

Appendix 2: Risk assessment template – Hilltops (updated 19 May 2021)

As a facility provider, you should complete your own COVID-19 Risk Assessment and publish this to your users.

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
Facility Capacities		
	Have you determined the safe capacity of your field of play and grounds for both organised cricket activity and off-field activities (subject to the Rule of 6 or as a group made up of two households), accounting for social distancing, legal gathering size limits and supervision ratios where applicable?	Hilltops is on private land so access is naturally more restrictive and, in addition, the outfield is extensive making social distancing easier to achieve. The club has put in place appropriate signage both around the field of play and by the toilet facilities (only the toilets are open in the clubhouse) reminding spectators and players of the guidelines in force.
	Have you determined the safe capacity of your net practice facilities accounting for social distancing and legal gathering size limits?	Yes. The nets have to be pre-booked via an electronic booking system which allows us to control numbers. Detailed guidelines have been posted on the club website and there is signage in place at the facilities setting out the guidelines for use.
Organised activities		
	Have you review playing guidance and make suitable adaptation to your approach to practice and matches?	Yes. We have reviewed the ECB and government guidance for the roadmap out of lockdown and will continue to review as the guidance is confirmed and updated.
	Have you reviewed supervision ratios and adapt group sizes for supervised children's activities accordingly? Have you ensured safeguarding procedures are being followed, even under COVID restrictions?	Yes. We have a separate risk assessment document for junior coaching confirming supervision and ratios in accordance with ECB and government guidance and setting out appropriate safeguarding procedures.

	Have you assessed control measures for preventing spectators (with limited exceptions – see guidance)?	Hilltops is on private land so access is naturally more restrictive. In addition, we do have appropriate signage installed reinforcing the ECB and government guidelines through the roadmap process.
People Management and Communication		
	Establish what restrictions are in place for your venue location including restrictions on gathering size limits in line with the UK Government Roadmap and ensure your control measures are appropriate.	The club has put in place appropriate signage both around the field of play and by the toilet facilities (only the toilets are open in the clubhouse) reminding spectators and players of the guidelines in force. The scoreboard at Hilltops is large enough for two scorers to sit side-by-side whilst still maintaining 2m social distancing thereby reducing the risk of transmission and windows and door can be opened to improve ventilation.
	Self-screening of individuals before they arrive at the venue to ensure individuals displaying COVID symptoms or those who should be shielding do not travel or attend.	We have communicated to all members via our website and social media platforms to self-screen and not attend Hilltops if they present with any of the symptoms.
	Ensure that NHS Test and Trace data collection system is in place and that it is compliant with Information Commissioner’s Office guidance.	This is not applicable as no social areas will be open at Hilltops.
	Ensure that your NHS QR Code poster has been produced and displayed for use by visitors.	This is not applicable as no social areas will be open at Hilltops.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Not applicable as no social areas will be open at Hilltops.
	A plan for where parents and players will sit whilst watching cricket activities.	Players will have their own designated area beside the clubhouse. There are no chairs or benches around the ground and parents and visitors will be invited to bring their own chairs and facilities to use around the ground.
	Signage and communication so that all participants and visitors (including spectators) are aware of the control measures in place and how to act appropriately to minimise the risk of transmission of COVID-19.	Signs will be posted advising players and spectators to respect the social distancing guidelines relating to the rule of 6 and two household provisions. The only exception to this is where a group of people in a ‘bubble’ or larger household wish to sit together.

	Have you assessed safe spectator capacity and considered how spectators will move into, through and out of your venue?	The outfield and surrounding areas at Hilltops are extensive making social distancing easier to achieve. Signage is in place at matches to remind spectators and visitors of government guidance.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	No social areas will be open at Hilltops, so training will only relate to the cleaning of toilets and the first aid/Covid room. Visor provided for allocated first aid area.
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	No social areas will be open at Hilltops.
	Assess the maximum occupancy of your rooms in order to ensure Social Distancing can be maintained, and establish a suitable circulation system / one-way system. Use signage and floor markings to communicate this.	Not applicable as no social areas will be open at Hilltops.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Not applicable as no social areas will be open at Hilltops.
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	We will advise players and visitors to arrive using their own transport which can then be used as shelter if wet weather intervenes with play. All visitors, players etc should maintain social distancing protocols in vehicles either travelling to the ground or when at the ground. Our website and social media profiles are used to communicate whether matches are playable or not to keep players and visitors informed if wet weather is likely or has affected prospects of play.
	Assess your organisation's capability to open changing rooms safely and to maintain control measures including capacity limits, cleaning protocols and ventilation.	Both home and away changing rooms are of a good size, sufficient to enable players to respect social distancing guidelines. Both have front and rear doors and windows which will remain open to provide through ventilation. Regular cleaning will be undertaken. All teams will be asked to maintain social distancing within the changing areas and

