



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.

RAINHILL CC AND RAINHILL RECREATION CLUB version3- 22/7/20. Approved by Management Committee on 23/7/20

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.	<ul style="list-style-type: none"> 1 ECB and Govt Guidance on the RCC website, social media, and notice boards. 2 All players, officials and parents have received copies (on 11/7/20) of the ECB infographics issued on 8/7/20. Captains and officials have been provided with more detailed briefings. 3 Govt Guidance on Safer Travel was issued on 12/7/20 to Captains and officials for wider distribution
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	<ul style="list-style-type: none"> 1 There is a one-way system in place to allow customers to enter and exit via alternative doors to reduce cross over. (Walls are marked) 2 A maximum of 3 persons will be allowed to que at the bar with contactless payment encouraged 3 In the main room of the clubhouse, there will be 12 tables 2m apart and fixed seating with customers required to sit 2m apart 4 In the Presidents lounge there are 5 tables 2m apart 5 A maximum of 34 customers will be allowed to be seated in the club at any one time 6 Only one person at a time will be allowed to use the toilet. 7 The changing rooms and kitchen will remain locked 8 There are benches and seating outside the front of the clubhouse that can be used sitting 2m apart (see below) <p>*note Govt Guidelines allow those in a household/ bubble to sit together*</p>
	A plan for where parents and players will sit whilst watching cricket activities.	<ul style="list-style-type: none"> 1 In front of the clubhouse there are 33 fixed retractable plastic seats which will be available on a seat 1 leave 2 seats free basis. (signage in place)

		<p>2 There are 6 benches and seating will be based on sitting 2m apart. (signage in place)</p> <p>3 On the outfield boundary there are a further 8 retractable plastic seats.</p> <p>4 Members and visitors will be allowed to bring their own seating if wishing to sit on the outfield boundary</p> <p>*note Govt Guidelines allow those in a household/ bubble to sit together*</p>
	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.	<p>1 Clear signage is in place to support the Govt Guidelines and the ECB Guidance to play cricket at step 4</p> <p>2 The risk assessment has been shared and is located on our web site/notice board</p> <p>3 Players, parents, and officials have been issued with a variety of supporting information including all have received the infographics (on 11/7/20) issued by the ECB on 8/7/20</p>
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	<p>1 Briefing have been carried out with key players and officials including all Captains and Junior managers. A final briefing of Captains and Junior Managers was completed on 20/7/20</p> <p>2 Electronic records are been kept of the information shared.</p> <p>3 There will be ongoing monitoring and review of arrangements in place with a weekly assessment.</p> <p>4 Sharing of best practice from other clubs has been encouraged.</p>
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	<p>1 The ECDC report on Heating, Ventilation and Air Conditioning issued on 22/6/20 has been noted</p> <p>2 A constant flow of fresh air into the clubhouse will be provided by wedged open doors to avoid touch and contact on handles</p>

	<p>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.</p>	<p>1 We estimate that at 2m the maximum occupancy is 40. 2 We appreciate that that 1m + is allowed with mitigation but will endeavor to keep to the 2m's 1 We allow only 3 persons to que at the bar 2 Only 1 person at a time will be allowed to use the toilets 3 Clear signage and floor marking are in place to support the above measures</p>
	<p>Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.</p>	<p>1 The seating arrangements are outlined as above and will be reviewed by the Bar Manager after each day of opening. 2 Seating and tables will be cleaned and sanitized after each customer/party leaves.</p>
	<p>Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.</p>	<p>1 Players/parents and officials will be requested to return to their own vehicles during wet weather breaks. 2 They will not be allowed to congregate in the clubhouse 3 The clubhouse will maintain its maximum occupancy of 40 during periods of wet weather to ensure effective social distancing</p>
<p>Social and Hospitality Areas</p>		
	<p>Plan to solicit and maintain records of your member attendance, customers and visitors - to be maintained for 21 days and then destroyed.</p>	<p>1 The Recreation club are operating a signing in and out member/visitor book located in a stipulated area- will collect details-name, contact number signature and date/time. 2 All cricket matches will have team sheets (including umpires/scorers) exchanged- captains will photograph both team sheets for track and trace purposes. A further record will be kept on play cricket for most senior games. 3 Records apart from play cricket will be kept for a minimum of 21 days and destroyed</p>

