A large lawn in front of a house

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**RISK ASSESSMENT TEMPLATE FOR CLUBS PREPARING TO OPEN THEIR CLUBHOUSE**

**Lanchester Cricket Club**

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**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. | | Prompt ahead of each game using ECB Players Infographic / Poster for Senior Games.  Prompt at club website, facebook, team chats  Use of e-mail checklists from ECB template. |
|  | An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing. | | Changing Rooms – Open only for toilet use 1 in 1 out and as a space for 1 batsman or keeper to change into additional safety kit prior to taking the field. Max capacity 2 per changing room. 1 toilet cubicle locked. Limit time in changing rooms to minimum. Instructions for Pads, gloves, helmet to be put on outside changing room.  Separation of players / officials from spectators with serving hatch in use for drinks for spectators with cordoned area for players.  Layout set for batting team outside. Fielding team to store bags in changing room on 1 in 1 out basis.  Clubhouse – Only open for toilets for spectators during matches with 1 in 1 out system. 26 capacity for pre booked customers. Clubhouse indoor area only open to serve after games – not in parallel.  Scorers – Cordon off Scorers area Outside away from Players and Serving Hatch Area – Operation of Electronic Scoreboard set up. Functions with layout.  Screen for weather / electronics  Outdoor area for umpires near scorers. Umpires room not open.  Car Park – Max 28 vehicle spaces across 2 car parks. Home players to drop off / arrive by foot wherever possible. Reserved slots to give priority for umpires / scorers / players ahead of spectators  Car Parking Space Signage – Spaces / Full |
|  | A plan for where parents and players will sit whilst watching cricket activities. | | Parents / Spectators  Outdoor seating – seating separated around boundary and away from Clubhouse access / serving hatch. Set up seating  Notify home and visiting spectators to bring own chairs if possible and locate at a social distance (taking into account any social bubbles) due to limited seating – prompt on website, prompt on facebook, prompt ahead of each game.  Players  Cordon off players rest area at the front of the clubhouse |
|  | 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 re: social distancing -in player area. Scorer / Umpire Area to check. Outdoor queue prompt. Signage inside at bar.  Signage content – distancing / hygiene / control of coughs / sneezes / collection of names  Short videos to share for collection from outdoor bar. Use of toilet. Player accessing ground. Scorers & Umpires accessing ground. Use checklists to steer videos  Post videos on website / facebook  Risk Assessment on Website / Good to Go |
|  | Staff and volunteer training to support the implementation of the plan, with suitable training records. | | Covid Lead - Duncan Morris and Deputy – Anne McPhail  Record of discussions, who attended, what information was shared.  For players combine with track and trace records.  Staff for serving  Chat group posts - too passive for training |
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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. | | Changing room doors and windows – open  Club House doors and hatch open – windows at function room end of club.  No mechanical ventilation / air con. |
|  | 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. | | Maximum capacity - 26. One way system to / from club house toilets for spectators. Signage in place but does not include occupancy  1 way flow to access serving hatch outside – separated from players  Toilets for Players in changing rooms – signage of 1 in 1 out. Max 2 capacity. Players to call / check number of people at entry  Toilets for Scorers / Umpires - Player Changing Room  No access to umpires room – distancing not possible.  Scorers – access to clubhouse not feasible in parallel with outdoor hatch service. Gazebo area set outside for scorers |
|  | Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission. | | Outdoor seating plan addressed in People Management Section.  Clubhouse not open for seating – only for Toilets and serving staff for drinks from hatch to outside.  Clear clubhouse entry area from all seating / tables around AED. |
|  | Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather. | | Players and spectators to return to cars. Capacity at Social distance for groups under 30 – 26 max capacity. Cannot manage player group. Exceptions for some spectators – age / disability in case of no alternative up to max 26. |
