

Appendix 2: Risk assessment template

Church & Oswaldtwistle Cricket Club

Date completed 14/04/2021

By: Philip Sykes

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?	The ground is a large open expanse of land. There are sufficient seating arrangements for people to socially distance. There is adequate space to ensure socially distanced practice can take place
	Have you determined the safe capacity of your net practice facilities accounting for social distancing and legal gathering size limits?	Limited to only one lane in use at a time; maximum 5 persons in the net. Method of safe work for training and rules for use of nets in place and communicated
Organised activities		
	Have you review playing guidance and make suitable adaptation to your approach to practice and matches?	Yes. We will be following ECB Guidance
	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 will have sufficient coaches in attendance and DBS checks have been carried out and registered on the SHMS
	Have you assessed control measures for preventing spectators (with limited exceptions – see guidance?	The Clubhouse is closed. Only “patrons” will be admitted for the purpose of hospitality; information on website/ social media
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.	Two households can currently mix or rule of 6 ie a group of up to 6 people from different households
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.	All participants and anybody attending at the Club are advised to self screen; information on website and social media
Ensure that NHS Test and Trace data collection system is in place and that it is compliant with Information Commissioner's Office guidance.	NHS QR Code displayed in tearoom & committee room windows and a GDPR compliant Track & Trace Register is available and is to be used for those not able to access the QR Code system
Ensure that your NHS QR Code poster has been produced and displayed for use by visitors	NHS QR code generated and poster displayed as above
Have you updated your NHS Test and Trace contact detail collection and record keeping process to include casual spectators that might come into contact with players etc?	Casual spectators are not permitted at Stage 2; this will be reviewed as and when further guidance is issued
An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	The Clubhouse is closed; there is adequate space on the ground to socially distance & appropriate signage is in place; toilets have had an external vacant/engaged lighting system fitted to ensure only one person at a time can access the toilets (with exception of carers of a disabled person or child)
A plan for where parents and players will sit whilst watching cricket activities.	Home & away players areas marked; parents are only allowed if required for safeguarding purposes. If in attendance there is adequate space to socially distance
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 displayed around ground & information communicated via website & social media
Have you provided clear signage at unmanned entrances restricting access to those not directly involved in the activity? i.e. No spectators allowed at Step 2.	Signage in place
Staff and volunteer training to support the implementation of the plan, with suitable training records.	Volunteers & Committee Members provided with copies of procedures and guidance
Buildings	
Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Windows and doors to remain open

	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.	Building only accessed for toilets. Vacant/engaged lighting system in place & signage visible at entrance
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Sufficient socially distanced seating available
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	Practice to be cancelled as per safe system of work for training. During match players must socially distance and return to their vehicles.
Social and Hospitality Areas		
	Have you ensured your indoor social and hospitality areas will remain closed?	Yes
	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 outdoors (Rules of 6 / 2 Households)?	Yes
	Have you a plan in place to serve take-away food and alcohol that takes into account social distancing?	Yes
	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
	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. Additional PPE & cleaning materials has been purchased and ordered through the ECB Lifebuoy promotion.
	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 on website & via social media
Hygiene and Cleaning		
	Develop an appropriate cleaning plan	Regular cleaning schedule in place

	Materials, PPE and training that you have provided to your staff for effective cleaning.	Stock has been purchased, cleaning schedule in place for SFBB reviewed in light of covid
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Yes - toilets
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Yes sanitiser stations at entrance to toilets and outside committee room
	Provision of suitable wipes and hand sanitiser on the field for Hygiene Breaks.	Stock sourced and available
	Have you assessed safe capacity level for outdoor hospitality areas?	Ground sufficiently large to ensure social distancing in line with current government guidance
	Have you risk assessed the table and takeaway service of food and beverage?	Yes
	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
	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.	N/A no storage of water in tearoom.
	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).	Regular safety checks carried out - PAT testing, gas safety checks, electrical safety inspections, fire safety, fire extinguisher/blanket
	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.	Socially distanced maintenance work is ongoing
	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 kits stocked and available in Committee Room , Pavilion entrance & tearoom. Additional face masks, gloves available face shields in kits

	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID?	Advised them to familiarise themselves with St Johns Ambulance guidance
	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 & ongoing
	Check and repair of any damage to pitches and outfields.	Checked & ongoing work on outfield and square
	Check and repair of any damage to practice facilities including nets	Checked
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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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