



RISK ASSESSMENT TEMPLATE FOR CLUBS PREPARING TO OPEN THEIR CLUBHOUSE

Risk Assessment Template

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

If you are not the facility provider, then you should consider which sections will apply to your clubs individual situation upon returning to play and complete a risk assessment based on your activity, including (but not limited to) people management and communication, hygiene and first aid. You may still wish to record that you have assessed facility risks through enquiries made with your facility provider.

We have provided an example risk assessment below, which is for illustrative purposes only, and includes some examples of things to consider. Consider how this will apply to each aspect of your operation and identify the controls you require to meet Government guidance regarding health, social distancing and hygiene etc. Remember that you must review your other Health and Safety, and Safeguarding, risk assessments for other hazards such as fire, first aid etc.

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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 |
| 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. | Club has clearly detailed this as a requirement of players and visitors on its website. The message has been cascaded on public facing social media channels and private social media clubs. It has been shared with club playing members on whatsapp groups and has been emailed to junior parents. The club has clear signage upon entry that requests visitors to go home if they are displaying symptoms. |
| | An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing. | Training activity conducted in line with ECB guidelines. Attendance at training will be monitored by registering on a whatsapp group Max capacity signage has been completed and displayed on appropriate rooms. |
| | A plan for where parents and players will sit whilst watching cricket activities. | Players are invited to sit outside the club house with the home team outside the home dressing room area and the away team outside their changing room. Visitors are asked to observe social distancing through signage and are invited to use the entire boundary edge to distance. |
| | Signage and communication so that all participants and visitors are aware of the control measures in place and how to act appropriately to minimise the risk of transmission of COVID-19. | Signage on entry and around the main visitor areas at the club and notifications of signage listed on social media updates and website. Signage includes social distancing, hygiene standards, entry and exit routes. |
| | Staff and volunteer training to support the implementation of the plan, with suitable training records. | We invited the key bar volunteers to help set up the socially distance space and bar set up. |

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| | | New bar volunteers/staff to be fully briefed before working in line with the guidance |
| Buildings | | |
| | Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission. | Clubhouse ventilation available through the use of windows only – when the club house is open we will have double doors open with the addition of 2 x windows to aide air flow through the space. |
| | Assess the maximum occupancy of your rooms at 2m social distancing (or 1m with risk mitigation where 2m is not possible) and establish a suitable circulation system/one-way system. Use signage and floor markings to communicate this. | 1 in 1 out rule for changing rooms to access equipment or toilets with a absolute max capacity of 2. One way system is not possible in that space. Max 10 capacity in the large club house area which allows for social distancing with the appropriate ventilation. No way to provide an entrance and exit but furniture has been moved around and large walk ways have been created to allow for social distancing. |
| | Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission. | Tables and seating inside the club house bar area have been reduced to 4 tables to allow for social distancing but are only to be used if the weather is not suitable to socially distance outside. The tables are governed by a red and green cone system to show if they have been cleaned. |
| | Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather. | During wet weather players are asked to shelter in a socially distant way beneath the covering of the clubhouse paving and when that becomes full then players are asked to return to cars for shelter or use an umbrella. |
| Social and Hospitality Areas | | |

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| Plan to solicit and maintain records of your member attendance, customers and visitors - to be maintained for 21 days and then destroyed. | A member sign in book is available and signage in place to remind visitors to sign in. |
| Identification of suitable areas for outdoor service that don't overlap with cricket activity. | Visitors have been asked to socially distance themselves but no specific area is available for certain groups. |
| Steps taken to minimise time and the number of people at the bar. | A queuing system will be established if the attendance number deems it necessary. A barrier system has been put in place in front of the bar using chairs and hazard tape to create a larger distance between server and customer. |
| Steps taken to minimise contact points at payment or around the hospitality space. | Contactless payment has been encouraged. Glassware has been swapped for single use plastic glasses as no industrial glasswasher is available. |
| Suitable PPE provision and training for staff and volunteers. | Masks are available for everyone on entry if they wish Disposable gloves available for everyone on entry if they wish Hand sanitizer is made available at various points across the club |
| Strategy for the safe serving, clearing and cleaning of glassware and tableware. | Glassware swapped for single use plastic glasses. Anti-bacterial spray provided for cleaning tables. Anti-bacterial wipes available. Club house deep cleaned at cost of £280 before return to cricket. Club house regularly cleaned. |
| Deep cleaning strategy to minimise COVID-19 transmission risk | Club house deep cleaned at cost of £280 with professional cleaning provider and maintained at regular intervals by cleaner. |
| Daily cleaning strategy to minimise COVID-19 transmission risk. | Bar and tables are wiped down regularly with anti-bac wipes and toilets are bleached and cleaned. |

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| | High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records. | All entry points are propped open to reduce high frequency touchpoints. |
| Hygiene and Cleaning | | |
| | Materials, PPE and training that you have provided to your staff for effective cleaning. | Face masks available for all Gloves available for all Hand sanitizer available in buckets |
| | Provision of hand washing facilities with warm water, soap, disposable towels and bin. | Anti-bac soap, disposable towels and bins provided in multiple locations. |
| | Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation. | Yes |
| | Provision of suitable wipes and hand sanitiser on the field for hygiene breaks. | Yes |
| | 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. | Club house including showers and taps deep cleaned before return to cricket. Taps ran for 30+mins. |

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| | 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). | Electrical safety testing complete all other testing still valid |
| | 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. | Entry and exit lane provided between the car park and the club playing field as it is a narrow gap with risk of close contact. |
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| | 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. | Confirmed and defibrillator has had batteries replaced |

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| | What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19? | |
| | 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. | confirmed |
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| | 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. | confirmed |

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| | Check and repair of any damage to pitches and outfields. | Confirmed and completed by groundsman |
| | Surfaces checked and watering regime adjusted based on lack of rainfall. | No longer relevant due to high levels of rainfall |