



RISK ASSESSMENT TEMPLATE FOR CLUBS PREPARING TO OPEN THEIR FACILITIES & CLUBHOUSE IN WALES

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 Welsh 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. Updated 23/09/20	Signage asking to "self assess" for Covid 19 inside and outside the premises Organiser of each booked event will be sent the infographics, and asked if they have any issues with compliance. The risk assessment is freely available for anyone wishing to see it via the website or on application to the club.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing. Update 23/09/20 bar area	Distancing tape, removal of excess seating and tables. Flow signage, one person at the bar. Toilet management. Table service only, signage updated, tables set to encourage groups of max 4. Two tables in the bar dedicated to families and extended household groups.
	A plan for where parents and players will sit whilst watching cricket activities.	Cordoned off area for players. Parents to sit outside on the ground on socially distanced benches
	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.	Signage for hand sanitisers, social distancing and toilet management. Responsible person on site at all times (General Manager).
	Staff and volunteer training to support the implementation of the plan, with suitable training records. Function room and bar, updated 23/09/20	Minimum staffing hence less need for supervision. Training ongoing to suit the changing situation. Serving staff will wear visors and gloves. Bar staff to wait on wearing visors and gloves.

Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Windows and doors left open as much as possible. Extractors in toilets checked. Air conditioning to be kept off.
	Assess the maximum occupancy of your rooms at 2m social distancing and establish a suitable circulation system/one-way system. Use signage and floor markings to communicate this. Function room Udated 23/09/20	Bar area allows for 12 seats, possibly up to 20 if a couple of households present. Suite maximum of 25. Assessed at 2m. Maximum capacity allowed on opening 30 (7 th Sept). Due to nature of the building, impossible to have a dedicated entrance and exit. Entrance and exit marked along the short foyer to keep one side, also inside the room. Signage and arrows. Table arrangements set to create social distance compliance; fresh signage on tables to indicate table service only. Only funerals and small weddings now allowed. Meetings of up to 6 people and meetings held by organizations who hire for work. They will carry out their own risk assessments e.g. Slimming World.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Physically measured inside and, measured and marked outside. Excess furniture (eg. bar stools) removed. No standing allowed.
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	Outside shelter available to players. Limited outside shelter available to members. Once inside, other rooms available eg. snooker room, tea pavilion, if necessary. Any incidence of breaching social distancing, people will be asked to leave.

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.	Members only in bar area. Name and contact details taken on entry to both outside area and inside. Players names will be taken by their captains and in the event of training sessions the coach leading the sessions.
	Function Room	Event organizer for each function (max 30) to be contacted to discuss the set up for their particular group. Their contact details will be recorded and they will be responsible for having up to date contact details for all attendees.
	Updated 24/09/20 as NHS test and trace extended to smart phones	QR codes around the buildings, entrances and at wheelchair friendly height. Contact details taken by organizer as above in addition, also by bar staff.
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	Players to be in a cordoned off designated area, each team having a specific area with seats available at a social distance. Social drinkers to be in an area separate to this.
	Steps taken to minimise time and the number of people at the bar.	One person only at the bar (signage). Floor markings and signage to show where to stand.
	Function room	One person at the bar only. Tables encouraged to send only one person for drinks. Clear signage. Table service only. If buffets are allowed screens will be in place and the buffet food will be served from behind the screen.
	Updated 24/09/20	Table service mandatory, signage updated.
	Steps taken to minimise contact points at payment or around the hospitality space.	Contactless card mandatory.
	Suitable PPE provision and training for staff and volunteers.	All PPE on site. Training ongoing as more staff are brought back. General Manager to facilitate. PPE available for volunteers.

	<p>Strategy for the safe serving, clearing and cleaning of glassware and tableware.</p> <p>Function room</p> <p>Updated 24/09/20</p>	<p>Glasswasher tray to collect the empties, to be used by members. Glasses used once only. Tray is then loaded into washer by bar staff, any handling of glasses is therefore minimized. Staff to hand sanitise after loading washer.</p> <p>Crockery and cutlery placed straight into trays for dishwasher. Catering staff to review procedures and consider bamboo plates where appropriate. Paper cloths only on tables. Individual sachets of condiments.</p> <p>All glasses, crockery etc now collected by staff. Gloves to be worn and regular hand sanitizing.</p>
	Deep cleaning strategy to minimise COVID-19 transmission risk.	All toilets sanitized daily before opening also chair arms and backs, tables, bar and all touch points round the building.
	Daily cleaning strategy to minimise COVID-19 transmission risk.	Daily cleaning as above. Cleaning schedule in force in all areas.
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Toilet inspection and sanitization every hour whilst open, record sheet on view and updated.
Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Sanitiser sprays, hot water soap, bleach, mops and PPE all on site.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	In toilets and behind the bar. Disposable towels and wipes. Waste bins. Hand dryers disabled.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	In all areas where people enter and exit, outside toilets and outside near seating for players and social drinkers. Signage alongside.

