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?	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.	All individuals notified of the need to self-screen and not attend the club if they are displaying symptoms – or shielding.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Plan Prepared – one way system for club house. Tables set 2m apart both inside and out. Toilets on a one-in-one out basis
	A plan for where parents and players will sit whilst watching cricket activities.	Parents to sit in socially distanced groups – max 6 per group, taking into account family and bubble groupings. Players to sit in socially distanced separate areas one team either side of pavilion steps
	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 ordered and installed
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Volunteers informed of the plan
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	When pavilion open (for toilets) and for limited bar use – two sets of doors to be kept open at all times. One way system in operation
	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.	Maximum number of people within the club house at any one time is 12, when the bar is open this equates to 2 bar staff and 10 other people – all socially distanced.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	5 tables will be set up each with 2 chairs
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	During wet weather a maximum of 10 people in the main clubhouse, and a number on the verandah and under a gazebo all socially distanced, the remainder to return to their cars

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.	Team Sheets recorded including umpires & scorers. Other members to be recorded and visitors to the club house
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	Verandah area or lawn area to the side of the pavilion – if required
	Steps taken to minimise time and the number of people at the bar.	Only one person at the bar at any one time, order and pay at one end, collect at the other. No bar stools present. Only max of 5 socially distanced tables in the club house with max 2 chairs per table
	Steps taken to minimise contact points at payment or around the hospitality space.	Contactless payment
	Suitable PPE provision and training for staff and volunteers.	Gloves & Masks available for bar staff
	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Drinks only served in bottles, cans and plastic glasses. All to be "binned" in open receptacle provided – tables to be cleaned with anti-bacterial spray and paper towels
	Deep cleaning strategy to minimise COVID-19 transmission risk	Cleaner to clean in line with Covid-19 requirements before and after facility is used
	Daily cleaning strategy to minimise COVID-19 transmission risk.	Cleaner to clean in line with Covid-19 requirements before and after facility is used – very limited club house opening
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	On site cleaning with anti-viral spray
Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Masks and gloves for volunteer bar staff, cleaning materials and guidance offered to coaches and captains
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Provided in all toilets
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	At the entrance to the club house and at the bar counter
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Provided by the club, and by players
	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.	Plumber has visited the club 08/07/2020 to drain the system and test
	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).	Routine tests have been carried out including electrical safety and fire safety, and a/c system
	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 Chairman working with the Groundsman have ensure the grounds (Henley and Nettlebed) are properly prepared and safe to use.

	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
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	We have asked anyone with Covid-19 or symptoms not to attend the ground. First aiders can repeat these question before administering first aid, and will decline to do so if someone has symptoms – arranging for a professional to attend to them. First aiders can wear a mask and gloves but will not have available NHS standard full PPE
	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.	Checked

	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.	Completed
	Check and repair of any damage to pitches and outfields.	Completed
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Adjusted

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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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