

Appendix 2: Risk assessment template

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 – junior training sessions at Swardeston Common – Tuesday nights/Dynamos/All Stars	
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, accounting for social distancing, legal gathering size limits and supervision ratios where applicable?	<ol style="list-style-type: none"> 1. We have assessed that the facility provides sufficient space for juniors and their coaches to practice without undue risk of transmission. There will be 4 categories of players (under 8, under 9, under 11 and girls) training at the Common. Each category will be kept apart from each other and players within each category will be discouraged from extensive and extended close contact with other players 2. There is sufficient capacity on site for parents and spectators to remain socially distanced 3. Queuing for registration at the start of the evening will be managed with reminders to parents of the need to socially distance. We will provide 2 registration points in order to minimize the amount of queuing time

		4. Details of clubhouse capacities are set out under the buildings section below.
	Have you determined the safe capacity of your net practice facilities accounting for social distancing and legal gathering size limits?	Not applicable
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
	Have you assessed control measures for preventing spectators (with limited exceptions – see guidance?	As our ground is on common land we cannot prevent people using the areas around the playing area. However 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 seating areas are set out in the relevant section below. Signage will be in place confirming these restrictions at relevant locations around the ground. Club officials will be on hand to ensure the current guidance is being followed.
	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 and parents via our website and social media platforms to self screen and not attend the cricket club 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.	All players and their parents, and their contact details, will be registered at the start of each session.
	Ensure that your NHS QR Code poster has been produced and displayed for use by visitors.	This is in place.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	This is set out in the building section below.

	A plan for where parents and players will sit whilst watching cricket activities.	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 2 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 Common is a public area and is an open area of land. Signage is in place at matches to remind spectators and visitors of the government guidance.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	<p>Coaching and registration There will be written instructions and a training briefing for volunteers. The club will stress that they cannot attend if they (or anyone in their family group) have had Covid symptoms.</p> <p>Bar Training briefing to be completed with staff and volunteers and confirmation that they cannot attend if they (or anyone in their family group) have had Covid symptoms. Disposable face masks and gloves provided to all staff and volunteers before each shift. Visor provided for allocated first aid area</p> <p>Any customers who fail to respect social distancing guidelines will be asked to respect the club's policies and government guidelines or leave the premises if within the clubhouse.</p> <p>All staff training will be documented and recorded. Club officials have seen and read the ECB and government guidelines and will be on hand at training to monitor that guidance is being followed.</p>

Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	When the club room is open the front door, patio door, windows and any internal doors will be kept open to maintain a constant flow of fresh air through the building.
	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.	Clear signage and floor markings along with restricted signage is provided to communicate the following: The Club room area has a capacity of 22 people to be seated either socializing or spectating cricket. This is possible whilst maintaining social distancing guidelines between 'bubbles'. Simultaneously 2 people can be queuing for the bar inside the club room. 1 person at a time can use the male and female toilets in the club room and in the village hall. Hand sanitiser and disposable towels will be provided at entry points and exit points.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	All internal seating will be distanced to meet social distancing guidelines. All seats and table surfaces will be sanitized and cleaned after each customer/group vacates.
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	We will advise players and parents 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 postponed training sessions. E mails will also be sent to parents and coaches
	Assess safe changing room capacity and communicated this. Assess your organisation's capability to open changing rooms safely and to maintain control measures including capacity limits, cleaning protocols and ventilation.	NA – changing rooms will not be in use during junior training sessions
Social and Hospitality Areas		
	Have you read and understood the requirements of the government guidance for restaurants and bars available here?	Yes
	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

	Have you assessed the safe capacities for table service of food and beverages indoors and outdoors (subject to social distancing and legal gathering size limits)?	Yes
	Have you a plan in place to serve take-away food and alcohol that takes into account social distancing?	Yes, no food will be provided from the club room. We are providing food from third party providers from an area outside the clubroom.
	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
	Have you updated your cleaning plan to include food and beverage preparation, service and consumption areas?	Yes, no food will be provided from the club room.
	Have you updated your staff/volunteer training plan to include the requirements of your food and beverage service plan?	Yes
	Have you updated your signage and communications plan to include the requirements of your food and beverage service plan?	Yes
	Have you updated your assessment of PPE requirements and provision to include the requirements of your food and beverage service plan?	Yes
	Have you risk assessed whether or not you can provide teas safely at this stage.	Yes and we will not be providing teas
	Have you reviewed and updated your COVID risk assessment to include your food and beverage service plan and the above?	Yes
	Have you communicated your updated COVID risk assessment and plans?	Yes and will continue to do so via social media, club websites emails etc
Hygiene and Cleaning		
	Develop an appropriate cleaning plan	Cleaning will be completed using disposable paper cleaning materials to ensure compliant disposal after cleaning. Tables and chairs will be cleaned before each new customer/party uses the facility. The club room, toilets, tables and chairs will be mopped and cleaned before closing each day. All touch points will be sprayed and cleaned with appropriate products prior to opening and then every hour whilst the club room is open
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Training briefing to be completed with staff and confirmation that they cannot attend if they (or anyone in their family group) have had Covid symptoms.

		<p>All staff will be expected to wear disposable masks when working in the club room whilst not protected by the Perspex screen.</p> <p>Disposable medical gloves will be provided. All staff will be expected to wear when working in the club room whilst not protected by the Perspex screen.</p> <p>Staff will have hand sanitiser available to them at the server area outside and behind the bar and will use before entering the bar area and upon returning from any cleaning duties and after handling any cash payments.</p> <p>All coaches will be provided with hand sanitiser and wipes for use during the coaching sessions.</p> <p>Volunteers on the registration desk will wear gloves and a mask.</p>
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	<p>Warm water, soap, disposable towels and bins to be provided in all toilets.</p> <p>Touch points will be checked and cleaned before opening and every hour whilst open and before closing.</p>
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	<p>Hand sanitiser will be provided at entry and exit points to the club room and within the toilets.</p> <p>When permitted to use sanitiser will be provided on the bar and at any outdoor serving areas.</p>
	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.
	Have you risk assessed the PPE requirements for food and beverage table and takeaway service?	Yes
	Have you included the cleaning of seating areas in your cleaning plan?	Yes see above
	Have you included the cleaning of changing rooms and showers in your cleaning plan?	Yes see above
	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.	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.	Complete, ground staff have been working through the lockdown period.
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.	Checked and confirmed as at 15th July 2020 and will be checked again in summer 2021.
	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. Fully stocked first aid kit on site First aid kit sanitised if used
	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.	The AED is situated on the wall adjacent the club room entrance. This is fully functional and available to all.
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.	Complete, ground staff have been working during lockdown. Sightscreens cleaned and painted and new inflatable cover purchased for 2020 season. All will be checked and cleaned prior to 2021 season.
	Check and repair of any damage to pitches and outfields.	Complete, ground staff have been working during lockdown.

	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.
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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