# **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.

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| 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** |
| 1.1 | 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? | The field capacity for Organised cricket activity at CHCC is 80 persons. This considers the net capacity (see below) and organised groups for training, which will be segregated and not exceed 30 per group. These sessions can be delivered safely due to the size of the field. If there are multiple sessions taking place at the same time the groups will be segregated and will not mix. |
| 1.2 | Have you determined the safe capacity of your net practice facilities accounting for social distancing and legal gathering size limits? | **Adult** - 6 people per net Lane (Total 12 people) as long as someone is batting in each lane. Should only 1 Lane be used, 8 people can use.**Junior** - If both net lanes are in use, then 5 youth participants per net Lane and 1 coach (Total 12 people) as long as someone is batting in each lane. Should only 1 Lane be used, 8 youth participants can use the net and only one coach is needed.Team managers to collect numbers and names of participants in advance and update on Timetree. Cones will be used to encourage social distancing in the nets and discourage mixing.Roll on Net – 8 People with 1 person batting – Junior sessions will need a coach |
| **Organised activities** |
| 2.1 | Have you review playing guidance and make suitable adaptation to your approach to practice and matches? | Net queueing + fielding queueing adjustments, spaced bag drop area.Matches – to follow Guidelines as adopted last year with Cleansing breaks and social distancing.Large junior sessions will be split and segregated across the field |
| 2.2 | 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? | One qualified coach per 8 youth participants in the net if one lane used. If two coaches or a coach and supervisor available, then number of youth participants can increase to 10 in the nets and both lanes can be used. Female/Male supervisor may be required depending on gender of coaches/supervisors and gender of players. Will monitor on session-by-session basis and will plan each week. For hard/soft ball practice 1 qualified coach can lead session but will need extra coach/supervisors in attendance if size of group is above 10. Again, gender of coach/supervisor will need to differ from main coach if mixed group. All stars will follow Guidelines, and groups will be split when activities are taking place |
| 2.3 | Have you assessed control measures for preventing spectators (with limited exceptions – see guidance? | Main challenge will be controlling parents, and all will be briefed on procedures. For smaller groups, the coaches will need to monitor, and for Larger groups, we will have ‘greeters’ at the entrance points to direct parents to suitable points, whilst reminding the to social distance and sign in. |
| **People Management and Communication** |
| 3.1 | 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. | Pre + post training, matches and off field activities restricted to rule of six. This will be communicated in initial net guidance.  |
| 3.2 | 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. | Communicated in initial net guidance, now common practice for 12 months or more. |
| 3.3 | Ensure that NHS Test and Trace data collection system is in place and that it is compliant with Information Commissioner’s Office guidance. | QR codes to be displayed and registration system in place for organised cricket activity. Visiting teams advised |
| 3.4 | Ensure that your NHS QR Code poster has been produced and displayed for use by visitors  | In place at entry points and nets |
| 3.5 | 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? | A sign in book will be available to those without T&T QR capability |
| 3.6 | An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing. | Field, match, and training facilities as above. The clubhouse will be open for toilet facilities and emergencies, with limits in place and a one-way system |
| 3.7 | A plan for where parents and players will sit whilst watching cricket activities. | Limited Benches are in place, and different groups have been told to enter the premises from different areas, and parents will be in an area near their children. Players will have a chair where they can watch, and gather their kit, on the boundary edge, social distanced |
| 3.8 | 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. | Existing signage is in place for training, and at entrances to the field. Additional signage and routing through the building for Toilet access will be in place for Matches and training. |
| 3.9 | 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. | Yes, signage will be made clear |
| 3.10 | Staff and volunteer training to support the implementation of the plan, with suitable training records. | Key volunteers have been involved in the construction of the Risk assessment and process, and have cascaded to key supporting staff |
| **Buildings** |
| 4.1 | Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission. | All doors will be held open, other than the toilet cubicles, to allow ventilation. |
| 4.2 | 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. | For the toilets, there is a limit of 1 in the Gents and 2 in the Ladies (2 Cubicles). A one-way system will be in place with suitable signage, as per last season - Masks will need to be worn.Only 1 scorer allowed in the scorebox, with table facilities available outside on the balcony for another scorer if needed |
| 4.3 | Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission. | The 2 teams seating areas will be outside, suitable spaced. There will be no indoor seating.  |
| 4.4 | Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.  | Players will need to return to their cars for bad weather. The balcony cannot be used for cover, as is part of the one-way system, and scorer’s area. |
| **Social and Hospitality Areas** |
| 5.1 | Have you ensured your indoor social and hospitality areas will remain closed? | Yes |
| 5.2 | Have you read and understood the requirements of the government guidance for restaurants and bars available [here](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery)? | Yes – at this point, no Hospitality facilities will be used. |
