**COVID-19 Risk Assessment for Newcastle Cricket Club.**

**Osbourne Avenue,** **Jesmond, Newcastle, NE2 1JS**

**Newcastle Cricket Club acknowledge we are still under Coved 19 pandemic conditions. We welcome the opportunity to be able to play cricket under the Government and ECB guidance and will look to implement the following Risk assessment to ensure everyone’s safety.**

**A previous risk assessment permitting use of the function room and outdoor terrace as a bar is established. Procedures convered by this are referred to in this document, and expanded upon where necessary. This document is available as a appendix to this Risk assessment.**

**Newcastle Cricket Club will appoint for the remainder of the 2020 season a Match Official and assisstants responsible for ensuring this Risk Assessment is implemented.**

|  |  |
| --- | --- |
| **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 | Copy of ECB’s Covid plan for Junior and open age cricket to be sent to visiting teams so we are all clear to what guidelines we are working to. | Summary plan to emailed to visiting teams and displayed in 2 places on the players balcony and in the Function room window. |
| 2 | Visiting teams asked to bring with them a list of people attending on their clubs behalf | List of visiting participants given to NCC responsible match official before play. |
| 3 | 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. | Copy of ECB’s Covid plan summary to be given the team representatives on arrival.Instructions to visiting teams members not to attend if a team member or group have Covid-19 symptoms or have been advised be the Government or Medical Professional to shield. |
| 4 | An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing. | All people attending to adhere to social distancing.The batting team to use the players balcony while their team is batting. Chairs have been spaced out to allow 17 people max on the players balcony. Plus, the 2 scorers. Chairs not to be moved from there marked postions. Match day official to monitor this and signage to confirm this request.Fielding team can store their personal belongings in away changing room which will be locked.Home changing room and toilets for exclusive use of Umpires. |
| 5 | A plan for where parents and players will sit whilst watching cricket activities. | Spectators can book in advance (or on arrival, providing all necessary details) seating on the tabled areas of the terrace or in the function room, in accoradance with government guidelines and previously established bar operating risk assessments. These spectators will be classed as bar users and must adhere to all procedures as such, and all measures and procedures relating to these spectators will be covered by the bar users procedures.Alternatively, spectators may register as spectators (in advance or on arrival). These spectators will be asked to proceed to the right on entering and may use any of the bech seating to view the cricket, socially distanced as appropriate, and guided by signs and markings. Spectators may use the toilet, following established one way routes, and may queue for the bar in a socially distanced manner, but must be aware that priority will be given to bar users, and may be asked not to queue if this interferes with social distancing.Where multiple games occur on one day, an area will be reserved for players not participating in the current match to watch. Any seating set out to observe social distnacng must not be moved without express permission from staff. |
| 6 | 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 attached at entrance to the ground covering control measures in place. Copies also to be given to away team captain and officials when they arrive at the ground. This adherence to the guidelines to be monitored by NCC Match Day official and assitants. |
| 7 | Staff and volunteer training to support the implementation of the plan, with suitable training records. | Sign off sheets in place for individuals to complete once training is completed.Sign off sheets responsibility of NCC Match Day official. |
|  |