Identification of suitable areas for outdoor service that don't overlap with cricket activity.	There are 6 wooden benches/tables at the front of the clubhouse each having space for 6 people. Social distancing will be adhered to when using this seating
Steps taken to minimise time and the number of people at the bar.	<ol style="list-style-type: none"> 1 Maximum number allowed to que at the bar and no standing at the bar 2 One-way system for entering and leaving the club 3 Signage and Wall marking
Steps taken to minimise contact points at payment or around the hospitality space.	<ol style="list-style-type: none"> 1 Serving staff and customers encouraged to stay at least 1 m apart at the bar. 2 Effective queuing system and standing at the bar allowed 3 Contactless payment is the preferred payment method 4 One-person on bar duty as much as possible
Suitable PPE provision and training for staff and volunteers.	Yes, for Recreation Club Staff-disposable masks and gloves. Recreation club staff fully briefed
Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Yes, in accordance with Govt Guidelines
Deep cleaning strategy to minimise COVID-19 transmission risk	<ol style="list-style-type: none"> 1 Yes, in accordance with Govt Guidelines 2 During lockdown main lounge and Presidents lounge redecorated and renovated (carpet/seating etc.)
Daily cleaning strategy to minimise COVID-19 transmission risk.	Yes, in accordance with Govt Guidelines
High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Yes, in accordance with Govt Guidelines

Hygiene and Cleaning

	Materials, PPE and training that you have provided to your staff for effective cleaning.	<ul style="list-style-type: none"> 1 Yes, for Recreation Club Staff 2 All Captains and Junior Managers have supplies of gloves, masks, wipes, and sanitizer. A bulk supply is available at the club to be used at the club. 3 RCC have signed up to Cricket Force and are due to receive a range of supplies from the ECB to supplement the Clubs purchases
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	The ladies and gentleman's toilets have warm water/sanitizer/soap and paper towels with bins for disposal.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	<ul style="list-style-type: none"> 1 Recreation club entrance & bar 2 A sanitizer point at the front of the clubhouse for players and officials
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	<ul style="list-style-type: none"> 1 All players will have individual hand sanitizer and we will provide further on field sanitizer and wipes for hygiene breaks etc. 2 A table will be positioned at the front of the clubhouse with sanitizer and hand wipes 3 A bulk supply was received on 16/7/20 and a further supply arrived from the ECB on 22/7/20
	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.	The HSE Guidance on Legionnaires disease-A brief guide for dutyholders has been noted, and safe use assured by Recreation club staff

	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).	All routine maintenance and servicing up to date with relevant certificates/documentation
	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	<ul style="list-style-type: none"> 1 Ongoing grounds maintenance to the outfield and square in accordance with Govt Guidelines since late March 20. 2 Check of outfield/square for issues/safety carried out weekly 3 The Groundman will mark running lines on the wicket in line with the popping crease at 2m intervals on either side of the wicket.
	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.	<p>1 All Captains and Junior Managers have stocked first aid kits. There are also 2 first aid kits inside the clubhouse.</p> <p>2 A supply of suitable disposable PPE (masks/gloves) was provided to captains and junior managers on 20/7/20.</p>
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	The St Johns Guidance on COVID including CPR video was issued to all qualified first aiders on 9/7/20
	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.	The defibrillator is portable equipment which is in working order and will always be made available.
	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.	1 Completed on all machinery with repairs and servicing 2 Sightscreens/covers assembled
	Check and repair of any damage to pitches and outfield.	Completed and ongoing
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Completed and ongoing
GMA 9-page document on the Return to Play Cricket in a Club Setting issued on 10/7/20 to the Goundsman,3 Volunteers and the Club Captain		
	What are the hazards?	Use this space to identify hazards at your venue-Miscellaneous
	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.	
Car Parking	Additional car parking at the rear of the clubhouse provided
No changing rooms	1 Players advised to arrive in kit and no showers will be available 2 Kit storage in cars - open air nets (lockable) are available if required
Hydration/ food for players	1 All players including juniors have been requested to have a recyclable plastic bottle for fluids 2 No teas will be provided, and all players requested bring their own food with no access to the club's kitchen (refrigerator etc.)
Insurance	1 The Chairman of the Recreation Club has discussed with our insurers Club Insure ltd- public liability and employee liability insurance in place. 2 Policy renewed 1/3/20 -policy no LS BDX 6883683/20/rainh-4

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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.	
	Scoring arrangements	1 Scorers to sit outside the scoreboard with 2m distancing. 2 Electronic scoreboards to be operated from outside
	Payment of match fees	Players requested to pay directly into the clubs account to minimize cash being handled
	Umpires match fee	Fee to be provided in a sealed envelope by the captain for all first team games

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	Identify your own control measures required.	