



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.	Email Communication and dedicated website page: www.belvoircricket.club/covid19
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Players asked to register online Clubhouse will remain closed bar toilet facilities
	A plan for where parents and players will sit whilst watching cricket activities.	Asked 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.	Signs placed in appropriate places subject to Government guidance
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	All volunteers fully briefed
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Clubhouse to remain closed

	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.	Clubhouse to remain closed
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Outside benches to be placed according to guidelines
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	All people on site to shelter in 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.	Players to register online. Visiting teams – scorebook record – written details of all other visitors
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	N/A
	Steps taken to minimise time and the number of people at the bar.	Bar not open
	Steps taken to minimise contact points at payment or around the hospitality space.	Bar not open
	Suitable PPE provision and training for staff and volunteers.	Yes, as per guidelines

	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Regular cleaning routine in place
	Deep cleaning strategy to minimise COVID-19 transmission risk	Has been done
	Daily cleaning strategy to minimise COVID-19 transmission risk.	All surfaces to be sanitized at regular intervals
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	To be done hourly when necessary. Written records.

Hygiene and Cleaning

	Materials, PPE and training that you have provided to your staff for effective cleaning.	Suitable cleaning products, as per guidelines
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	In place
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	In place
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	In place

	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.	Done
	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).	Done
	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.	Done

	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.	Done
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	Updated with current guidelines
	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.	Done

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

	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.	

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