		ensure all windows and doors remain open. Whenever possible players should remain outside the changing rooms and should only use them for changing, padding up and showering after the game.
Social and Hospitality Areas		
	Have you ensured your social and hospitality areas will remain closed?	No social areas will be open at Hilltops.
Hygiene and Cleaning		
	Develop an appropriate cleaning plan	No social areas will be open at Hilltops, so the cleaning plan focuses solely upon the changing rooms, showers, toilets and the first aid/Covid room.
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Staff will be provided with the appropriate cleaning materials, protective equipment and training for effective cleaning of the areas noted above.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Warm water, soap, disposable towels and bins to be provided in all toilets. Touch points will be checked and cleaned before opening and every hour whilst open and before closing.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Hand sanitiser will be provided within the toilets.
	Provision of suitable wipes and hand sanitiser on the field for Hygiene Breaks.	These will be provided at suitable points around the playing area for player usage only.
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.	Only the toilet facilities will be open at Hilltops, so we do not see this as a risk. Water systems are regularly checked by qualified personnel.
	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).	There is no gas. Regular PAC testing is carried out on all electrical appliances and fire extinguishers were checked and certified in July 2020 and will be done so again in summer 2021.

	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 staff have been working throughout the lockdown period, so the wickets and outfield will be ready for the start of the season.
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.	Fully stocked first aid kit on site.
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID?	Several club members fully first aid accredited and further COVID appropriate information to be provided. First aid kit will be sanitised if used or items replaced.
	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		
	Safety checks on machinery, sightscreens and covers.	Ground staff have been using machinery during the lockdown period. Sightscreens and covers will be checked and cleaned prior to 2021 season.
	Check and repair of any damage to pitches and outfields.	Ground staff have been working during the lockdown period so that pitches and outfields will be ready for the season.
	Check and repair of any damage to practice facilities including nets	Complete. Net repairs have been carried out prior to the commencement of the 2021 season, including the addition of batting sheets to the main net.
What are the hazards?	The primary focus is the need to observe the detailed requirements on number restrictions and social distancing. We are also mindful of the responsibility we have to our members and families when we travel to other grounds. We need to obtain assurances that our hosts have acceptable risk assessment procedures in place.	
Who might be harmed?	Members, players and families/guests.	

Controls required		Action Taken by the Club
	Identify your own control measures required.	To avoid misunderstanding and the risk of confusion we will request that event times and match regulations are agreed prior to play commencing. We will want assurance on our opponent's risk assessment adequacy. Feedback and change where appropriate will be essential as the roadmap out of lockdown guidance is produced.

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.	

CLUB PREPARATION CHECKLIST FOR CLUBS IN ENGLAND IN 2021

Government Roadmap Step 3 | May 2021



Clubs and venues should not open until they are ready to do so safely and in full compliance with relevant legislation and guidance.

This checklist has been designed to support you in developing your risk assessment and risk mitigation plans. The list is not exhaustive, and it is your club or organisation's responsibility to ensure that you are compliant and that you have met your duty of care.

No	Action	Completed
1	Preparation	
1.1	Have you read the government guidance including: <ul style="list-style-type: none"> • Roadmap out of Lockdown – which outlines what can be done when. • Grassroots sports guidance for the public and sport providers. • Sport England Guidance. • Meeting with others safely (social distancing). • Face coverings. • NHS Test and Trace: how it works. • Maintaining Records for NHS Test and Trace. • Restaurants, pubs and takeaway service. 	Yes
1.2	Have you read and understood this ECB guidance document?	Yes
2	Organising cricket activities	
2.1	Have you developed a method for making all participants aware: <ul style="list-style-type: none"> • Of the need to self-assess for COVID-19 symptoms prior to leaving home and to not attend if symptomatic but to follow NHS and PHE guidance on self-isolation? • Of the increased risk associated with taking part in cricket activity? • Of the advice to comply with public health restrictions and avoid high-risk behaviour outside of the cricket setting? 	Yes

