

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	
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. We have setup outdoor areas for players to change and observe from when not involved (eg. Waiting to bat). For those taking part in outside hospitality, we have added additional seating. We are aware of the rule of or a group made up of two households.
	Have you determined the safe capacity of your net practice facilities accounting for social distancing and legal gathering size limits?	Yes. We limit the number of people using the practice nets to a social distanced 6.
Organised activities		
	Have you review playing guidance and make suitable adaptation to your approach to practice and matches?	Yes. For practice and matches we have reverted to outdoor changing and bag storage facilities for players involved. We are playing under modified rules, which means no sharing of equipment, regular sanitization of the ball (with no saliva or sweat being applied), players bringing their own food and drink. After the game participants will exist whilst maintaining social distance. We will also limit the time spend congregating at a venue after the activity and ensure that

		social interaction takes place outdoors and in separate and distinct groups consisting of up to 6 people or two households.
	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?	In line with ECB guidance and for insurance purposes we never have more than 8 children to one coach/supervisor in a group, so under Covid restrictions this will not change.
	Have you assessed control measures for preventing spectators (with limited exceptions – see guidance)?	Yes. Information will be updated on our website and other social media channels to all our members/followers of current guidelines.
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.	Yes, we are fully aware of location restrictions that are in place inline with the Government roadmap.
	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.	Yes. The GMCL statement re screening of individuals is on our website and all emails to members along with other social media channels.
	Ensure that NHS Test and Trace data collection system is in place and that it is compliant with Information Commissioner's Office guidance.	Yes.
	Ensure that your NHS QR Code poster has been produced and displayed for use by visitors	Yes.
	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. All visitors to the ground will be asked to complete a contact detail card, rather than just one person from each group as previous.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Yes, with the amount of space we have and the small number of people amateur cricket in Whitefield attracts, we will have no issues maintaining a healthy social distance.
	A plan for where parents and players will sit whilst watching cricket activities.	Yes we have plenty of seating around the ground for parents and carers to watch from.
	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 displayed signage at the ground, reminding people to main social distance and hand sanitise.
	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.	No.

	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Yes, our resident bar staff are well trained and aware of club protocols, having already had a year of practise under these restrictions.
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Doors and windows will be open when the club is open to minimise the risk of transmission (as much as possible) for staff.
	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.	All staff and exec members are well aware of the maximum number of people allowed in the building already for insurance purposes. Once people are allowed inside, we already have our signage and one way system in operation from 2020.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Already covered in the 'Facility Capacities' section.
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	If rain occurred during the game and play was suspended, the players would be able to shelter under their outdoor area and anyone partaking in hospitality would get wet or leave the ground, at which point they are no longer our responsibility.
Social and Hospitality Areas		
	Have you ensured your indoor social and hospitality areas will remain closed?	Yes, no access to the inside of the club will be available other than for staff and people using the one way system to the toilet.
	Have you read and understood the requirements of the government guidance for restaurants and bars available here?	Yes, we are well aware of the guidance which hasn't changed in the last year.
	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, we have no issue here.

	Have you updated your cleaning plan to include food and beverage preparation, service and consumption areas?	Yes, already in place.
	Have you updated your staff/volunteer training plan to include the requirements of your food and beverage service plan?	Yes, staff have been trained.
	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, see above.
	Have you communicated your updated COVID risk assessment and plans?	This document will be on view in the club.
Hygiene and Cleaning		
	Develop an appropriate cleaning plan	Yes.
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Yes, we provide hand sanitisers and masks for staff use.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Yes, the toilets.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Yes. Our bar area when open and our toilet facilities both have suitable hand sanitisers available.
	Provision of suitable wipes and hand sanitiser on the field for Hygiene Breaks.	All players and officials are asked to bring their own sanitiser for use in the hygiene breaks.
	Have you assessed safe capacity level for outdoor hospitality areas?	Yes.
	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.	Work has taken place on the ground over the last month and it is safe and ready for action.
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
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID?	Yes.
	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.	Yes, always in place pre match days
	Check and repair of any damage to pitches and outfields.	Yes, always in place pre match days
	Check and repair of any damage to practice facilities including nets	Yes, always in place pre match days
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.	

--	--	--