

Risk assessment template

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

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?	Yes – signs produced and members informed via social media of guidelines provided by ECB
	Have you determined the safe capacity of your net practice facilities accounting for social distancing and legal gathering size limits?	Yes – net bookings taking place, Max of 6 users per net with 2 x 1 hour timed slots. Another group of 6 to be doing fielding practice away from nets. If needed we have capacity for 4 groups of 6 doing fielding practice socially distant and 1 group of 6 in nets Nets to be sanitised at end of Nets practice.
Organised activities		
	Have you review playing guidance and make suitable adaptation to your approach to practice and matches?	Yes
	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?	Not applicable until July All Stars will reassess risk then

	Have you assessed control measures for preventing spectators (with limited exceptions – see guidance)?	We have informed our members of the spectators rule but are a public open space so restrictions of people turning up is out of our control but we have put up signage.
People Management and Communication		
	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 informed members that they should not attend if showing any symptoms and those shielding not to attend
	Ensure that NHS Test and Trace data collection system is in place and that it is compliant with Information Commissioner's Office guidance.	Yes we will have a list of all members attending which will be kept for minimum of 21 days. We have asked away captains to do the same.
	Ensure that your NHS QR Code poster has been produced and displayed for use by visitors	No we will keep track and trace details.
	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?	Yes we will have a list of all members attending which will be kept for minimum of 21 days. We have asked away captains to do the same.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Yes
	A plan for where parents and players will sit whilst watching cricket activities.	Yes we have placed signage
	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.	Yes we have placed signage and communicated on 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.	Yes we have where we can but we play on a public open space so cannot control who attends to spectate
Buildings		

	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Not applicable – Bar only open to takeaways
	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 buildings closed
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Yes clear signage separating home and away teams
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	Yes asking players to go to cars if rain stops play
Social and Hospitality Areas		
	Have you ensured your indoor social and hospitality areas will remain closed?	Yes changing rooms will remain closed. Bar will only be open for takeaway. No entry to bar for non bar staff. No entry to bar for non bar staff. Bar staff are Pam Palmer, Keith Palmer, Amy Brooks, Robbie Fowle and Stan Fowle
	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)?	No table service takeaway only
	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
	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 to committee members. No entry to bar for non bar staff. Bar staff are Pam Palmer, Keith Palmer, Amy Brooks, Robbie Fowle and Stan Fowle
Hygiene and Cleaning		
	Develop an appropriate cleaning plan	Yes
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Yes
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Yes
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Yes

	Provision of suitable wipes and hand sanitiser on the field for Hygiene Breaks.	Yes
	Have you assessed safe capacity level for outdoor hospitality areas?	Not applicable
	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.	Not applicable.
	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).	Yes
	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.	Yes
	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.	Yes we have 3 new first aid kits
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID?	First Aiders are aware
	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.	Yes
	Check and repair of any damage to pitches and outfields.	Yes
	Check and repair of any damage to practice facilities including nets	Yes