A large lawn in front of a house

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**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** | | | | |
| 1 | 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. | | Home Team – on the day before the game, all players, coaches and officials who will be present at the ground on match day are to text the club’s appointed Covid-19 Co-ordinator (Ashley Free) to advise they are fit and healthy and displaying no symptoms and that all other people in their household are in a similar position. The Covid-19 match day supervisor (one member of that day’s playing eleven) will then turn this information into a register and provide to the responsible match day individual to tick off those people in attendance the following day.  Away Team – will be asked to send a list via e-mail to Baildon CC’s Covid-19 Co-Ordinator, which details the same information as listed above. Again this will be used to create a match day register.  The Covid-19 match day supervisor will then take a picture of both registers and e-mail them to the Covid-19 Co-Ordinator who will save them for a period of 21 days.  Supporters of each team will be asked to sit in designated areas and not come within 2m of any players.  The appointed match day supervisor will make sure all players in attendance have either been ticked off against the match day register as provided, or have been added on – full name and contact phone number. This will be on a clipboard provided in the kitchen area which should be wiped down before and after use with a disposable wipe. | |
| 2 | An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing. | | | Each team will be allocated one side of the area around the changing rooms for social distancing purposes. Home team have the side that is to the right of the building when you are looking at it. The opposition have the area to the left hand side of the building.  The opposition team are asked to park their cars in the area directly in front of the Sandal Primary School sports hall. This will allow them to easily shelter in their cars should there be any heavy rainfall.  Cars belonging to the home team and the umpires should be parked in the main school car park or on the slip road at the front of the school.  Scorers will operate outdoors, in front of the garage area of the changing rooms.  Toilets for men and women are provided within the main school building. One way access is in operation by the usage of a key to enter to the building where the toilets are housed. The key for this building will be kept on the main counter of the kitchen area of the changing rooms. All persons needing to use the toilets will be instructed to use the wipes provided to clean the handle of the entrance door they have to unlock to gain access to the building. Appropriate wipes will be placed next to the keys in the kitchen area along with a bin to place used wipes in to.  All ground users are asked to walk around the pitch in a clock wise direction – to minimise the chance of coming into close contact with each other.  All spectators and players are asked to only touch the ball when they are active participants in the match – once the ball crosses the boundary it should only be retrieved by a member of the fielding team. If it is touched by anyone else it should be cleaned with a disposable wipe before the game continues. |
| 3 | A plan for where parents and players will sit whilst watching cricket activities. | | | All players and supporters are encouraged to bring their own individual chair and hand sanitiser with them. Chairs will not be provided for spectators. They are welcome to sit around the ground as long as they are at least 2ms from the boundary edge and follow all appropriate government guidance for social groupings in outdoor space. |
| 4 | 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. | | | This risk assessment will be available on our website for all to see. We will also make sure that it is sent to all teams who will visit Sandals Primary School this season to ensure they adhere to our ground rules. |
| 5 | Staff and volunteer training to support the implementation of the plan, with suitable training records. | | | Ashley Free is the named Covid-19 Co-ordinator for Baildon CC. His contact details are as follows; mobile number 07415 709104, e-mail address [ashleyhaydenfree@yahoo.co.uk](mailto:ashleyhaydenfree@yahoo.co.uk) He will be supported on each match day by an appointed Covid-19 match day co-ordinator (a member of the home playing team), who will be responsible for ensuring that the relevant match day procedures/actions are followed. This person should not be the captain. The match day procedures will be clearly laid out on a laminated sheet and simple enough for all to follow. This sheet should be wiped clean before and after the match and kept with the other sanitizing products in the green shed. |
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| Buildings | | | | |
| 6 | Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission. | | | Doors and windows in the relevant toilet blocks will be kept open to ensure air flow. |
| 7 | 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. | | | Access to toilets will be on a one at a time basis, with only one person being allowed the access key at any one time. |
| 8 | Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission. | | | No fixed seating is provided. Any loose seating used will be wiped down before and after the match. Al visitors are encouraged to bring their own private chair. |
| 9 | Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather. | | | In the first instance, all players, officials, umpires and supporters will be encouraged to return to their vehicles individually accept in instances where social distancing is possible due to the size of the car or people concerned are in an existing family/support bubble. Club will provide a 3m x 6m gazebo in each player area and for the scorers to provide shelter. To be used under the context of social distancing guidelines. |
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| **Social and Hospitality Areas** | | | | |
| 10 | Plan to solicit and maintain records of your member attendance, customers and visitors - to be maintained for 21 days and then destroyed. | | | Details of all players and match officials will be held by our covid-19 co-ordinator for a period of 21 days after the match has been completed. This will be compiled by requesting all individuals involved provide their details the day before the match is due to be completed. |
| 11 | Identification of suitable areas for outdoor service that don’t overlap with cricket activity. | | | No drinks/food will be served. |
| 12 | Steps taken to minimise time and the number of people at the bar. | | | As above |
| 13 | Steps taken to minimise contact points at payment or around the hospitality space. | | | As above |
| 14 | Suitable PPE provision and training for staff and volunteers. | | | As previous |
| 15 | Strategy for the safe serving, clearing and cleaning of glassware and tableware. | | | As above |
| 16 | Deep cleaning strategy to minimise COVID-19 transmission risk | | | As above |
| 17 | Daily cleaning strategy to minimise COVID-19 transmission risk. | | | As above. |