	<ul style="list-style-type: none"> • Of the need to adhere to legal gathering limits before and after cricket activities and to act responsibly to limit transmission risk wherever possible? • That it is their choice to participate in a modified version of the game and the need for them to comply with COVID-19 measures? • That people with health conditions that put them at increased risk should consider the risks of participating in cricket activity? • The requirement to shield when applicable? • That social distancing and good hygiene practice should be maintained at all times at the venue? • The need to limit the time spent congregating at a venue before and after the cricket activity? • That they should bring their own food (including tea) and drink and water bottles should be clearly marked with the owner’s name and not shared? • Legal gathering size limits should be observed off the field? • That sharing of equipment must be avoided where possible? • Of the adaptations to playing conditions (such as hygiene breaks)? • That no sweat or saliva should be applied to the ball? 	
2.2	Have you developed a process for communicating and ensuring that spectators are not permitted (with limited exceptions – see the guidance)?	Yes
2.3	Have you made reasonable adjustments for disabled participants in line with guidance on when and where cricket can be played and by whom?	Yes
2.4	Are you compliant with recommended supervision ratios for Supervised Children’s Activity?	Yes
2.5	Have you carried out DBS checks where applicable?	Yes
2.6	Have you developed and communicated a protocol for parents?	Yes
2.7	Have your coaches read and understood the guidance to coaches in this document?	Yes
2.8	Have you taken measures to manage the use of practice nets safely?	Yes
3	NHS Test and Trace	
3.1	Have you developed a legally compliant system for recording, managing and disposing of attendee contact data as required by NHS Test and Trace?	Yes

3.2	Have you produced and displayed your NHS QR Code?	Yes
4	On your Ground	
4.1	Have you referred to the latest GMA Guidance on grounds maintenance during COVID available here ?	Yes
4.2	Have you risk assessed the safe occupancy numbers of your nets and installed appropriate signage? Have you communicated these limits in your documentation and signage?	Yes
4.3	Have you risk assessed the safe occupancy numbers of your field of play and surrounding areas for both organised sport and other use scenarios, taking into full account supervision ratios, social distancing and legal gathering limits? Have you communicated these limits in your documentation and signage?	Yes
5	People Management and Communication	
5.1	Have you made suitable adaptations to venue layout and signage for the legal gathering size limits to achieve compliance with these restrictions off the field of play?	Yes
5.2	Have you assessed the different user groups (participants), their numbers and needs and developed a plan to move them to, within and from your venue safely?	Yes
5.3	Have you assessed the time that different user groups will spend at the venue and managed the risk accordingly?	Yes
5.4	Have you developed a communication plan?	Yes
5.5	Have you tailored this to different user groups and adapted for young people or those with a disability?	Yes
5.6	Have you used all your communication channels to reach different people effectively (social media, email, website etc.)?	Yes
5.7	Have you corresponded with your league (where applicable) and opposition to let them know your COVID plans and how they need to act when they are at your venue?	Yes
5.8	Have you developed your signage, thought about where signage is needed and installed appropriately?	Yes

5.9	Have you carried out briefings with your employees, contractors and volunteers and kept records to show that this has been understood and an opportunity to have questions answered has been given?	Yes
6	In your Buildings	
6.1	Have you developed your cleaning plan?	Yes
6.2	Have you carried out a thorough clean of all areas, all surfaces and all potential contact points before opening?	Yes
6.3	Have you planned to carry out an all surface clean daily pre- and post-opening?	Yes
6.4	Have you identified common touch points (such as door handles, gaming machines, sanitiser stations) and a plan to clean these frequently (e.g. hourly)?	Yes
6.5	Have you provided suitable training, materials and PPE for your staff or volunteers to carry out cleaning to your plan?	Yes
6.6	Have you maximised ventilation by opening windows and doors (not fire doors)?	Yes
6.7	If you have an air conditioning system has it been set to exchange with external air and not recirculate?	Not applicable
6.8	Have you carried out the necessary checks and actions to manage the risk of Legionella? See the guidance from the HSE here .	Yes
6.9	Have you checked 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)?	Yes
6.10	If services were isolated – have they been reinstated by a qualified professional?	Not applicable
6.11	Have you assessed the maximum occupancy of your available rooms (room use limited as per Step 3 – see guidance above) to enable Social Distancing to be maintained, and established a suitable circulation system / one-way system?	Yes
6.12	Have you used signage and floor markings to communicate this?	Yes
6.13	Have you developed and communicated your changing room closure (save that it can be used by people with disabilities) / emergency use plans?	Yes

	Although changing rooms are not generally in use, are you still maintaining cleaning and regular maintenance to maintain safety, particularly if the changing room is to be used by those with disabilities, in an emergency or as an isolation room for suspected COVID cases)?	
6.14	Have you developed your toilet operating plan? Have you got a toilet checking and cleaning programme in place?	Yes
6.15	Have you got signage on handwashing technique and have you provided soap for hand washing?	Yes
6.16	Have you assessed handwashing queues and whether or not suitable hand sanitiser can be provided to support this?	Yes
6.17	Have you assessed optimum locations for hand sanitiser stations and where these should be located?	Yes
6.18	Have you assessed the quantities of hand sanitiser required (anticipate for Day 1, review for Day 2 and so on) and purchased enough to maintain supply?	Yes
6.19	Have you considered how your scoreboard can be used safely?	Yes
6.20	Have you got a plan for what you are going to do in wet or sunny weather (use personal vehicles, use temporary structures like gazebos and marquees etc)? Have you communicated this plan?	Yes
7	Social and Hospitality Facilities	
7.1	Have you read and understood the requirements of the government guidance for restaurants and bars available here?	Yes
7.2	Have you put in place a food and beverage service plan that conforms to the requirements of the government guidance for restaurants and bars available here?	Yes
7.3	Have you reviewed your food and beverage service plan to ensure that it is compliant with your premises licence or club premises certificate for the serving of alcohol?	Yes
7.4	Have you updated your cleaning plan to include food and beverage preparation, service and consumption areas?	Yes
7.5	Have you updated your staff/volunteer training plan to include the requirements of your food and beverage service plan?	Yes
7.6	Have you updated your signage and communications plan to include the requirements of your food and beverage service plan?	Yes

