



RISK ASSESSMENT TEMPLATE FOR CLUBS PREPARING TO OPEN THEIR CLUBHOUSE

Risk Assessment Template

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

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

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

What are the hazards?	Transmission of COVID-19	
Who might be harmed?	Facility users, staff, volunteers, visitors and the wider community	
No	Controls required	Action Taken by the Club
People Management and Communication		
	Self-screening of individuals before they arrive at the venue to ensure individuals displaying COVID-19 symptoms or those who should be shielding do not travel or attend.	Regular communication to all members, access to Risk Assessments and user guides are all available on the website as well as signage. Members asked to undertake temperature checks where possible before leaving home and informed that if they present symptoms of Covid-19 they must stay at home and seek medical support.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Completed, Maximum of 30 (including coaches and officials) active during matches and training. Maximum 100 Visitors and spectators, space designated for players and officials away from spectators. Maximum of 8 people inside clubhouse including club volunteer(s), all to observe social distancing measures. Spectators asked to keep to maximum group sizes of 6.
	A plan for where parents and players will sit whilst watching cricket activities.	Player area marked clearly for parents and spectators to avoid and reduce risk of crowding. Spectators and family members asked to bring camping chairs and blankets etc. to easier enable social distancing
	Signage and communication so that all participants and visitors are aware of the control measures in place and how to act appropriately to minimise the risk of transmission of COVID-19.	Signage displayed around the ground to support advice given ahead of play. Indoor one-way system implemented and clearly marked. Signage attached as appendices to this document.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Signage displayed around the ground to support advice given ahead of play. Indoor one-way system implemented and clearly marked. Signage attached as appendices to this document.
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Enough Space for ventilation, Doors to stay open when practical to enable ventilation and reduce touchpoints on door handles etc. Visitors expected to vacate the building as soon as practical.

	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.	Maximum of 8 individuals from different households allowed indoors in the main clubhouse (to include volunteers). This will only be for toilets and purchasing from the bar. All asked to leave building once purchase has been made and toilet vacated. One-way system implemented.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Outdoors – spectators encouraged to bring own chairs from home (Camping chairs etc) to seat themselves 2m apart where possible. Static benches spaced around the ground detailing signage to observe social distancing measures. Indoors – minimal chairs and marked seating areas
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	People to return to their own cars. Gathering indoors not to happen. Indoor space only to be used in exceptional safeguarding circumstances.
Social and Hospitality Areas		
	Plan to solicit and maintain records of your member attendance, customers and visitors - to be maintained for 21 days and then destroyed.	Record kept of all players on site at any time. Bar – details provided through the signing process. Details kept for 21 days before being deleted.
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	Bar Collection Point – clearly labelled outside with access only for bar staff. Drinks are placed on a table and bar staff steps back to the appropriate distance before customer collects the drinks.
	Steps taken to minimise time and the number of people at the bar.	Only bar staff are allowed in the bar. Bar area sectioned off with clear signage and chain in place to stop people entering the area.
	Steps taken to minimise contact points at payment or around the hospitality space.	Contactless payment encouraged at drinks ordering point.
	Suitable PPE provision and training for staff and volunteers.	PPE and first aid kit available. List of club First Aiders in foyer notice board.

	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	All plastic cups recycled, once drinks have been served they do not enter the clubhouse again.
	Deep cleaning strategy to minimise COVID-19 transmission risk	Bar Area to be cleaned on an hourly bases. Toilets, corridors, door handles etc will all be washed down, disinfected etc every hour. Documentation with cleaner and time cleaned in place.
	Daily cleaning strategy to minimise COVID-19 transmission risk.	Bar Area to be cleaned on an hourly bases. Toilets, corridors, door handles etc will all be washed down, disinfected etc every hour. Documentation with cleaner and time cleaned in place.
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Touch-points cleaned on an hourly throughout clubhouse opening hours.
Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	All club captains, coaches, and volunteers to attend an online meeting to be briefed on the Risk Assessment strategies. On site record with Captain's checklist and game opening procedure to be completed at the beginning and end of each use.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Players encouraged to have their own hand sanitizer. Hand sanitizer, gloves, face masks are all available to volunteers and groundsman on arrival at the ground.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Hand sanitizer, gloves, face masks are all available to volunteers and groundsman on arrival at the ground.
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Hand sanitizer, anti-bacterial wipes and spray are all available to players, volunteers, and groundsman on arrival at the ground.
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.	No water tanks. Water running safely
	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).	All safety checks up to date and certificates available/on display at the club
	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.	Captains and coaches will be responsible for ground safety and suitability for play. Captains checklist to be completed before, during and after 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 kits available on ground, captains have access, nominated first aider attends each activity. First aid kit and PPE provided in isolation room (away changing room).

	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	All captains, coaches, and volunteers to attend an online meeting to be briefed on the Risk Assessment strategies. Shared advice with first Aiders via email as well as access through the SCC website.
	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 regularly checked and in working order. Volunteers trained to use and updated on how to use under Covid-19 conditions.
	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.	Groundsman and volunteers to check on ground equipment at the end of each game. Groundman and volunteers to observe good hand hygiene when using machinery, cleaning machinery down before and after use.
	Check and repair of any damage to pitches and outfields.	Groundsman and volunteers to check on ground and repair damage at the end of each game and during the week. Groundman and volunteers to observe good hand hygiene when using grounds equipment, cleaning equipment down before and after use.

	Surfaces checked and watering regime adjusted based on lack of rainfall.	Groundsman and volunteers to check watering regime at the end of each game and during the week. Groundsman and volunteers to observe good hand hygiene when using grounds equipment, cleaning equipment down before and after use.
	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
	Understanding who can touch which pieces of equipment and social distance measure during match play/training.	<p>Share details with all players to understand who can touch what equipment:</p> <ul style="list-style-type: none"> - Captains to take responsibility for players to observe social distancing - Stumps & Bails only to be touched by umpire. - Umpires not to touch ball, ball to be cleaned every 6 overs or 20 minutes by fielding captain - All players, umpires, and scorers to wash hands or sanitise every 6 overs or 20 minutes. - Fielder/wicketkeeper to return ball directly to bowler - Running lines, clearly marked and batters to follow running procedures at all times. - Scorers to score whole innings where possible to prevent shared use of keyboard, scorer to wipe keyboard if change of scorer is essential. - Spectators MUST NOT touch the ball when crossing the boundary

		rope. Players to leave the field to collect the bal.

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