# **Appendix 2: Risk assessment template**

As a facility provider, you should complete your own COVID-19 Risk Assessment and publish this to your users.

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.

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| 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 |
| **Facility Capacities** | | | |
|  | Have you determined the safe capacity of your field of play and grounds for both organised cricket activity and off-field activities (subject to the Rule of 6 or as a group made up of two households), accounting for social distancing, legal gathering size limits and supervision ratios where applicable? | | Rule of 6 to be applied to all areas.  No buildings are open for access unless for toilets or emergency requirements |
|  | Have you determined the safe capacity of your net practice facilities accounting for social distancing and legal gathering size limits? | | Rule of 6 applied to net practice |
| **Organised activities** | | | |
|  | Have you review playing guidance and make suitable adaptation to your approach to practice and matches? | | Sanitiser procedure during game adhered to as per ECB guidelines |
|  | Have you reviewed supervision ratios and adapt group sizes for supervised children’s activities accordingly? Have you ensured safeguarding procedures are being followed, even under COVID restrictions? | | Supervision ratios as per ECB guidance |
|  | Have you assessed control measures for preventing spectators (with limited exceptions – see guidance? | | Ground can be accessed from majority of perimeter, therefore difficult to monitor. Volunteers will not be asked to police numbers. |
| **People Management and Communication** | | | |
|  | Establish what restrictions are in place for your venue location including restrictions on gathering size limits in line with the UK Government Roadmap and ensure your control measures are appropriate. | | Buildings are not open unless for toilet access and emergency requirements |
|  | Self-screening of individuals before they arrive at the venue to ensure individuals displaying COVID symptoms or those who should be shielding do not travel or attend. | | If players show signs of Covid, they must refrain from attending site |
|  | Ensure that NHS Test and Trace data collection system is in place and that it is compliant with Information Commissioner’s Office guidance. | | Booking in system operating, all players attending are recorded through match attendence |
|  | Ensure that your NHS QR Code poster has been produced and displayed for use by visitors | | Located at different locations around site |
|  | An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing. | | Buildings are not open unless for toilet access and emergency requirements |
|  | A plan for where parents and players will sit whilst watching cricket activities. | | Ground is large enough to operate rule of 6 |
|  | 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. | | Risk Assessment circulated through SCCL website |
|  | Staff and volunteer training to support the implementation of the plan, with suitable training records. | | Relevant club personnel advised of requirements |
| **Buildings** | | | |
|  | Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission. | | Buildings are not open unless for toilet access and emergency requirements, ventilation areas doors / windows will be opened |
|  | Assess the maximum occupancy of your rooms in order to ensure Social Distancing can be maintained, and establish a suitable circulation system / one-way system. Use signage and floor markings to communicate this. | | Buildings currently closed, Occupancy / Signage will be assessed at point of implementing indoor areas operational |
|  | Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission. | | Seating areas assessed at point of implementing indoor areas operational |
|  | Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather. | | Personnel to adhere to social distance guidelines at all times as per ECB guidelines |
| **Social and Hospitality Areas** | | | |
|  | Have you ensured your indoor social and hospitality areas will remain closed? | | Yes as per guidelines |
|  | Have you communicated your updated COVID risk assessment and plans? | | Displayed on Notice Board and circulated through website |
| **Hygiene and Cleaning** | | | |
|  | Develop an appropriate cleaning plan | | Regular cleaning plan |
|  | Materials, PPE and training that you have provided to your staff for effective cleaning. | | Cleaner issued with suitable cleaning equipment |
|  | Provision of hand washing facilities with warm water, soap, disposable towels and bin. | | Provided in pavilion and clubhouse toliets |
|  | Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation. | | Sanitisation stations located around site |
|  | Provision of suitable wipes and hand sanitiser on the field for Hygiene Breaks. | | Wipes and sanitiser provided for hygiene breaks |
|  | Have you assessed safe capacity level for outdoor hospitality areas? | | To be assessed when seating installed, will adhere to government guidelines |
|  | 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. | | Water drained from system, stagnant water removed to eliminate Legionella |
|  | 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). | | Club have professional tradespersons as members who carry out required tasks |
|  | 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 is maintained to a standard that is deemed safe to play |
|  | 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 kit kept in clubhouse |
|  | What steps have you taken to improve your first aiders’ understanding of first aid provision under COVID? | | First Aider’s to follow advised guidelines when treatment under Covid |
|  | 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. | | AED checked by First Responder |
|  | 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. | | Equipment is monitored ongoing |
|  | Check and repair of any damage to pitches and outfields. | | Monitored ongoing |
|  | Check and repair of any damage to practice facilities including nets | | Monitored ongoing |
|  | What are the hazards? | Use this space to identify hazards at your venue | |
|  | Who might be harmed? | Use this space to identify who might be harmed | |
|  | Controls required | | Action Taken by the Club |
|  | Identify your own control measures required. | |  |
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