|  |
| --- |
| **Buildings** |
| 8 | Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximize ventilation and minimize risk of transmission. | All doors, except fire doors, to be kept open to maximize ventilation and reduce contact points.Circulation route to downstairs toilets in place.Players will be asked to use the player’s balcony which is under cover but exposed along one wall. Teams will be asked to stick to separate ends of the balcony as marked, to minimize cross contamination. 17 socially distanced chairs for players, plus 2 for scorers, will be set out to allow this.  |
| 9 | 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. | The capacity of all indoor rooms been established and will be communicated and adhered to. This includes 30 seated customers + 3 staff + 7 socially distanced queuing in the function room bar, 2 people at any one time in the men’s and women’s toilets, 1 in disabled toilets, and a maximum of 5 queueing for toilets. The outdoor tabled area has a capacity of 108 people, seated at tables. Other up to 100 other spectators will be permitted at one time to use the other seating available at the ground. One way systems have been established and are advertised in with signage and floor marking to permit smooth flow of all ground users. All bar customers are encouraged to remain seated with the excpetion of using the toilet.  |
| 10 | Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission. | Lines to be marked on spectator seating to ensure 2m social distancing.All bar user seating socially distanced in accordance with previously established risk assessment. |
| 11 | Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.  | Batting team and scorers may stay on balcony. Officials may return to dressing room. Individuals pre booked in function room can stay inside.All other individuals asked to return to their vehicles if rain occurs. Lack of outdoor wet weather cover advertised clearly to all in advance, with the recommendation to dress appropriately and bring umbrellas if required.  |
|  |
| **Social and Hospitality Areas** |
| 12 | Plan to solicit and maintain records of your member attendance, customers and visitors - to be maintained for 21 days and then destroyed. | Bar users to be recorded as in previously established risk assessment.All teams to provide a list of players, scorer and any offciails attending. Details of umpires officiating at matches to be kept for 21 days.All other spectators to be signed in (one person per group), either in advance on on the door. |
| 13 | Identification of suitable areas for outdoor service that don’t overlap with cricket activity. | Indoor seating (30) and outdoor seating with tables (108) along terrace has been established. |
| 14 | Steps taken to minimise time and the number of people at the bar. | Drinks from bar ordered via text and delivered to seating area. Payment taken at seating area, or outdoor payment station otherwise.Card payments only, with contactless preferred.A limit of seven, marked, socially distanced queuing spots available for spectators. Any further customers will be asked to return to their seats until less busy. On service and payment, spectators must return to their spectator seating.  |
| 15 | Steps taken to minimise contact points at payment or around the hospitality space. | Card payments only, with contactless preferred. Card machine to be cleaned with suitable disninfectant after any handling by customers where Chip and PIN becomes necessary. All doors, except fire doors, to be kept open. No handrail in place around the bar. Blue roll provided in toilets to turn taps on and off. All contact points cleaned every hour with suitable disinfectant – for more details see bar operations risk assessment. |
| 16 | Suitable PPE provision and training for staff and volunteers. | Visors, masks, disposable gloves and aprons available from kitchen via Club Manager for any first aid that is required.All staff trained and aware of COVID-specific requirements. Use of PPE by serving staff currently not required in line with current government advice, which will be monitored and all requirements adhered to as they change.  |
| 17 | Strategy for the safe serving, clearing and cleaning of glassware and tableware. | All drinks to be served in single use plastic cups, to be disposed of in plentiful bins around the ground. All refuse to be double bagged and stored securely for 72 hours, before disposal. Tables to be cleaned between customer uses, faclitied by a break between booking slots to permit this. |
| 18 | Deep cleaning strategy to minimise COVID-19 transmission risk | Deep cleaning of all surfaces at the end of each week to be performed in accordance with previous risk assessment. NCC Match Day official to be responsible for sanitization of players balcony between innings and of toilets on an hourly basis and signed to that effect. |