| 18 | High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records. | | | All bar cleaning to take place by Joint Club as per regulations. |
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| **Hygiene and Cleaning** | | | | |
| 19 | Materials, PPE and training that you have provided to your staff for effective cleaning. | | | Kitchen area where toilet key will be kept will be cleaned and regularly sanitised before, during and after the match. All chairs will be cleaned before and after the match. Scorers table will be sanitised before during and after the match. Scoreboard and additional tins (if used) will be sanitised before, during and after the match. All relevant surfaces in the toilet will be sanitised before, during and after the match. |
| 20 | Provision of hand washing facilities with warm water, soap, disposable towels and bin. | | | These facilities are available in the mens and ladies toilets in the school building. |
| 21 | Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation. | | | Hand sanitizer station in both team areas. |
| 22 | Provision of suitable wipes and hand sanitiser on the field for hygiene breaks. | | | Disposable wipes stored in home team hub area for bats, balls etc. Hand sanitizer stations available for each team. Players encouraged to have their own sanitizer for this purpose. |
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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** | | | | |
| 23 | 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. | | | All water is taken from the school building which has remained active throughout the Covid-19 crisis. |
| 24 | 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 routine maintenance and certification is up to date. |
| 25 | 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. | | | Ground works all up to date. Checked weekly by groundsperson. |
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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** | | | | |
| 26 | Check that your first aid kits are stocked and accessible during all activity. | | | First aid kit available in home team hub area. |
| 27 | What steps have you taken to improve your first aiders’ understanding of first aid provision under COVID-19? | | | Sarah Shaw – safe hands co-ordinator is fully abreast of all updated first aid provisions – circulated around members and on club website. |
| 28 | 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. | | | We do not have one of these at our Sandals ground – there is one at our main ground, Jenny Lane, less than a mile away which is serviced and in working order. |
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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** | | | | |
| 29 | Safety checks on machinery, sightscreens and covers. | | | Responsibility of groundsperson Chris Reynolds and checked by Covid-19 co-ordinator Ashley Free. Performed weekly. |
| 30 | Check and repair of any damage to pitches and outfields. | | | Responsibility of groundsperson Chris Reynolds and checked by Covid-19 co-ordinator Ashley Free. Performed weekly. |
| 31 | Surfaces checked and watering regime adjusted based on lack of rainfall. | | | Responsibility of groundsperson Chris Reynolds and checked by Covid-19 co-ordinator Ashley Free. Performed weekly. |
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|  | 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 |
| 32 | Pre match warm up areas. | | | Visiting team will be encouraged to use the bottom end of the pitch nearest the large tree and home players the top end of the pitch nearest to the changing rooms. |
| 33 | Pre match anti-Covid-19 actions. | | | Appropriate team member who has been appointed Covid-19 match day supervisor to ensure that the following actions take place;   * The first person to arrive should open up the gateway to the playing fields, sanitsing their hands before doing so – this should not be touched again until the last person leaves * Open garage door and main entrance to changing rooms. Use disposable wipes to clean each surface you have touched. * Put up the three gazebos. One in each player’s area (home players to the right of the changing rooms and away players to the left of the changing rooms) and one in front of the garage area for use by the scorers. * Set out a sanitizing stations in each teams area – this contains relevant signage summarizing health and safety advice along with hand sanitizer, disposable wipes and a bin. Wipe down all relevant surfaces with disposable wipes. * Wipe down all surfaces on the entrance to and exit from the toilets. * Wipe down all surfaces including the toilets and sinks, in the men’s and women’s toilets. * Wipe down scorer’s tables and chairs. * Wipe down scoreboard– this is to be placed in front of the scoring area. * Put out the match stumps and bails, wipe down all surfaces before finishing. * One person should put all the boundary markers. They should sanitise their hands before and after this job. * Get out clip board and pen from kitchen, sanitise with disposable wipe. This should have been pre completed with the name and phone number of all home and away players, umpires, and supporters who have texted the Covid-19 co-ordinator that they will be in attendance that day. |
| 34 | 6 Over sanitizing breaks throughout the game | | | All players are encouraged to leave their own waterbottle and hand sanitizer (if inappropriate to keep in their pocket) at intervals around the boundary (where they would also keep their jumper, hat or other items of disgarded clothing). This should respect social distancing guidelines with a gap of at least 2m between each player’s belongings.  Batters should sanitise their bat with the supplied wipes before and after their innings. |
| 35 | Match interval anti-covid-19 actions. | | | Repeat pre-game cleaning routine;   * Wipe down all surfaces on the entrance to and exit from the toilets. * Wipe down all surfaces including the toilets and sinks, in the men’s and women’s toilets. * Wipe down the surface of stumps and bails. * Tick off all people in attendance on the provided register. Take down the name and phone number of anyone not appearing on the list. |
| 36 | Post-match anti-covid-19 actions. | | | Repeat pre-game cleaning routine;   * Wipe down all surfaces on the entrance to and exit from the toilets. * Wipe down all surfaces including the toilets and sinks, in the men’s and women’s toilets. * Wipe down appropriate areas on sightscreens. * Wipe down and store stumps and bails. * Wipe down and store scorer’s tables, chairs and scoreboard. * The same person that put them out, should bring in the boundary markers. Again, they should sanitise before and after completing the job. * Lock the garage door, main changing room door and toilet door. Make sure gateway access to the playing fields is locked and wiped as you leave. * If not already done so, e-mail pictures of matchday register to show all people who have attended the ground along with their contact phone number to Ashley Free, to keep for 21 days before destroying. Clipboard to be wiped down and returned to the green shed with the other sanitizing products. |
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|  | 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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