



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?	Church & Oswaldtwistle CC 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.	A statement will be placed on the Club website/social media advising people not to travel if they are shielding, displaying symptoms of covid 19 or feeling generally unwell. Safe ways of working adopted for 1)training and 2) matches
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	In order to ensure numbers are kept to a minimum only current members and those from 2020 will be admitted. Indoor areas closed. Outdoor seating is arranged in accordance with social distancing requirements and a separate hospitality area has been set up.
	A plan for where parents and players will sit whilst watching cricket activities.	Indoor facilities in the tearoom are closed, save for toilets, and the bar is closed. Changing rooms may be used for changing, accessing the toilets, first aid and safeguarding purposes only. There is a maximum capacity of four per changing room at any one time and social distancing guidelines must be adhered to and face masks must be worn. Hand sanitizer in place. Player areas, home & away, cordoned off and signage in place. Outdoor seating arranged in accordance with social distancing requirements. Separate hospitality zone set up.
	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.	The risk assessments and any appropriate guidance will be made available via the club website and, if appropriate, Club social media. Appropriate signage advising of the Club's control measures sourced and in place in key areas ahead of matches/training sessions. Safe way of work in place for matches.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Committee/staff/Volunteers consider and discuss the operation of the Club before season commences to ensure compliance with Government & ECB guidance. This is to be kept under review as and when any guidance issued by Government or ECB changes. All staff and volunteers advised of hygiene and

		social distancing requirements. All staff and volunteers to be trained to implement and adhere to control measures. Appropriate training records maintained .
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Bar closed. Tearoom only accessible to two volunteers in the kitchen area and one person at a time when using the toilets. Windows and stable door and main tearoom door to be opened to allow ventilation. Pavilion closed except for specific purposes outlined in safe system of work for training/matches , players to arrive changed.
	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.	A maximum of two volunteers in tearoom. Socially distanced queuing system for toilets is outside not inside the building. Queuing markers to be in place to ensure adherence to social distancing guidelines. Toilet protocol in place and vacant/engaged lighting system installed.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	N/A as tearoom seating area and bar both closed
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	No indoor areas available in event of rain players/visitors to return to own vehicles and adhere to social distancing guidelines.
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.	All attendees are required to provide their contact details. Bar closed. Tearoom open for drinks/food only. NHS QR system and paper check in register in place, signage in place. Records to be destroyed after 21 days. One

		in / one out in operation for use of toilets. Hand sanitiser, anti bac spray and disposable towels in situ in toilets
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	Tearoom near carpark to serve food/drinks service only from the stable door at committee room end of building and must be consumed whilst seated in socially distanced manner. Table service in hospitality zone. Players to be seated in demarked area to front of pavilion
	Steps taken to minimise time and the number of people at the bar.	N/A. Bar closed. Social distancing and queue signage in place for when and if queuing to collect food/drinks from tearoom stable door. Food/drink to be ordered in hospitality area by waiter service or by text and order placed on a table outside the stable door for collection thereby reducing contact and number of persons handing the food/drink containers. Players to bring own food and refreshments
	Steps taken to minimise contact points at payment or around the hospitality space.	Contactless payments preferable by card reader at point of order. Hand sanitizer in place at point of order, collection and payment
	Suitable PPE provision and training for staff and volunteers.	Masks, gloves, & hand sanitiser available. Staff/Volunteers to be trained in protocols and to use anti bac hands between customers. Masks to be worn when serving customers. Cordon in place so as to maintain social distancing
	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Only disposable cups, glasses, cutlery and food trays/bags to be used. Catering disposables sourced and in situ. Food/drinks purchased to be placed on table at stable door to allow for collection with minimum handling of the products. Visitors asked to ensure they remove all rubbish at end of visit, bin bags available. Service table to be wiped down and disinfected between each service.
	Deep cleaning strategy to minimise COVID-19 transmission risk	Cleaning as per safer food better business and covid 19 tearoom risk assessment. Deep cleaning to be carried out before and after tearoom opening and cleaning carried out at regular intervals during service.