| 19 | Daily cleaning strategy to minimise COVID-19 transmission risk. | Daily cleaning of all surfaces at the end of day to be performed in accordance with previous risk assessment.NCC Match Day official to be responsible |
| 20 | High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records. | High frequency touchpoints to be minimized by open doors, one way systems, and disposable blue roll at sinks. Potential contact points, such as toilet cubicle locks and taps, to be cleaned hours by suitable disinfectant cleaner. |
|  |
| **Hygiene and Cleaning** |
| 21 | Materials, PPE and training that you have provided to your staff for effective cleaning. | Staff trained to be aware of all COVID procedures and requirement in accordance with previous risk assessment. |
| 22 | Provision of hand washing facilities with warm water, soap, disposable towels and bin. | Hand washing facilities with soap and paper towels are available in all toilets for customers, and behind the bar and in kitchen for staff. Signs displaying proper handwashing process at all wash points.  |
| 23 | Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation. | Hand sanitizer provided at entrance and frequentother locations around the ground, with signs to encourage use. |
| 24 | Provision of suitable wipes and hand sanitiser on the field for hygiene breaks. | Hand Sanitiser to be placed behind the stumps for use as described below for fielders and umpires. Umpires to be provided with suitable wipes for the 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** |
| **Preparing Your Buildings** |
| 25 | 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 Pavilion is part of RGS whole estate monitoring schedule and it is also checked by Northumbria Water during the summer. Graham (C/T Supervisor) is attending on 15/7/2020 to carryout a full monitoring check for both hot & cold temperatures, flushing routine together with sanitisation of the shower heads. |
| 26 | 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 records have been checked and are up to date. RGS |
| 27 | 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 has been maintained throughout the lockdown period is will be ready and safe when we are allowed to play. |
| 28 | PAT testing | PAT testing sometime in the week commencing Mon 27th July by Peter Woodley |
|  |
|  | **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** |
| 29 | Check that your first aid kits are stocked and accessible during all activity.  | First Aid Kit is available, stocked and accessible at all times.  |
| 30 | What steps have you taken to improve your first aiders’ understanding of first aid provision under COVID-19? | First Aiders briefed on their roles and how to be COVID-19 safe, as well as undergoing COVID specific training.  |
| 31 | 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. | Not Applicable. |
|  |
|  | **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** |
| 31 | Safety checks on machinery, sightscreens and covers.  | All machinery, sightscreens and covers have been checked by the Groundstaff.RGS |
| 32 | Check and repair of any damage to pitches and outfields. | All repairs have been checked by the Groundstaff.RGS |
| 33 | Surfaces checked and watering regime adjusted based on lack of rainfall. | Watering regime is in place. RGS Groundstaff |
|  |
|  | **What are the hazards?** | Ensuring the Players and Officials are COVID-19 Safe on the field. |
|  | **Who might be harmed?** | Fielders & Umpires.  |
|  | **Controls required** | **Action Taken by the Club** |
| 34 | Protecting the ball and keeping it COVID-19 safe. | Players and officials to be briefed that **sweat** **and** saliva must not be used on the ball. |
| 35 | Protecting the ball and keeping it COVID-19 safe. | Small bottles of Sanitiser to be kept behind the stumps and the ball is sprayed at the end of each over.Wipes to be used on the ball at sanitization breaks as per ECB guidelines. |
| 36 | Protecting the Umpires from COVID-19. | The umpires should sanitise their own hands at every drinks or innings break and after every contact with stumps or bails. |
| 37 | Protecting the Umpires from COVID-19. | Social distancing to be maintained between umpires and players. No clothing to be given to the umpires during the game.Umpires to use Home changing room and toilets at rear of home changing room exclusively. |
| 38 | Protecting the Players from COVID-19. | Players to sanitise their hands at the fall of a wicket. Wicket celebrations and hygiene breaks to be socially distanced. No communal drinks to be provided – players encouraged tobring their own and store on the boundary.'Players will be required to sanitise their hands after every 6 overs or 20 minutes whichever is shorter and the unmpires will call 'time' to facilitate this. |