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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. | | Attendance records with contact details for: -  Players – request names and contact details before game  Scorers – as players  Umpires – as players  Staff – staff rota to include contact details and times of working  Electronic record  Customers using toilets (incl Takeaway). Customers attending pre booked events. Customers using bar indoors for service with distancing for ordering at bar and collection point away from the bar.  Hardcopy –collection by staff for spectators visiting toilets / collecting drinks (follow lead customer lead). Position sign off sheet close to sanitizer (on way into clubhouse for toilet / at outdoor hatch).  Electronic or written records for players and officials - TBC |
|  | Identification of suitable areas for outdoor service that don’t overlap with cricket activity. | | Hatch Area. Locations away from clubhouse but customers need to collect. Separation with players / scorers. 2m distance in queue – Signage on inside of club |
|  | Steps taken to minimise time and the number of people at the bar. | | Outdoor hatch. Distanced queue outside clearly visible from around ground.  Instruction to return to seating from hatched area. Drinks orders not accepted at bar in side clubhouse (en route / access to Parents / Spectator toilets) |
|  | Steps taken to minimise contact points at payment or around the hospitality space. | | Contactless payment system in place. Customer to present card to machine. Cash accepted. Staff access to sanitizer. Instruction to sanitise after every transaction in cash. Drinks served at hatch. |
|  | Suitable PPE provision and training for staff and volunteers. | | Servers behind Perspex screen. Servers not wearing face masks / visors. Not wear gloves – encourage handwashing / sanitizing. |
|  | Strategy for the safe serving, clearing and cleaning of glassware and tableware. | | Drinks served in disposable glasses. Waste collection from around site. Glass – use and collection only by staff at pre booked customer events. |
|  | Deep cleaning strategy to minimise COVID-19 transmission risk | | Club reopening before July 4th – Clubhouse deep clean. Carpet Clean  Clubhouse cleaned weekly on Saturday morning  Changing rooms cleaned after each use before next use – feasible? How to support from club side. Teams to assist in cleaning pre match?  Umpires Room not open. |
|  | Daily cleaning strategy to minimise COVID-19 transmission risk. | | No set daily cleaning plan in place as club is not accessed daily. |
|  | High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records. | | Cleaning record for toilet in clubhouse for frequent use.  Doors to access clubhouse open and 1 way flow to reduce contact  Sanitiser points at entry / exit of clubhouse.  Sanitiser access for servers when travelling to / from hatch / bar.  Changing rooms toilets - cleaning material provided along with soap and hot water to clean hands. Players to assist in cleaning after each use. No staff rota set to make regular cleaning visits during the game.  Signage as per clubhouse toilets for steps to reduce risk of transmission. |
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| **Hygiene and Cleaning** | | | |
|  | Materials, PPE and training that you have provided to your staff for effective cleaning. | | Cleaning Material – wipes for cleaning during event. Materials prior to match day  PPE and disposal – BEIS rules 14/07/20? |
|  | Provision of hand washing facilities with warm water, soap, disposable towels and bin. | | Disposable towels and hand driers currently in use in clubhouse. Paper towels only in changing rooms. Hand driers in clubhouse |
|  | Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation. | | Club House Sanitiser – bottles in place. Auto dispensers tried but not reliable. |
|  | Provision of suitable wipes and hand sanitiser on the field for hygiene breaks. | | Changing rooms – 2 x dispensers at each end behind stumps for fielding side. Sanitiser and wipes for batting team.Wipes to clean bats.  Fielding captain access to wipes off field.Easy access to wipes / sanitise |
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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. | | Check water heating system checks on restart – hot water supply to club house and changing rooms for sinks only. No showers to be taken on site |
|  | 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). | | What current checks are made? |
|  | 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. | | Car Parking – addressed earlier in this document. |
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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** | | | |
|  | Check that your first aid kits are stocked and accessible during all activity. | | First Aid Kit Locations and stock check. |
|  | What steps have you taken to improve your first aiders’ understanding of first aid provision under COVID-19? | | First Aiders on site – St Johns Ambulance advice from ECB. |