| 5.3 | 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](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery)? | N/A |
| 5.4 | Have you assessed the safe capacities for table service of food and beverages outdoors (Rules of 6 / 2 Households)? | N/A |
| 5.5 | Have you a plan in place to serve take-away food and alcohol that takes into account social distancing? | N/A |
| 5.6 | 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? | N/A |
| 5.7 | Have you updated your cleaning plan to include food and beverage preparation, service and consumption areas? | N/A |
| 5.8 | Have you updated your staff/volunteer training plan to include the requirements of your food and beverage service plan? | N/A |
| 5.9 | Have you updated your signage and communications plan to include the requirements of your food and beverage service plan? | N/A |
| 5.10 | Have you updated your assessment of PPE requirements and provision to include the requirements of your food and beverage service plan? | N/A |
| 5.11 | Have you reviewed and updated your COVID risk assessment to include your food and beverage service plan and the above? | N/A |
| 5.12 | Have you communicated your updated COVID risk assessment and plans? | N/A |
| **Hygiene and Cleaning** |
| 6.1 | Develop an appropriate cleaning plan | Net gate + shared equipment cleaned by coach/supervisor after session, roll-on net + any equipment moved to be removed by the same individual/individuals.Matches – cleaning of stumps & Bails between innings and after match. Other criteria as per ECB GuidelinesToilets will need to be cleaned, prior to use, mid innings, and at the end of the match/training session |
| 6.2 | Materials, PPE and training that you have provided to your staff for effective cleaning. | Materials available at net area for training, no masks. |
| 6.3 | Provision of hand washing facilities with warm water, soap, disposable towels and bin. | Toilets will be open for matches and training |
| 6.4 | Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation. | As 6.2. In addition, the toilets have hand sanitation available |
| 6.5 | Provision of suitable wipes and hand sanitiser on the field for Hygiene Breaks. | For matches, an area will have cleaning PPE in place to support the needs of the people and match participants |
| 6.6 | Have you assessed safe capacity level for outdoor hospitality areas? | No hospitality at this point |
| 6.7 | Have you risk assessed the table and takeaway service of food and beverage? | N/A |
| 6.8 | Have you risk assessed the PPE requirements for food and beverage table and takeaway service? | N/A |
| 6.9 | Have you included the cleaning of seating areas in your cleaning plan? | Spectator benches will need to be wiped regularly – I.e., pre, mid and post-game and training.  |
|  | 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** |
| 7.1 | 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. | Outside specialists have been engaged for the last 12 months to review and maintain the water system – In progress |
| 7.2 | 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 currently up to date |
| 7.3 | 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 staff are regularly maintaining the facility and equipment. Coaches and captains will review the field pre training/match for any issues or areas of concern |
|  | 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** |
| 8.1 | Check that your first aid kits are stocked and accessible during all activity.  | Outdoor first aid available at all organised cricket activity. Other kits available in Changing rooms in an emergency, and team have a First Aid kit in the team bags |
| 8.2 | What steps have you taken to improve your first aiders’ understanding of first aid provision under COVID? | A first aid during COVID-19 poster has been printed off and laminated which will be placed near the first aid box. Guidance has also been cascaded to all coaches and assistants and team captains. Posters have also been placed in key areas on club walls. |
| 8.3 | 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. | Installed 12/4/21 – not yet active. Is on an external wall and available to all.  |
|  | 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**  |
| 9.1 | Safety checks on machinery, sightscreens and covers. | Machinery is serviced regularly and checked as and when used by the staff. Sight screens and covers have been assessed pre-season and will be monitored through the season.Any officials, will be advised of the protocols of the site, ideally before the game, but if not on arrival. |
| 9.2 | Check and repair of any damage to pitches and outfields. | Assessed on arrival by captain, coach or session lead. |
| 9.3 | Check and repair of any damage to practice facilities including nets | Assessed on arrival by captain, coach or session lead. |
|  | 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. |  |
| 10.1 | New net facility – safety implications of a newly enclosed facility | Instilling a continuous ‘face the ball’ approach throughout sessions.  |
| 10.2 | Ensure players are wearing individual protective equipment as specified by the ECB, or agreed club guidelines | Helmets to be worn by all Batsman in the nets, this has been briefed as part of the net Guidance. For matches, follow the ECB guidelines for participants to where helmets U19 for batting, and close fielding |
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|  | Identify your own control measures required. |  |
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**12/4/21 – Current position**

Step 2 from April 12th will allow members to participate in Organised cricket based on Rule of 6/2 households, with limited spectators, and Outside Hospitality capability. During this period, training will be continuing, but Adult and Junior matches will commence, as will the All-Star Sessions.

The above assessment is based on this, and that for the period until the next review (May 17th Step 3). This document will be reviewed at this time and re-published.

**Version Control**

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| **Version** | **Date** | **Details/Update** | **Author** | **Sign off** |
| 0.1 | 14th April 2021 | Draft, based on Step 1B and additional Guidance for Step 2, and consideration of matches starting and All Stars | Steve Gwinnell |  |
| 0.2 | 16/4/21 | Review and update | Steve Gwinnell |  |
| 1 | 17.4.21 | Full version  | Steve Gwinnell | Management |