



## 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
<b>People Management and Communication</b>		
	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.	<p>email to all players/ ground staff to be sent asking not to attend if there are any symptoms of COVID 19.</p> <p>All players and ground staff on match day to be asked if they have any symptoms via email/ social media prior to the match and asked not to attend if any symptoms.</p> <p>Umpires to be asked on the day if they have any symptoms as well as spectators.</p>
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	<p>All activity to remain outside.</p> <p>No access to changing rooms or other rooms to be allowed except access to the toilet</p> <p>Maximum of 40 people per game allowed</p> <p>Scorers only for each team to be allowed onto Jeff Gill balcony</p>
	A plan for where parents and players will sit whilst watching cricket activities.	<p>Space to be allocated in front of the scoreboard for home team and away team to be to the side of the score box (facing the score box and to the left).</p> <p>Separate area for spectators to be set up.</p> <p>Areas to be separate at tea interval.</p>

	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.	Signs to be place in strategic places communicating measures required. COVID-19 Coordinator to be on hand to communicate to attendees the regulations
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Some form of communication to the Captains to ensure they take responsibility for players. COVID-19 Coordinator to take responsibility for meet and greet officials, opposition and spectators (an OCC committee member) and generally to ensure each person is abiding by the rules and regulations
<p><b>During play</b></p> <ul style="list-style-type: none"> <li>• Players should keep at least 1.5 metres from others.</li> <li>• No spitting.</li> <li>• No saliva to be applied to the ball.</li> <li>• Cap/pullovers not to be given to umpires.</li> <li>• Equipment including gloves, pads and helmets should not be shared</li> <li>• Batters keep to distinct running lines to ensure they are not within 2m from others</li> <li>• 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.</li> <li>• Players will be required to sanitise their hands after every 6 overs or 20 minutes whichever is shorter</li> <li>• It will be the responsibility of the fielding Captain to sanitise the ball before play recommences</li> <li>• Bowlers returning to their mark should maintain social distancing when passing the umpire</li> <li>• Bowlers should maintain social distancing when making any appeals</li> <li>• Scorers should remain socially distant from others</li> <li>• Equipment should not be shared including laptops and tablets unless cleaned first.</li> <li>• Communal scorebooks which are passed from one person to another should be avoided as much as possible</li> </ul>		

Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	<p>Jeff Gill Room to be out of bounds.</p> <p>Changing rooms, except for the toilets, to be out of bounds</p>
	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.	All rooms to be out of bounds.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Outside seating to be at recommended social distances rules as set out by the Government
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	All players and officials to be asked to sit their cars whilst there is inclement weather

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 member of the OCC committee to record all names of anyone who attends. Record of all players to be kept for three weeks after the match. As there are young people involve, no individual contact details to be taken but instead details of an official of the opposition club to be taken. Spectators, ground staff, umpires will be asked to supply name and contact telephone number. These records will be kept for three weeks after the match and then destroyed. This information to be dated and kept in one single place and destroyed after the appropriate time
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	No teas to be provided. Players to be asked to bring own food and drinks
	Steps taken to minimise time and the number of people at the bar.	Bar to be closed.
	Suitable PPE provision and training for staff and volunteers.	All necessary PPE to be provided for OCC members and the opposition by OCC. The PPE would include face masks, hand sanitizer and gloves
	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	No teas to be provided. No drinks to be provided and bar to remain closed
	Deep cleaning strategy to minimise COVID-19 transmission risk	Cleaning of the toilet facility. To be cleaned prior to the match taking place and cleaned after the match has finished. Suitable PPE (gloves, face mask, sanitiser) to be used and disposed of in an authorised way.  Sanitising of all seating used, the balcony area outside The Jeff Gill Room. Cleaning of stumps and bails before and after the game.
	Daily cleaning strategy to minimise COVID-19 transmission risk.	No daily cleaning required

	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Record of toilet cleaning to be kept.
<b>Hygiene and Cleaning</b>		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Disposable gloves and sanitized wipes available to grounds team. Instruction given concerning social distancing throughout ground maintenance activity
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Hand sanitiser to be placed before entering the changing room toilet facility. Use warm water and soap and paper towels and hand sanitiser on leaving the changing room toilets.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitization.	Hand sanitiser to be placed on the balcony, next to groundkeepers shed, in front of the score box
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	A table to have all necessary wipes and sanitisers to be placed in front of balcony steps.  Hand sanitisers and wipes to be behind stumps
	Players sanitizing hands and balls	All players to sanitise hands after six overs along with the cricket ball

	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
<b>Preparing Your Buildings</b>		
	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.	Done by Village Hall
	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).	Done by Village Hall
	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.	Maintenance and preparation work undertaken throughout the pandemic; the intensity increasing as we move towards resuming play. All tasks carried out with observation of social distancing. The range of support offered by the volunteer grounds team during and immediately after matches will be severely restricted; as a result, players will need to undertake some of these tasks themselves

	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
<b>First Aid</b>		
	Check that your first aid kits are stocked and accessible during all activity.	First Aid Kit to be placed on the Balcony outside the Jeff Gill Room
	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.	Public AED outside Village Hall and maintained by NHS

	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
<b>Preparing your Grounds</b>		
	Safety checks on machinery, sightscreens and covers.	All machinery serviced. Covers newly installed and checked. Sight screens to be assembled week commencing 13th July. The playground works which will commence in August raises the potential of danger to players if the large sightscreen has to be moved onto the normal field of play
	Check and repair of any damage to pitches and outfields.	Done
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Done, and will continue to be done, as part of normal pitch preparation

	What are the hazards?	Lack of social distancing at car parks
	Who might be harmed?	Players, officials, spectators
	Controls required	Action Taken by the Club
	Separate car parking areas for home team, visitors and spectators	Discuss exclusive use of the Village Hall car park for visiting team and spectators.  Umpires to park at rear of scoreboard  Home team to use grass to side of Village Hall

	What are the hazards?	Toilets Use
	Who might be harmed?	Players and Officials
	Controls required	Action Taken by the Club
	Use of Changing Room Toilet	<p>The use Changing Room Toilet will have strict protocol as it is potentially a pinch point. <b>Only one person at a time may enter the changing room</b> to use the toilet. No other players, officials or spectators may enter whilst there is someone else in the toilet.</p> <p>All players will sanitise their hands prior to entry and wash their hands thoroughly as per government guidelines once finished.</p> <p>Paper towels and bins to be placed in the toilets</p>

	What are the hazards?	Travel to grounds
	Who might be harmed?	Players, Parents
	Controls required	Action Taken by the Club
	Travelling to the ground by players	<p>Players to abide by government rules whilst travelling. Only travel together if within the same bubble (i.e. family). All players to be already in their playing gear when arriving at the ground, as there are no changing facilities.</p>

	What are the hazards?	
	Who might be harmed?	
	Controls required	Action Taken by the Club