7.7	Have you updated your assessment of PPE requirements and provision to include the requirements of your food and beverage service plan?	Yes
7.8	Have you reviewed and updated your COVID risk assessment to include your food and beverage service plan and the above?	Yes
7.9	Have you communicated your updated COVID risk assessment and plans?	Yes
8	PPE, First Aid, Injuries and Emergencies	
8.1	Have you made sure that your first aiders have reviewed the advice provided by St John Ambulance on first aid during the COVID Pandemic – available here .	Yes
8.2	Have you checked that your first aid kits are stocked, in date and available during activities?	Yes
8.3	Have you assessed the PPE (including face coverings) required by your first aiders and made that available in/with the first aid kits?	Yes
8.4	Have you checked that your Automated External Defibrillators (AEDs) are working, serviced and available during activities?	Yes
8.5	Do you have a cleaning plan for any treatment or isolation facilities?	Yes
8.6	Do you have a legally compliant record keeping system for recording the contact details of those receiving and providing close-contact care/interventions for the purposes of NHS Test and Trace?	Yes
8.7	Have you assessed the requirement to supply / wear face coverings in your buildings?	Yes
8.8	Have you made and communicated a plan on what to do if someone develops COVID symptoms at your venue?	Yes
8.9	Do you have an emergency plan and are the appropriate people familiar with the guidance for first responders , in case of emergency situations?	Yes
8.10	Have you supplied suitable cleaning wipes and hand sanitiser for the field of play and have you instructed match officials to provide suitable hygiene breaks?	Yes
9	Risk Assessment	
9.1	Have you completed your COVID Risk Assessment and shared this with your participants? (See Appendix 2)	Yes

9.2	Have you shared your operations plan and COVID Risk Assessment with your insurer and insurance advisor?	Yes
10	Updates required at Step 3	
10.1	Have you carried out a risk assessment to determine whether or not it is safe for you to open changing rooms and showers and what steps are required to do this safely (see the Changing Rooms section in Part 2)? Note that no venue is obliged to provide changing facilities (other than to disabled persons or to those needing it for safeguarding purposes, where such provision can be made available safely).	Yes
10.2	Have you determined your changing room policy and communicated that to all users prior to their arrival?	Yes
10.3	Have you carried out a risk assessment to determine whether or not you can extend hospitality provision indoors and that any such provision is compliant with government guidance on hospitality?	Yes
10.4	Have you carried out a risk assessment to determine whether or not it is safe for you to provide teas to players during matches? No club or venue are obliged to provide teas at this stage. Have you communicated your plans for teas to all players and match officials?	Yes – no teas will be provided
10.5	Have you carried out a spectator risk assessment, determined safe capacity and developed and communicated a management plan for spectators?	Yes

Having reviewed your checklist, you should complete your COVID risk assessment to record your assessment of risk and the actions you have taken to reduce these risks in compliance with the legislation and guidance. Append the completed check list to your COVID risk assessment.

Swardeston CC Participant Guidance note

All participants in open-age cricket should be aware of the following measures:

- If you have a health condition that puts you at increased risk you should consider the risks of playing cricket.
- It is your choice to participate in a modified version of the game.
- If you have COVID-19 symptoms you should follow NHS and PHE guidance on self-isolation.
- Shield when applicable.
- There are increased risks associated with taking part in cricket activity.
- Comply with public health restrictions and avoid high-risk behaviour outside of the cricket setting.
- Follow legal gathering limits before and after cricket activities and act responsibly to limit transmission risks wherever possible.
- Social distancing and good hygiene practice should be maintained at all times at the venue.
- Limit the time spent congregating at a venue before and after the cricket activity.
- The Rule of 6 (or as a group made up of two households) should be observed off the field.
- Changing rooms are available for use in accordance with government guidelines although we continue to encourage arriving and going home in kit.
- There will be no provision of match teas or drinks so bring your own food and drink and do not share water bottles.
- Sharing of equipment must be avoided wherever possible.
- Playing conditions have been adapted e.g. hygiene breaks.
- Sweat or saliva should not be applied to the ball.