	Daily cleaning strategy to minimise COVID-19 transmission risk.	Cleaning as per safer food better business and covid 19 tearoom risk assessment
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Wipe down service table with anti bacterial spray and disposable paper towel in between customers. No other touch points by customers
Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Antibacterial spray, cleaning spray, disposable paper towel and disposable cloths sourced and in situ. Face masks, gloves and hand sanitizer available for staff/volunteers. Staff/volunteers consulted on arrangements and strategies for safe food/drinks service put in place for respective areas/functions eg cricket training, matches, food/drink service, grounds maintenance
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Hand sanitiser station available at entrance to tearoom for toilet access. Hand sanitizer station available to players during hygiene breaks. Hand sanitizer available in players areas. Hot water, hand wash, disposable towel and waste bin in situ in toilets. Tearoom kitchen area taped off from main entrance and socially distanced
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Hand sanitizer available at Committee Room and around ground and in situ in tearoom/toilets
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Anti bacterial hand wipes & sanitizer sourced and in situ for use during matches
	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.	No storage of water in tearoom and taps /water supply has been used throughout
	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 certification and insurances are up to date and have been checked and discussed at Committee. Fire extinguishers and fire blanket in place, PAT testing completed., gas safety & electrical checks in line with requirements. Fire Risk Assessments completed and up to date.
	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.	The volunteer grounds men have worked throughout lockdown in order to maintain the ground and facilities and to ensure it is ready and safe for 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	First aiders, facility users, staff, volunteers and visitors

	harmed?	
	Controls required	Action Taken by the Club
First Aid		
	Check that your first aid kits are stocked and accessible during all activity.	First Aid kits available in committee room, entrance way to changing rooms and tearoom. (changing rooms themselves are out of use except in the specified circumstances. Face masks, gloves & hand sanitiser have additionally been placed with the first aid boxes in view of Covid 19.
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	First Aider has been informed that in the event of it being necessary to administer first aid then face mask and gloves should be worn and hand sanitiser applied. Social distancing should be adhered to at all times where possible. Face shield in first aid kits in the event of resuscitation being required. Guidance also provided in the event that somebody develops symptoms whilst on site ie leave site immediately or isolate til possible
	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.	N/A

	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.	Checked by grounds men and safe
	Check and repair of any damage to pitches and outfields.	The grounds men have worked throughout lockdown in order to maintain the ground and ensure it is playable once permitted. All Checked and safe
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Checked and safe
	What are the	Transmission of Covid19 – Nets, Ground Practice & matches

	hazards?	
	Who might be harmed?	Players, volunteers, spectators
	Controls required	Action Taken by the Club
	Identify your own control measures required.	Safe ways of working in place for nets, training & matches. Social distancing guidelines to be applied in accordance with current government & ECB guidance and are subject to review
		Social distancing signage placed around ground and on nets to remind all of the need to adhere to the guidelines
		Hand sanitiser available at hand sanitiser stations and participants to sanitise hands at 20 min intervals. Hand sanitiser available for spectators and also at net facility during training. Participants reminded of need to sanitise hands before during & after training and regularly during matches.
		Spectators are allowed from the 17 th May 2021. Social distancing guidelines to be adhered to – currently no more than 6 persons in a group or two households for hospitality zone; groups of up to 30 socially distanced whilst spectating, groups not to interact. Relevant information is in the safe way of work for matches & training, the risk assessments and summary document and all participants and spectators should familiarize themselves with these documents. It is important that when on the ground participants and spectators remain socially distanced in such numbers as are compliant with current government guidelines.
		Players to bring their equipment, hand sanitiser and own drinks and must not share bottles/cups etc and remove the bottles/cups at end of practice. Drinks/bottles must not be taken into the net facility. All rules for the use of the nets must be adhered to.

		Completed & approved by Committee 14 th April 2021
		Reviewed and amended 15 th May 2021