A large lawn in front of a house

Description automatically generated



**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. | | * All persons wishing to use the ground have to give the club advance notice and a match will only be agreed to go ahead:   + If there is a club representative available on the day   + Captains are made aware of their on-field responsibilities * At the time of booking it will be advised that team captains will be told at the time of arrival at the ground they will be required to give the name and contact phone numbers of all players/officials to Compton House committee (if not previously advised by e-mail a day before the match ). No match will commence if this information is not provided. * It will be advised that all participants must be responsible to check for Covid symptoms and ensure they stay away from the ground if they or family members show any of these signs or are currently isolating or who under the current government guidelines are shielding * All the guidelines will be shared in the social media channels of the club (website, Facebook and Emails) * Signage will be placed at the point of entry into the ground and in the car parking facility for all persons to read asking them, amongst other things, not to enter the ground if they have or have shown symptoms of COVID-19 in the past 7 days; also to sanitise hands on entry to and exit from the ground. * There will be a signing in book for non participants to sign to say that they will adhere to the clubs social distancing and COVID-19 precautions and they are also to give their phone numbers for track and trace purposes . This will be made a requirement for such persons to be allowed into the ground and any persons not adhering to this will be asked to leave the ground. Disposable pens will be available. * Separate car parking areas for home and away teams. |
|  | ll | | * The only part of the ground accessible will be the toilets and the ground. The rest of the facilities like the changing rooms, club house (except for bar staff and fist aiders), score box will be closed and not available to the general public. * Players and Officials to arrive in playing/officiating kit. * Players to bring own drinks bottles , which are not to be shared. No food will be served. * Although sanitisers available Players and Officials to carry own sanitisers that can be used during hygiene breaks. Players and Oficials to clean hands before start of game, during breaks and on leaving field. * Toilets will have signage to say one in one out and outside the toilets social distancing 2-meter markings will be used by using spray paint for persons waiting to use the toilets. * Other than for first aiders the clubhouse and bar area will be restricted to only bar staff which will be a maximum of 2 persons. Drinks purchased will served in plastic glasses on a tray outside and then glasses will be disposed of in a bin area that will be clearly marked, and a fresh plastic glass will be used for any refills of drinks. * The bins will be suitably emptied at the end of each play session. Suitable PPE will be available at all times to clean and mop any spillages. * Social distancing marking will be placed throughout the seating areas and signage will be in place asking all to adhere to the guidance. |
|  | A plan for where parents and players will sit whilst watching cricket activities’ | | * A marked-out area will be in place for home and away teams and spectators. * Seating will be in the open space and there will be enough signs to remind the spectators to maintain 2m distance. In order to avoid face to face seating, very limited seating will be provided, but visitors may bring their own seating. |
|  | Signage and communication so that all participants and visitors are aware of the control measures in place and how to act appropriately to minimize the risk of transmission of COVID-19. | | * This risk assessment, checklist and operational plan will be shared with the club email group * The website already has the summary covid guidelines published * Facebook will be updated to include links to the government guidelines as well as summarizing the responsibility of players and spectators when they visit the ground * There will be plenty of signage around the ground reminding them to maintain the social distancing rules and hygiene reminders * There will be an option to use the public address system to give regular reminders to spectators/players etc. * There will be hand sanitizing stations set up for people to regularly clean their hands |
|  | Staff and volunteer training to support the implementation of the plan, with suitable training records. | | * The volunteers will have a kick off and preparation meeting to ensure all of us are aware of the covid guidelines and our duty * There will be an orientation session with or between the club captains re-iterating their responsibilities on the ground * Members will be regularly updated by our normal media platforms * Captains will be asked to explicitly brief the players prior to start of the match * Stuart Casely will be responsible to make sure all volunteer bar staff are trained in the operation procedures and an electronic record will be kept of this. * Information passed onto youth parents from Mark Thurman via WhatsApp. * Graeme Botham and Stuart Casely to train and inform volunteer ground staff, including first aiders, and an electronic document will be kept. |
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| Buildings | | | |
|  | Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission. | | * All enclosures will be closed for general public who will be in the open area (except when using toilets) * Windows and doors of clubhouse can be kept open but notices will be in place saying bar staff only in the bar serving area. * All seating areas and toilets are outside the clubhouse |
|  | 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. | | * Only a maximum of 2 bar staff will be able to work in the enclosed bar area. * Toilets will be one in one out and signage and markings will be in place. |
|  | Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission. | | * All seating is outside, and markers and signage will be in place with 2 meter social distancing. |
|  | Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather. | | * During wet weather players/families and spectators will have to take shelter in their cars. This will be made known at the start of the match and signage in the ground and notices on our media platforms will also say this. |
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| **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. | | * This will be done using paper shredder after 21 days to shred signing in sheet placed at entrance to the ground. Team sheets that are sent electronically can be deleted electronically. Sri Ramak will be responsible to get these done |
|  | Identification of suitable areas for outdoor service that don’t overlap with cricket activity. | | * N/A |
|  | Steps taken to minimise time and the number of people at the bar. | | * A marked out one-way system will be in place as well as the2 meter social distancing areas. |
|  | Steps taken to minimise contact points at payment or around the hospitality space. | | * We can ask for contactless payments as a preferred method of payment but cash payments can be placed by customers into a suitable container and any change given from the same container. |
|  | Suitable PPE provision and training for staff and volunteers. | | * Suitable PPE will be provided, and any necessary training will be given by the member of the committee who is responsible for that section. |
