



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.	WARNINGS/ADVICE GIVEN ON THE WEBSITE AND ON SOCIAL MEDIA.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	MEMBERS LOUNGE & FUNCTION ROOM LAID OUT WITH TABLES & CHAIRS/STOOLS SET AT APPROPRIATE MINIMUM DISTANCE AND CAPACITY.
	A plan for where parents and players will sit whilst watching cricket activities.	NOT APPLICABLE, BUT BENCHES ARE PROVIDED NEAR TO THE ALL WEATHER NET FACILITY WHILST PLAYERS ARE PRACTICING.
	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.	ALL SIGNAGE PUT UP INSIDE AND OUTSIDE THE BUILDING. FULL DETAILS OF HOW WE WILL BE OPERATING ARE ON OUR WEBSITE & SOCIAL MEDIA.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	DONE BY KATIE BALDING ON 03/07/2020.
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	ALL WINDOWS WILL BE OPEN, AND UNLESS THE WEATHER IS TOTALLY INAPPROPRIATE DOORS (NOT FIRE DOORS) WILL BE OPEN AS WELL.

	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.	YES, ALL DONE (SEE ABOVE). FLOOR MARKINGS AND APPROPRIATE SIGNAGE IS ALL IN PLACE.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	YES, ALL DONE (SEE ABOVE).
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	OUTDOORS IS LAID OUT APPROPRIATELY, IN THE EVENT OF WET WEATHER THE FUNCTION ROOM HAS BEEN SET OUT TO ALLOW PEOPLE TO SIT INSIDE WITH APPROPRIATE SOCIAL DISTANCING.
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.	DETAILS TO BE OBTAINED WHEN CUSTOMERS COME IN, TO INCLUDE TELEPHONE NUMBERS. DATA PROTECTION PROCEDURES/GUIDANCE FOLLOWED, DETAILS TO BE CONFIDENTIALLY DESTROYED AFTER 21 DAYS.
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	OUTDOOR AREA SET OUT APPROPRIATELY. NO CRICKET TAKING PLACE AT PRESENT SO NOT RELEVANT.
	Steps taken to minimise time and the number of people at the bar.	ONE PERSON AT THE BAR AT ANY ONE TIME. FUNCTION ROOM BAR HAS SEPARATE ORDER AND COLLECTION POINTS.
	Steps taken to minimise contact points at payment or around the hospitality space.	TABLES APPROPRIATELY PLACED AWAY FROM THE BAR AREAS. CONTACTLESS PAYMENTS IDEALLY.
	Suitable PPE provision and training for staff and volunteers.	MASKS, GLOVES AND VISORS ARE AVAILABLE. SCREENS ARE IN PLACE IN SERVING AREAS BEHIND THE BAR. TRAINING DONE ON 03.07.2020.

	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	YES, GLASS COLLECTOR TO COLLECT GLASSES, RETURN TO BAR FOR WASHING.
	Deep cleaning strategy to minimise COVID-19 transmission risk	YES, ALL AREAS HAVE BEEN DEEP CLEANED.
	Daily cleaning strategy to minimise COVID-19 transmission risk.	ROTA IN PLACE FOR REGULAR CLEANING THROUGHOUT THE DAY.
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	AS ABOVE, ANTIBACTERIAL WIPES ARE TO BE USED ON DOOR HANDLES IF NECESSARY ETC.
Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	APPROPRIATE AND SUFFICIENT NUMBERS OF PRODUCTS HAVE BEEN PROVIDED.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	ALL IN PLACE.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	FOUR HAND SANITISER STATIONS AT APPROPRIATE POSITIONS AROUND THE CLUBHOUSE. HAND SANITISER AVAILABLE BEHIND THE BAR.
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	NOT APPLICABLE.

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.	ALL CHECKS HAVE BEEN UNDERTAKEN.	
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 DONE, PAT TESTING LAST DONE IN FEBRUARY.	
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.	IT IS READY, IF EVER THE GOVERNMENT DECIDE THAT WE CAN PLAY!	

	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 BOXES ARE APPROPRIATELY STOCKED AS USUAL.
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	TRAINING UNDERTAKEN ON 03.07.2020.
	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.	YES, ALL IS IN ORDER AND AED IS AVAILABLE SHOULD IT BE REQUIRED.

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.	ALL IS DONE, BUT NOT APPLICABLE AT THE MOMENT
	Check and repair of any damage to pitches and outfields.	ALL IS DONE, BUT NOT APPLICABLE AT THE MOMENT
	Surfaces checked and watering regime adjusted based on lack of rainfall.	ALL IS DONE, BUT NOT APPLICABLE AT THE MOMENT

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Who might be harmed?	Use this space to identify who might be harmed	
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	Identify your own control measures required.	

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