

RISK ASSESSMENT TEMPLATE FOR CLUBS PREPARING TO OPEN THEIR CLUBHOUSE

**Anglo American Playing Fields
Catons Lane
Saffron Walden CB10 2DU**

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 members told not to attend if they have symptoms or live with someone who has tested positive. (Extra Cover and website) 1 st and 2 nd XI players briefed by Chairman 11 July 1100hrs. Academy managers and 3 rd /4 th XI representatives briefed on 24 July 1700hrs. Letter from Chairman to all members and supporters. Laminated notices in Clubhouse
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Players and authorised personnel only in clubhouse on matchdays. Drinks served via window adjacent to bar. Screens installed at bar counter and kitchen hatch. Toilets open to all on a restricted basis. Toilet – use cubicles where possible, only one urinal in use. Wash/sanitise hands before and after use, respect 2m social distancing. Training evenings customers may enter clubhouse to access bar 3 at a time 2m apart (markers on floor), plus access to toilets. Letter from Chairman to all members and supporters.

	<p>A plan for where parents and players will sit whilst watching cricket activities.</p>	<p>Visitors not in front of clubhouse. 1st XI in front of Pavilion (seating in verandah and bench in front of Pavilion), away team in front of kitchen (moveable bench will be allocated to them) . Plastic chairs will not be put out and no upholstered chairs should be taken from clubhouse. Groundsman allocated one plastic chair to be stored in container. Spectators not in front of clubhouse but may sit elsewhere maintaining 3m from boundary to allow circulation and also player safety. Letter from Chairman to all members and supporters. Notice board on entry to ground.</p>
	<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>	<p>Letter from Chairman to all members and supporters. Sign at top of access steps and one sign in clubhouse. 2m markers for bar queue Notices throughout clubhouse – see appendices to this risk assessment</p>
	<p>Staff and volunteer training to support the implementation of the plan, with suitable training records.</p>	<p>1st and 2nd XI players, some volunteers and scorer briefed personally by Chairman 11 July. Junior managers briefed by chairman 17 July. 1800hrs Junior managers and 3rd/4th XI representatives briefed on 24 July 1700hrs.</p>
<p>Buildings</p>		
	<p>Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.</p>	<p>All Doors to be left open. Windows to be opened as appropriate.</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>Scorebox restricted to home scorer, away scorer to sit in front of scorebox at a table with access to power. In the event of poor weather, away scorer can be accommodated in corner of clubhouse at opposite end to the bar. (Note: the club is not required to do this but will do so as a gesture of goodwill and because our facilities allow this to happen safely).</p> <p>One-way system not possible but Pavilion door and Clubhouse door always open for fire evacuation purposes.</p>
	<p>Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.</p>	<p>Players, officials and volunteer staff in clubhouse only, 2 at table. No teas or lunches served. Access to toilets permissible, cubicle use encouraged, one urinal only in in gents. Kitchen not in use to serve teas etc. But access possible players and officials to get water.</p>
	<p>Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.</p>	<p>Players in clubhouse, spectators in cars or Memorial apse. Gazebos to be purchased.</p> <p>Players and spectators to shelter in cars, or in clubhouse if invited by club representative, maximum 26.</p> <p>If necessary teams may enter changing rooms as a 'bubble' rather than mix in the clubhouse.</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>Signing in system for clubhouse - date, name, telephone number, time in and time out. Anyone using clubhouse should sign in except players for whom separate records are kept.</p>
	<p>Identification of suitable areas for outdoor service that don't overlap with cricket activity.</p>	<p>Drinks served via window adjacent to bar. Consideration to be given to temporary removal of window to reduce risk of head injury.</p>

Steps taken to minimise time and the number of people at the bar.	Players only in clubhouse and bar. Others served via window on matchdays. 3 at a time at 2m distance on training nights (eg. Fridays)
Steps taken to minimise contact points at payment or around the hospitality space.	No cash payments, contactless only. Izettle in use. Second keyboard needed
Suitable PPE provision and training for staff and volunteers.	Gloves/masks purchased, hand sanitiser purchased. Dispensers fitted in clubhouse, bar, kitchen, toilets and changing rooms. Additional PPE supplied by NatWest Cricket Force. Coaches and players to provide their own
Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Ashdon Catering – professional caterers. Need to see their risk assessment (LH). However, no lunches or teas to be served for time being. Players bring own food. Drinks served in plastic glasses with £1 deposit. Glasswasher for any items needing cleaning.
Deep cleaning strategy to minimise COVID-19 transmission risk	Cleaning company – Need to see risk assessment (LH). Agree what they do in terms of cleaning.
Daily cleaning strategy to minimise COVID-19 transmission risk.	Cleaning equipment needed . Deep cleaning between events
High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Contact points cleaned regularly when clubhouse in use (DH, LH, SB, others).
Hygiene and Cleaning	