|  | Strategy for the safe serving, clearing and cleaning of glassware and tableware. | | * All drinks will be served in disposable plastic glasses and served outside on a tray that will be wiped down after every use by bar staff. |
|  | Deep cleaning strategy to minimise COVID-19 transmission risk | | * All teams are asked to pay a contribution towards cleaning after each match. We envisage a minimum of a 2 hour clean using suitable PPE and cleaning detergents whether Club conducts in house cleaning or a cleaning contractor is hired. |
|  | Daily cleaning strategy to minimise COVID-19 transmission risk. | | * The club will be cleaned prior to each match and deep cleaned after every match. |
|  | High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records. | | * Suitable hand sanitizers and antibacterial sprays will be in place for areas regularly used for example seating areas in and around the bar area and gate entrance to field of play. |
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| **Hygiene and Cleaning** | | | |
|  | Materials, PPE and training that you have provided to your staff for effective cleaning. | | * G.Botham to make sure the stumps/wickets are wiped down with anti-bacterial wipes before and after the game. |
|  | Provision of hand washing facilities with warm water, soap, disposable towels and bin. | | * In bar area for bar staff and toilets for other users. |
|  | Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation. | | * The two toilets both have hand washing equipment and paper towels for drying hands and bins; hand sanitizers will be also provided. Also spray disinfectant for utilization after use. |
|  | Provision of suitable wipes and hand sanitiser on the field for hygiene breaks. | | * Both team captains will be responsible to make sure sanitisers and wipes are on the field of play for hygiene breaks.. The club will be equipped with enough hand sanitisers to go around. The players will also be notified to carry their own sanitisers. |
|  | Youth Matches, Training and Bowling Machine | | * ECB guidance is being followed. Wipes and sanitizer onto pitch. Hands cleaned every 6 overs/20 minutes. Bowling Machine – balls and machine cleaned before, between pairs and at end of session. Protective gloves available for use. |
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|  | 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 checks have been carried out as usual after ground winter closure. * Person responsible S,Casely |
|  | 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 electrical checks and fire safety checks have been done as the norm of the clubs health and safety requirements. |
|  | 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. | | * All ground safety work done and all COVID-19 safety precautions are going to be in place before we open our ground to club members to play friendly cricket. * We as club have followed and will be following all ECB and government guidelines so that, in so far as possible, we will have done all that is reasonably practical to allow our ground to be opened as safely possible. |
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|  | What are the hazards? | No defibrillator available | |
|  | Who might be harmed? | Facility users, 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. | | * Checked by S.Casely, First aids kits will be made available with suitable PPE equipment, aprons, masks, gloves and sanitisers by the signing in sheet. |
|  | 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. | | * N/A |
| * We cannot guarantee that here will always be a club first aider on site . Persons hiring the club will be notified of this. All first aiders will be told that if they don’t feel confident in treating anybody because of the COVID-19 then they are to call 111 and follow their guidance which is the same procedure to follow if no first aider is present. The post code and address which is used if needed to contact any of the emergency services will be available by the first aid box. * If any person is taken ill at the ground and shows symptoms of COVID-19 then if too unwell to travel home alone there will be a sterile isolation area by away carpark where that person will be asked to sit and wait for member of their household to come and pick up and take home. * If any persons are tested positive for Covid 19 or show symptoms of Covid 19 within 7 days of visiting the ground they will be asked to notify the club who will then contact everyone that was there that day. This is in accordance with current government guidelines. | | | |
|  | 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. | | * No sight screens or covers are to used for this season. |
|  | Check and repair of any damage to pitches and outfields. | | * Responsibility of G.Botham which he does on a regular basis and of players to notify G.Botham if they come across anything during play. * Youth managers and coaches check before games or training. |
|  | Surfaces checked and watering regime adjusted based on lack of rainfall. | | * Responsibility of G.Botham. Club have an excellent watering system in place and is regularly used. * Batting lines to be sorted by G Botham |
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|  | What are the hazards? | Spectators hit by cricket balls | |
|  | Who might be harmed? | Use this space to identify who might be harmed  Members of the public been struck by a cricket ball. | |
|  | Controls required | | Action Taken by the Club |
|  | Identify your own control measures required. | | * There are numerous notices around the ground giving spectators warning. Also teams wishing to hire venue will be told of the warnings prior to hire. As PA address can be used to remind spectators of social distancing announcements it can also be used to warn of flying cricket balls. |
|  |  | | * Plastic glasses are always to be used . * Also information given on our social media platforms. |

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|  | What are the hazards? | Use this space to identify hazards at your venue  Holes in pitch especially out field made by wildlife. | |
|  | Who might be harmed? | Use this space to identify who might be harmed  Players and officials. | |
|  | Controls required | | Action Taken by the Club |
|  | Identify your own control measures required. | | * Ground staff and G.Botham check before the match starts and fill the holes with soil or loam. Players are asked to report to G.Botham if they come across such holes so they can filled as soon as is reasonable. |

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|  | What are the hazards? | Use this space to identify hazards at your venue  Windows of club house been hit by cricket balls | |
|  | Who might be harmed? | Use this space to identify who might be harmed  Players family who have come to watch and other spectators/bar staff. | |
|  | Controls required | | Action Taken by the Club |
|  | Identify your own control measures required. | | * The club have reinforced windows to minimize the risk of injury being caused by broken glass if ball was to break window. |

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|  | What are the hazards? | Possible safeguarding and welfare issues | |
|  | Who might be harmed? | Youth Players | |
|  | Controls required | | Action Taken by the Club |
|  | Identify your own control measures required. | | * Only DBS checked parents and players are allowed to help with training sessions and lead matches. Mark Thurman responsible. |