



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.	The club will ask about anyone showing COVID-19 symptoms when asking about availability. Before travelling the Captain will ask again if anybody has any symptoms.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	To ensure social distancing the club has organised the lounge area into a one way system for access to the bar and toilets which will be one person at a time. Tables have been set up to ensure the 2m rule.
	A plan for where parents and players will sit whilst watching cricket activities.	There is adequate space and seating around the ground so 2m distancing can be observed.
	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.	Posters are on display inside and around the Pavilion to instructing people to minimise the risk of Covid Infection.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	A check list has been set up that all officials and staffs have signed off on to say they are aware of the regulations.
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Doors and windows will be open to ensure a adequate airflow throughout the building.

	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.	To ensure social distancing the club has organised the lounge area into a one way system for access to the bar and toilets which will be one person at a time. Tables have been set up to ensure the 2m rule.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Seating has been set up so that any outside your bubble and facing you is at least 2m.
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	Gazebo's will be erected to ensure adequate space as well as the lounge area if wet weather arrives.
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.	Any one entering the ground will have to sign the visitors book and give their contact details.
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	The club has a outdoor patio area that is not near any cricket activity,
	Steps taken to minimise time and the number of people at the bar.	The bar shall be limited to one individual at a time.
	Steps taken to minimise contact points at payment or around the hospitality space.	As contactless is not possible any money taken over the bar will be placed in a box and isolated for 72 hours.
	Suitable PPE provision and training for staff and volunteers.	PPE will be available to all bar staff if they require it.

	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	
	Deep cleaning strategy to minimise COVID-19 transmission risk	The clubhouse has been regularly cleaned throughout lockdown and this will continue.
	Daily cleaning strategy to minimise COVID-19 transmission risk.	The club will be cleaned after any useage.
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	
Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	PPE materials are available in the club for staff that require it.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Hand washing is available in the bathrooms and behind the bar for staff.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Sanitiser stations have been laid out in the entrance to the changing rooms and on entry to the bar area
	Provision of suitable wipes and hand sanitiser 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.	The ground and buildings are constantly maintained throughout the year and are always safe for use.	
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).	As above	
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.	As above	

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 is stocked, has PPE available and the is accessible from the clubhouse.
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	Our First Aiders will be made aware of the requirements of PPE
	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.	

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.	
	Check and repair of any damage to pitches and outfields.	
	Surfaces checked and watering regime adjusted based on lack of rainfall.	

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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