|  | 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. | | AED check. AED trained users – St Johns Ambulance advice from ECB. |
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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** | | | |
|  | Safety checks on machinery, sightscreens and covers. | | Checks made. Sightscreen repair for Clubhouse End made. Remote electronic scoreboard reset for 18th July. Contact area – those opening to take sanitizer – or have access to sanitizer inside scoreboard nut. |
|  | Check and repair of any damage to pitches and outfields. | | Ground prepared with delayed start due to lockdown. Friendly games held 18th 19th July |
|  | Surfaces checked and watering regime adjusted based on lack of rainfall. | | Regime in place through regular Groundsman visit to site. |
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|  | What are the hazards? | Contact of common use items by players / officials in the game. Walkie Talkies for umpires / scorers. Drinks Jugs / Plastic Glasses for Players. Tea cutlery / crockery | |
|  | Who might be harmed? | Players, Officials, Servers, Customers | |
|  | Controls required | | Action Taken by the Club |
|  | Protocol for use of Walkie Talkies | | Walkie Talkie usage procedure. Cleaning of item before and after game. Cleaning wipes available for use in game if required.  Walkie talkie use by 1 appointed umpire by agreement and home scorer to use |
|  | Drinks breaks for players during the game | | Drinks break – player to consume own drinks. No drinks will be provided by the club during the game. Fielding side can access a set out area for water bottles separate to that for batting team – allocated drinks drop off / collection point |
|  | Food at Tea Interval | | Players to bring own teas and consume outside – using pitch area if needed to socially distance. No tea will be provided by the club. |
|  | Contact with cricket ball | | Umpire and captains to manage hands and ball sanitizing routine.  Spectators instructed not to touch the ball / throw back onto pitch through pre match communication.  Sanitiser located for fielding side behind each set of stumps. Player advised to carry sanitizer in individual plastic bottles for personal use. Break at 6 overs / 20 mins / fall of wicket as instructed by umpire.  Provision of sanitizer / wipes for ball for opposition – home club to provide or request from visiting side.  Consider signage – locations / number to be effective?  Club volunteers to prompt spectators if instructions not followed / understood. |
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|  | What are the hazards? | Lack of social distancing – approach by individuals / groups where separation at 2m is difficult | |
|  | Who might be harmed? | Players, Umpires, Scorers, Coaches, Spectators | |
|  | Controls required | | Action Taken by the Club |
|  | Physical layout / seating areas | | Players area cordoned to separate from outdoor hatch queue.  Area outside changing room set up for batting side to use.  Fielding side equipment to be stored in changing room. Storing and removal of kit from changing room to be made on 1 in 1 out basis.  Fielding side drinks sanitizer area will be separated from batting side  Scorer area outside under gazebo separated from players area. Toilet access at changing rooms which are on 1 in 1 out basis or Clubhouse on 1 in 1 out basis.  Umpire area outside (Umpire Room to remain closed) separated from scorers. Toilet access at changing rooms on 1 in 1 out basis or in Clubhouse 1 in 1 out basis. |
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|  | What are the hazards? | Contact of ball with spectators – striking spectators | |
|  | Who might be harmed? | Servers, spectators | |
|  | Controls required | | Action Taken by the Club |
|  | Signage communicating ball reaching spectators | | Prompts at outdoor hatch queue.  Prompts at sights screens – to include instructions for spectators regarding what to do when bowler running in from Clubhouse or River End. Link to instructions not to throw the ball back. |
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|  | What are the hazards? | Extreme Weather - Thunderstorms | |
|  | Who might be harmed? | Servers, spectators, players, umpires, scorers | |
|  | Controls required | | Action Taken by the Club |
|  | Safe location away from lightning | | In specific circumstances when the safety of players, officials and spectators is an immediate and real concern access to the clubhouse without following distancing rules as maximum capacity to control the more significant risk at this time.  Priority to clubhouse access will be given based on ability to find cover – mobility, disability |
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