

## 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 – Kegworth Town Cricket Club	
Who might be harmed?	Facility users, staff, volunteers, visitors and the wider community	
No	Controls required	Action Taken by the Club
<b>Facility Capacities</b>		
	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 a maximum group size of 30), accounting for social distancing, legal gathering size limits and supervision ratios where applicable?	Maximum 30 players and officials. Email communication with players and a booking system for net practice. Latest government guidelines are communicated with members.
	Have you determined the safe capacity of your net practice facilities accounting for social distancing and legal gathering size limits?	Maximum of 30 players per net facility/ outdoor gathering. Players must book a training slot with the first and second team captains.
<b>Organised activities</b>		
	Have you review playing guidance and make suitable adaptation to your approach to practice and matches?	To remain in line with current playing guidelines players must ensure – <ul style="list-style-type: none"> <li>1. They do not attend if you are displaying any symptoms or are required to isolate.</li> <li>2. They turn up ready to train as changing rooms will be shut, only toilets available- one in one out policy.</li> <li>3. Showering in the changing room will be permitted, a maximum of 4 persons in the changing room at any</li> </ul>

		<p>one point to allow for social distancing. Due to limitations on changing space, no showering facilities are available for members of the opposition.</p> <ol style="list-style-type: none"> <li>4. They do not share equipment.</li> <li>5. They do not apply sweat or saliva to the ball.</li> <li>6. They bring any food and drink you wish to consume during the training and organised games.</li> <li>7. They always remain socially distanced, including during the game.</li> <li>8. They comply with track and trace protocols.</li> <li>9. They have your own supply of hand sanitiser.</li> <li>10. Sanitation breaks are taken every 20 minutes or every 6 overs.</li> </ol>
	<p>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?</p>	<p>Supervision ratios are maintained due to the number of coaches.</p> <p>All volunteers and coaches have appropriate ECB coaching qualifications, safe hands training, first aid qualifications and DBS check.</p>
	<p>Have you assessed control measures for preventing spectators (with limited exceptions – see guidance)?</p>	<p>All seating is outdoors and has been positioned at least 2m distance from other tables. A maximum group size is 6 persons or two families for indoor seating. Spectators must observe social distancing and legal gathering size limits of 30.</p>
<b>People Management and Communication</b>		
	<p>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.</p>	<p>Ground capacity a maximum 30 players and officials. Spectators must observe social distancing and legal gathering size limits of 30. Email communication with players and a booking system for net practice. Car sharing is now permitted.</p>

	<p>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.</p>	<p>Email communication with members and opposition. No players should travel if they have any symptoms of Covid 19 or if shielding they should follow the latest government advise. Players are advised to take regular lateral flow tests available from the NHS.</p>
	<p>Ensure that NHS Test and Trace data collection system is in place and that it is compliant with Information Commissioner’s Office guidance.</p>	<p>HNS QR Code will be displayed in prominent positions around the seating areas.</p>
	<p>Ensure that your NHS QR Code poster has been produced and displayed for use by visitors.</p>	<p>HNS QR Code will be displayed in prominent positions around the seating areas.</p>
	<p>An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.</p>	<p>Members/guests are requested sit at the outside tables, in a socially distanced manner. Once at their tables, guests are requested to remain at the table except for using the toilets. Any refreshments will be table service only.</p>
	<p>A plan for where parents and players will sit whilst watching cricket activities.</p>	<p>Players will be allocated a gazebo for watching, preparing to play and for the storage of equipment. The area is isolated from the other team and from spectators.  Parents can watch from the boundary edge, but must observe social distancing and legal gathering size limits of 30.</p>
	<p>Signage and communication so that all participants and visitors (including spectators) are aware of the control measures in place and how to act appropriately to minimise the risk of transmission of COVID-19.</p>	<p>Professionally produced signage will be displayed prominently around public areas informing customers of:  The need for social distancing and what this entails.  The need for good hygiene practices, including hand washing.  The “catch it, bin it, kill it” advice.  Location of “sanitisation stations” and HNS QR Code  One way systems operation.</p>