|  |  |  |
| --- | --- | --- |
|  | **What are the hazards?** | Provisions during break time |
|  | **Who might be harmed?** | Players and Officials  |
|  | **Controls required** | **Action Taken by the Club** |
| 39 | Providing meals / teas for all Players and Officials. | Meals / teas will not be provided by the Club. Each Player and Official will provide their own food and drink to be consumed. All Players and Officials must ensure social distancing is maintained during this period. |
| 40 | Providing drinks during game. | No drinks will be provided by the club. Players and Officials are to provide their own drinks to be consumed. All Players and Officials must ensure social distancing is maintained during this period. |

|  |  |  |
| --- | --- | --- |
|  | **What are the hazards?** | Protecting Home and Away Team Scorers during game. |
|  | **Who might be harmed?** | Home and Away Team Scorers |
|  | **Controls required** | **Action Taken by the Club** |
| 41 | Use of the Scorebox if only the Home Team Scorer is scoring. | The games at Jesmond will be scored from the players balcony while ensuring 2m social distancing between scores and batting team players. |
| 42 | Use of the Scorebox if only the Home and Away Team Scorers are scoring. | The games at Jesmond will be scored from the players balcony while ensuring 2m social distancing between scores and batting team players. |

As an appendix following.

# Risk assessment for Covid-19 for opening of Lincensed premisies.

# Risk assessment for Covid-19 for opening of Lincensed premisies.

## Company name: Newcastle Cricket Club Assessment carried out by: Alistair Poll

## Nick Brown

## Rob Dryer

## Date of next review: 06/07/2020 Date assessment was carried out: 01/07/2020

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| Transmission of Covid-19 coronavirus |  | **Manage the risk**  | Ensuring both workers and customers who feel unwell stay at home and do not attend the venue.Increasing the frequency of handwashing and surface cleaning in function room and out door areas.Service to be provided in controlled areas of premises by guidance from staff, lay out of furniture and signage.5 tables indoors, 18 tables outdoors, maximum of 138 people.Social distancing guidelines must be followed.The opening process to be controlled by customers booking their time slot for attending the premises by phone or via website.Maximum of 23 tables to be made available allowing a maximum of 138 plus staff to be on site.Opening times to be 12pm to 9pm, booking time slots to be 12 to 2.45pm, 3pm to 5.45pm and 6pm to 9pm. Site cleared by 9.30This Risk assessment to be placed on website and customers to be informed of this on booking. | RD and staffTW | While premises are open and staff on site |  |
| Transmission of Covid-19 coronavirus | Staff (including volunteer staff),Patrons, Delivery Drivers by coming into contact with contaminated hard services. | Provide adequate hand cleaning facilities | Employees and Staff (15 to date with 3-6 on shift as required) to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace | AP & RD | Ongoing |       |
| Staff to be briefed and sign a staff awareness form prior to opening | Covid – 19 Staff Awareness Guidance to be written and delivered to staff. | AP | 2nd July 2020 6pm |
| Remind staff of good hygiene practises | Ensure Dermatitis poster displayed at hand wash basins https://www.hse.gov.uk/skin/posters/skinderm atitis.pdf | AP | 03/07/2020 |
| Ensuring all hand drying facilities are contact free (automatic hand driers or paper towels) | Ensure signage at entrance, in function room, in toilets, and outside, to remind patrons of social distancing, hang hygiene and “catch it, bin it, kill it” advice. | AP | 03/07/2020 |
| Reminding staff of social distancing guidelines, where a 2 metre distance should be kept where practical. A 1 metre distance may be kept where 2m is not practical | A list of all visitors will be made and kept for 21 days to assist with government track and trace. This will be via details which are required for booking, and confirmed on entry.  | AP, TW | 03/07/2020 |
| Regular cleaning of all surfaces | Social distancing markers to be placed on the floor to ensure adequate social distancing.Staff to be briefed as to hygiene and cleaning routines and to complete sign off sheets.  | AP, PW Staff | 03/07/2020 |
| Function room used instead of upstairs bar, and layout reorganised to ensure best chance of keeping 2m distance  | Signs informing of one way system through the function room and around toilets, and encouraging safe and responsible use of toilets by limiting capacity and queuing safely.  | AP | 03/07/2020 |
| If anyone becomes unwell with a newcontinuous cough or a hightemperature in the workplace they willbe instructed not to attend work, or sent home and advised to follow thestay at home guidance | PPE can be used by staff where desired, but it is noted that Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measuresand practice good hand hygiene behaviours. It may be preferable for staff to wear disposable gloves when using drinks dispensers and other contact points. | AP | ongoing |
| Removal of bar handrails or any surface likely to encourage unnecessary contact. | Deliveries will be contact free where possible, and where contact is needed this will remain between the same pair of people. All delivered items e.g. beer barrels will be cleaned with a suitable disinfectant cleaner. | RD | ongoing |
| All doors (excluding fire doors) to remain open where practical, to encourage better ventilation and reduce contact points. | Cleaning of all surfaces will be increased, all tables wiped between customers, and all contact points on e.g. doors cleaned hourly, with a suitable disinfecting cleaner.  | All staff | ongoing |
| Plastic, disposable glasses will be used to prevent the risk of transmission via glassware | All staff, including volunteer staff, will receive adequate training on maintaining hygiene and all legal requirements for reopening the business. | AP, RD | 03/07/2020 & ongoing |
| All used glassware etc will be double bagged and left for 72 hours before disposal | All outside seating will be adequately spaced to allow social distancing. Seating will be placed in a way so as to discourage face to face seating.  | AP, RD | 03/07/2020 |
| Tables and benches will be numbered and a the feasibility of a text based service will be investigated to prevent queuing at the bar | AP, RD, TW | 03/07/2020 |
| Extension of contactless payment to outdoors to be investigated Drinks to be ordered via text and taken to customers  | AP, TW | 03/07/2020 |
| “Sanitation stations” will be provided at the entrance, exit and toilets, as well as other locations as necessary.  | AP, RD, TW | 03/07/2020 |
| An accessible area for up to six people with seating a minimum of two metres apart will be reserved for those considered clinically vulnerable from July 6th. Although the club would discourage anyone considered vulnerable from attending, it is noted that government guidelines will permit them to do so from this date, and as such extra precautions will be taken. | AP, RD | 03/07/2020 |
| Disposal of waste | Staff and Customers | Provide extra bins double lined by plastic bin liners for each table | During and at the end of time slots staff to clear any litter.  | All staff on duty | During opening times |  |
| Toilet areas | Staff and customers | Wedge open toilet doors with a 1 in 1 out policy | Wedge doorsNotice on toilet doors explaining “1 in 1 out”Cleaning schedule on doors signed off by staff after hourly hygiene cleaning | All staff on duty | During opening times |  |
| Customers become disruptive | Staff and customers | Area Police command has been informed Club Manager to act on any disruptive behaviour | Brief staff 2nd July 2020 and prior to shifts. | NGBAPRDStaff aware | During opening times |  |
| First aid provision | Staff and customers | Ensure we have at least one 1st aider in attendance at all times. | Ensure we have 1st aider in attendance PPE equipment available for 1st aider attending to customers. | RD1st aiders | During opening times. |  |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery#takeaways-2-4>