	Materials, PPE and training that you have provided to your staff for effective cleaning.	Hand sanitiser, masks, wipes and gloves available plus appropriate cleaning products.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Kitchen available for authorised use only. Sink in bar area to be fitted (DH)
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	8 sanitiser dispensers purchased and fitted (DH/LH) Bar area, toilets, changing rooms
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Central stock purchased (LH) but players and coaches to provide their own.
	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.	No risk. Sealed system
	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).	Fire alert system upgraded to compliant standards (MC, LH, SDH). Steve Farr to fit detector heads as added precaution. (August 2020)
	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.	Groundsman completes all normal tasks (GS) Running lines to be marked on each side of wicket at 2m distance

	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.	To be done LH?
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	None to date
	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.	Defibrillator installed and checked. DH?

	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.	Ongoing (GS)
	Check and repair of any damage to pitches and outfields.	Ongoing (GS)
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Ongoing GS

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.		
Steep bank	Visiting teams warned (host captains)	
Spectators	Groups of 6 or 2 households, must not touch ball, based top end of ground and adjacent to sight screens, 3m from boundary, access to bar via window, access to toilets via clubhouse (signing in/out)	



Appendix 1 – text of notices to be placed in Clubhouse

Saffron Walden Cricket Club

Important – using the clubhouse and grounds

For everyone

- **Please do not attend the ground in any capacity or for any activity if you have COVID19 symptoms or are living with someone who does. Follow Government guidance on self-isolation.**
- The bar will be open as usual but the clubhouse is only available to players and other authorised people.
- No-one is to sit within 3m of boundary, to allow players and spectators to circulate.
- 2m social distancing to be respected at all times or 1m+ with precautions such as masks.
- Remember “your mask protects others, their mask protects you” and follow all guidance about safe use of masks.
- No physical greetings; make a ‘C’ with thumb and forefinger of right hand by way of greeting and then point those fingers to the person being greeted! ‘C’ = Cricket and Crocus.
- Use cubicles in toilets where possible (only one urinal will be available in the men’s toilets – men may have to queue!).
- Do not turn up more than 30 minutes before or stay around for more than 30 minutes after an event such as training session or match.

Spectators

- Sit in groups of no more than 6 or no more than two households.
- Do not touch the ball.
- Do not sit within 3m of boundary rope.
Access to the clubhouse is only for toilets.
- Anyone entering the clubhouse must sign in; this is to enable us to support any “track and trace” efforts if necessary.
- During rain please shelter in cars or in the Memorial Apse
- Bring your own gazebo and chairs, if necessary.
- Sit aside either sight screen or across top boundary. Do not sit anywhere in front of the clubhouse between the access steps and the net cages.
- Drinks served from the window adjacent to the bar on match days. On other days – e.g. Friday evening training - you may queue in the clubhouse but please follow the social distancing markings on the floor. Only 3 people to queue in the clubhouse at any time.
- Plastic glasses cost £1 – keep them and bring them again for your own use. Feel free to bring your own glasses or containers.

Saffron Walden Cricket Club

Important – using the clubhouse and grounds

Players (senior and junior)

- **Notify your captain or the chairman if you have any symptoms of Covid-19 or live with someone who has tested positive, and do not turn up for training or matches. You must self-isolate and let your captain or the chairman know the result of any test.**
- Bring own food, drink, chairs and sanitiser.
- Changing rooms closed.
- Changing rooms can be used to store kit bags but only ONE player at a time in each changing room.
- Do not touch or carry other people's bags.
- You may use changing rooms prior to batting but only one player at a time in changing room.
- Toilets to be accessed via the clubhouse only.
- Only one scorer in the score box – the away scorer, if any, should remain with *their* team or sit adjacent to the scoreboard.
- Home players located in front of the Pavilion.
- Away players located in front of the kitchen and allocated the club's moveable bench
- Regular hygiene breaks every 6 overs to clean ball and fielders sanitise hands.
- Hands must be sanitised after moving sight screens or rain covers.
- No sweat or saliva to be applied to ball.
- Travelling in a car is possible with appropriate precautions taken (ventilation, masks, use of rear seats if possible), but avoid car travel if you can.
- If it rains, players must shelter in cars, or in clubhouse if this is not possible with permission.
- Keeper and slip cordon are exceptions in terms of social distancing but should always stay alert to virus transmission (as well as watching the ball!) and should always try to adhere to 1m+ distancing.
- Do not share equipment.
- Minimise passing of the ball around the field.
- Ball to be placed at base of stumps when wicket falls.
- Players to leave surplus equipment such as jumpers, glasses, etc., on the boundary. Do not give them to the umpire.
- Non-striking batsman to run on or outside the 2m running line.
- Players may queue inside for the bar on match days but must observe the social distancing markings, and only 3 people to queue inside at any time.