	Staff and volunteer training to support the implementation of the plan, with suitable training records.	The management committee have seen the risk assessment, attended online meetings and evaluated the procedures prior to opening.
<b>Buildings</b>		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Patio doors and all windows will be fixed open. The back door will be securely opened to allow access to the toilets. No access through the clubhouse to the toilets.
	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.	<p>Professionally produced signage will be displayed prominently around public areas informing customers of:</p> <ul style="list-style-type: none"> <li>The need for social distancing and what this entails.</li> <li>The need for good hygiene practices, including hand washing.</li> <li>The “catch it, bin it, kill it” advice.</li> <li>Location of “sanitisation stations” and HNS QR Code</li> <li>One way systems operation.</li> </ul> <p>Tables set at 2 metres apart in groups of six. Table service only</p> <p>Signs outside toilets will inform users of a maximum occupancy, the need for “one in, one out”, and safe queuing guidelines, with distances marked on the floor.</p>
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	All seating is outdoors and indoor and has been positioned at least 2m distance from other tables.
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	During wet weather, all players must return to their cars or the outside gazebo provided for each team. A social distance of 2 metres must be maintained inside the club house for those members or players who do not have access to a car or the Gazebos.
<b>Social and Hospitality Areas</b>		

	Have you ensured your social and hospitality areas will remain closed?	Indoor social and hospitality areas will re-open on 17 <sup>th</sup> May following Government guidelines. Guests/ members are advised to sit at the outside tables, in a socially distanced manner. Once at their tables, guests are requested to remain at the table except for using the toilets. Any refreshments will be table service only.
<b>Hygiene and Cleaning</b>		
	Develop an appropriate cleaning plan	Routine cleaning will take place at the beginning and end of every game using a suitable disinfectant cleaner for a minimum of 30 seconds. A deep clean of the tables and seating will be cleaned on a weekly basis.
	Materials, PPE and training that you have provided to your staff for effective cleaning.	A designated drinks collection point will be established. Bar staff will have access to suitable PPE – facemasks and gloves.  All contact points (door handles, taps etc.) will be cleaned on an hourly basis with a suitable disinfectant cleaner for a minimum of 30 seconds, with particular attention paid to toilets.  Waste collection points will be identified for customers/ members. All rubbish will be stored for 72 hours before disposal.  All payments are contactless. No cash transactions.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Suitable handwashing facilities will be available in the toilets. Wipes will be in the toilets – customers/ members are required to wipe touch points after each visit.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Sanitation station will be accessible at the entrance to the clubhouse.
	Provision of suitable wipes and hand sanitiser on the field for Hygiene Breaks.	Players will have access to the sanitation stations. Team Captains and Coaches are all supplied with hand sanitiser. Players are encouraged to bring their own hand sanitiser to each game and practice.

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	
<b>Preparing Your Buildings</b>		
	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.	All maintenance records maintained and up to date.
	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 maintenance records maintained and up to date.
	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 reports any specific safety concerns. Umpires and coaches will perform ground inspection prior to playing and games. Any groundworks will be socially distanced.
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	
<b>First Aid</b>		
	Check that your first aid kits are stocked and accessible during all activity.	All first Aid Kits fully stocked and accessible during both practices and games.
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID?	A designated first aider will be nominated for each game. The first aider must wear gloves and a face mask if they are treating a player.
	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.	AED in working order and located on the outside of the clubhouse.
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	
<b>Preparing your grounds</b>		

	Safety checks on machinery, sightscreens and covers.	All machinery has been serviced – February 2021. Wicket renovations – September 2020. Sightscreen renovation - April 2021. Any machinery will be stored in the garage during games and practices.
	Check and repair of any damage to pitches and outfield.	The groundsman will check for damage to the pitches and outfield on a daily basis. Inspection and suitability will be part of the umpires pre-match routine.
	Check and repair of any damage to practice facilities including nets	Practice facilities were renovated March 2021 – See separate invoice and details of work carried out.
<b>What are the hazards?</b>	Damage to neighbouring properties and physical harm to individual residents from a ball strike.	
<b>Who might be harmed?</b>	Residents and Spectators	
<b>Controls required</b>	<b>Action Taken by the Club</b>	
	Ball strike analysis carried of identifying potential risk to neighbouring residents.	Erection of a 15m high fence to protect housing on the east boundary – Work to be completed 21 <sup>st</sup> May 2021.  Erection of a 7.5m high fence on the west boundary – Erection May/June 2021.