out) though it is recognised that this is not possible to achieve in every space.

Social distancing (2m between people from different households or 1m with risk mitigation (such as face coverings or avoiding face-to-face contact) where 2m is not possible) must be maintained through calculating maximum occupancy levels and clear signage, including floor marking, where appropriate.

You should manage the entry of customers, and the number of customers, at the club so that all indoor customers are seated with appropriate distancing, and those outdoors have appropriate spaced seating or standing room. Managing entry numbers can be done, for example, through social distancing markings, having customers queue at a safe distance for toilets and bringing payment machines to customers, where possible. Signage should also remind customers of the need to practice good hygiene (including the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available) and to not enter the premises if they feel ill. You should encourage customers to use hand sanitiser or handwashing facilities as they enter the club premises.

You should make customers aware of, and encourage compliance with, limits on gatherings. For example, through appropriate signage. Indoor gatherings are limited to members of any two households (or support bubbles), while outdoor gatherings are limited to members of any two households (or support bubbles), or a group of at most six people from any number of households.

Beverage and food service

All food and beverage should be prepared and served in accordance with relevant food hygiene and other legislation. You should pay particular attention to your food hygiene procedures after lockdown and carry out any necessary action as required by law, your local authority and your certification processes. See the guidance provided by the Food Standards Agency [here](#).

Table service should be operated unless it is unavoidable for bar service to be used, in which case bar traffic should be minimised, with people discouraged from lingering at the bar (any stools should be removed or moved elsewhere).

You should consider mandating contactless payment or at least card payment to avoid handling cash – this approach is increasingly common in cricket clubs and it should be maximised where available. The location of card readers should be adjusted to comply with social distancing guidelines.

You should reduce the need for customers to queue, but where queuing is unavoidable, it should be socially distanced with floor marking in place. In addition, you should discourage customers from queuing indoors and use outside spaces for queuing where available and safe, for example car parks and existing outdoor services areas.

Whilst disposable glasses, plates and cutlery are an option to minimise risks, many cricket clubs will also be concerned with the environmental sustainability and the cost of this approach.

Disposable products will also create significant additional waste which can create a hazard if it is not disposed of carefully. It is possible to safely re-use glassware, cutlery and crockery, providing sensible precautions are taken:

- Only staff should collect and return empty glasses to the bar.
- Dish and glass washers should be serviced, use the appropriate detergents and operate at maximum temperature settings.

- To minimise customer self service of food, cutlery and condiments, cutlery and condiments should be provided individually (in sachets) on request and not laid at tables or placed at a station.
- Menus should be disposable where offered individually and should not be passed from customer-to-customer. A blackboard menu is an option but should be easily visible from all areas to avoid congregation.
- The ideal option is to offer a menu on your website and encourage customers to view it on their smartphone or device.

Toilet etiquette

Toilets should be checked and cleaned regularly with signage in place to remind people of essential hygiene practice.

You should consider the use of social distancing marking and the adoption of a limited entry approach, with 1 in, 1 out (whilst avoiding the creation of additional bottlenecks). In addition, you should keep the facilities well ventilated, for example by fixing doors open (excluding fire doors), where appropriate.

To facilitate good hand hygiene, you should consider making hand sanitiser available on entry to toilets (where safe and practical) and ensure suitable handwashing facilities, including running water and liquid soap are available.

Disposable paper towels are preferred for hand drying – safe waste management must be considered.

General cleaning regimes

Key touch points (such as doors, tills, counters and handwashing/sanitising stations) should be cleaned and sanitised at least every hour. If it helps, you can mark these with a small sticker (e.g. a coloured dot) for ease of identification by the person cleaning. Surfaces and objects should be sanitised at least every hour and between each customer use. For example, cleaning tables, card machines and chairs.

A thorough clean of every touched surface should take place before or after opening every day.

Registration of Participants

Under the Welsh Government guidance for the re-opening of businesses and venues you should assist the NHS Test, Trace, Protect Strategy by keeping a temporary record of your members, customers and visitors in a way that is manageable for your business, and assist NHS Test, Trace, Protect Strategy with requests. Guidance on how to keep data in line with the Information Commissioner's Office can be found [here](#).

This may not mean you have to adapt significantly, as many clubs will already have registers for social members and guests, and details of anyone involved in a match will usually be recorded in scorebooks (paper or digital).

You may have to adapt your procedures or processes to additionally record contact information as well as names in these processes.

PPE and First Aid

First Aid

As part of your duty of care (and under Health and Safety law if you have employees) you must make first aid provision available. St John Ambulance have provided an online

guide for carrying out first aid during the COVID-19 pandemic, including on how to modify CPR – let your first aiders know about it – it's available [here](#).

Make sure that even if parts of your building are restricted that the following are available to all users:

- Your First Aid kit(s) – including suitable PPE (gloves, suitable face coverings/masks, disposable apron, hand sanitiser) and that you have somewhere safe to dispose of this PPE once used.
- Your Automated External Defibrillator (AED) if you have one – check that it is functioning properly (e.g. warning light status) and has been serviced as per the manufacturer's instructions.

Hand cleaning

Hand washing with warm water and soap for at least 20 seconds is a recommended method for cleaning hands and reducing COVID-19 virus transmission. However, to avoid long, socially distanced queues for sinks, frequent hand sanitising gel with a minimum alcohol content of 60% is a convenient and effective method for reducing transmission.

Assess where people on site will need to sanitise their hands and place hand sanitiser there – for example:

- On the field of play (with umpires for hygiene breaks)
- On entering/exiting buildings
- In player/parent waiting areas particularly where players will be eating/drinking
- At registration desks

You don't need to spend lots of money on dispensers and sanitiser stations – a small table with pump bottle will be fine. The Health and Safety Executive (HSE) provide guidance on choosing hand sanitisers during the COVID-19 outbreak [here](#).

Make sure that you have a sufficient supply of sanitiser to meet demand – plan ahead and evaluate after your first opening to gauge required stock levels.

Face Masks and Face Coverings

The Government provides useful advice on face coverings and face masks [here](#).

Planning what to do if someone develops symptoms at your venue

Everyone should have checked that they are not displaying symptoms before coming to the club but just in case someone starts to show symptoms whilst they are there – have a plan for dealing with this scenario:

1. Maintain social distancing.
2. If the person is able to travel home safely they should travel home and manage their symptoms in accordance with Welsh Government guidance available [here](#).
3. If the person is too unwell to travel home safely, they should be isolated from everyone else and someone from their household contacted to make safe arrangements – if that is not possible then phone 111 and follow instructions.
4. Make sure that the isolation area is well ventilated and then cleaned carefully using suitable cleaning products and PPE in accordance with [COVID-19: cleaning in non-healthcare settings guidance](#).