Saffron Walden Cricket Club

Important – using the clubhouse and grounds

Captains

The cricket captain has always been a vital figure in the team, perhaps more so than in other sports. Captains now have important additional responsibilities, supported by club officials and parents where appropriate:

- Ensure all players, including opposition players, follow these guidelines.
- Check that all players have their own food and sanitiser.
- Ensure stumps and ball are sanitised.
- Ensure players arrive changed.
- Ensure no player arrives with symptoms

Coaches

The coaching programme has grown apace recently which is great to see. Many thanks indeed to those coaches and others who have volunteered their time.

- Net use protocol still applies - only one net in each cage in use at any one time with 2m social distancing applicable at all times.
- Balls cleaned regularly.
- Coaches and players to have their own hand sanitiser.
- Latest guidance now allows groups of 30, with age related supervision ratios which can include parents or other adults.

Appendix 2 – Net protocol for Covid-19

SWCC – Use of Nets during the Covid 19 Lockdown

Important guidelines for using the nets

In accordance with the advice from the ECB and following measures announced by the government to ease the lockdown, we are pleased to offer limited use of our net facilities for practice. The nets are ONLY available when a club representative is present. If no representative is present they are closed. We will continue to keep the arrangements under review.

To book your net sessions you will need to arrange a time with the following people: 1st Team- Ben Harris (ben@lordshiphouse.com).

2nd Team- Luke Ormsby (luke.ormsby94@gmail.com) 3rd/4th Team- Tom Rodda (trodde@rajapack.co.uk)

Under 19s - Jon Buck (jon.buck@scabal.net), Darren Leech (Darren@nhselect.org.uk) One2ones- Jack Ormsby (ormsbyjack@gmail.com)

Academy - Ray Mordini (raymordini2@gmail.com)

The nets will be available to use from Tuesday 25th May 2020. Bookings are in 50 minute slots (with 10 mins to disinfect any equipment or surfaces, pack away and turn around). Bookings will need to be made before 12pm on the day you wish to use it.

You may use the nets only at the time allotted to you and only if a club representative is present. You must follow these rules:

- Only one net lane in any set of nets to be used at any time (i.e. one lane in new nets, one lane in older nets, one lane in mobile net when in use). Use only the net to which you have been allocated.
- Only two people in a net at any time if they are from different households (more are permitted if all from the same household)
- Do not attend if you or anyone in your household displays any Covid-19 symptoms or your household is currently in isolation.
- Bring your own hand sanitiser for use before and after using the nets: **the clubhouse will not be open for you to wash your hands (or to use the toilets!).**
- Try not to arrive too early: aim to arrive at the start of your slot to help with social distancing. Each slot is 50 minutes, with 10 minutes to ensure surfaces are cleaned and to avoid contact during changeover.
- Do not overstay your allocated time slot; you should be clear of the area by the time the next users arrive. Do not stay to socialise.
- Bring your own playing/training equipment including balls, and your own filled drinking bottles. Do not leave private property behind.
- Sun safety is important – bring a cap and apply sun cream before your arrival at the ground
- Avoid touching as much as possible whilst on club premises.
- No spitting.
- No saliva should come into contact with the ball at any time.
- Your health and safety is paramount - minimise the risk of injury by wearing helmets, pads and gloves. As well as response times being delayed this is vital to avoid any additional stress on the NHS.
- Let us know about any infection in your household following use of the facility to allow effective contact tracing and to limit the spread of the virus.
- Do not attempt to use bowling machines.
- When using a hard ball, the usual protective equipment should be used.
- Sidearms should only be used by qualified coaches or other authorised personnel

David Barrs (Chairman), Ray Mordini (Club Coach) 25 May 2020