	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	In place for training and matches.
	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.	General Manager has been on site throughout lockdown. All taps opened at least weekly and toilets flushed.
	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 up to date. PAT in May 2020, gas checks on rolling basis all 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.	Groundsmen on site throughout, all tasks up to date. Ground ready.

	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.	Stock checked and updated. PPE available with first aid kits.
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	Training to use necessary PPE, all first aiders advised.
	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 checked and all working.

	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.	All risk assessments carried out by groundsman. All machinery regular servicing up to date and all machinery up to standard. Sightscreens in order, covers new last year.
	Check and repair of any damage to pitches and outfields.	Pitch repairs carried out, pitch not used since last year in fine condition.
	Surfaces checked and watering regime adjusted based on lack of rainfall.	Surfaces all up to standard.

	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. General H&S covering all parties coming to the club premises.	Full H&S Risk Assessment carried out by an independent body in 2019. All matters highlighted since acted upon and improvements made where advised. All on file.
	Staff and volunteers using electrical equipment.	Annual PAT in May 2020 three items brought to attention – rectified.
	Steps to front of building Updated 22/09/20	Edges painted to help visibility. Discourage people from using the sliding doors to enter and exit building. Whilst maintaining social distancing this will become easier as people wait for others. Plan to take the steps out of the movement pattern going forward if possible. Visit by CCBC suggested that the entrance via the steps should be forbidden and that on the initial entry to the bar by members they must come via the main front door. Subsequently they can sit outside if they so wish. 24/09/20 – update now to include table service outside – a dedicated table inside near the sliding door with one chair for outside service to be requested and collected.
	Snooker room	Social distancing signage, rules for playing under Covid -19 signage. No spectators only four people permitted in the room at any one time, two per table. Sanitisation of tables regularly, check sheet on view. Hand and surface sanitisers to be available for each table. Bar staff to keep record of players entering room. Members only.
	Fruit machines	Signage for players to hand sanitise and touch point disinfect before and after playing. Social distancing signage near machines. Stool available for seating, touch points on stool to be sanitized regularly.

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PLEASE SEE MAIN INFOGRAPHIC BELOW & ON THESE LINKS

[8 step plan](#)

[Before During & After](#)

[Main Guidance](#)

PLAN FOR SOCIALLY DISTANCED CRICKET MATCHES IN WALES



Undergo a personal symptom check at home prior to matches. Stay at home and do not take part if you demonstrate any COVID-19 symptoms



Use own equipment throughout where possible and clean bat when leaving field of play



No sweat or saliva is to be applied to the ball at any time. Hands and the ball should be cleaned at all breaks in play and every 6 overs



Players to remain socially distanced at all times (minimum 2m)



Use of the clubhouse, changing rooms and toilets should adhere to the latest Welsh Government advice



Keep a record of all those in attendance at each session, including contact details



Social distancing should be maintained during wicket celebrations and drinks breaks



Batters are to run in distinct marked running lines to ensure they are not within 2m of the bowler or other batter

Groups limited to a maximum of 30 participants, including coaches and officials

COVID-19 PLAN FOR JUNIOR & OPEN-AGE CRICKET

APPLICABLE TO PLAYERS, VOLUNTEERS, SPECTATORS, PARENTS, CLUBS, COACHES & OFFICIALS IN WALES



This document provides measures that should be taken by players, clubs, and officials before, during and after all cricket activity. The document should be read in conjunction with latest UK Government guidance and if required, the full ECB Return to Cricket Plan for Step 4.

For all activity, UK Government social distancing guidance should be adhered to at all times. This document refers to current **plan for Wales** and could change in response to the current COVID-19 Alert Level or other UK Government advice.



BEFORE ACTIVITY

- Check for symptoms of COVID-19. If you are symptomatic and/or living in a household with a possible COVID-19 infection you should remain at home and follow Welsh Government guidance.
- Follow Welsh Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 if it applies to you.
- Personal hygiene measures should be carried out at home before and after cricket activity.
- Bring your own hand sanitiser where possible and practice strong hand hygiene at all times.
- Follow Welsh Government guidance on public transport or car sharing.
- Use of the clubhouse, changing rooms and toilets should adhere to the latest Welsh Government advice.
- Club representatives should ensure that the facility is compliant with current Welsh Government legislation including legislation and guidance related to COVID-19. A risk assessment should have been completed and risk mitigation measures put in place and monitored.
- During all cricket, an attendance register is required with which includes contact details for contact tracing if required.
- Any participants who have been asked to isolate by Welsh Test, Trace and Protect must not exercise outside of their own home or garden and must not exercise with others.
- Clubs should strictly limit the time spent congregating at a venue before activity begins. Meet-up times should reflect this. Participants should arrive changed and ready to begin if possible.



DURING ACTIVITY

- Groups limited to a maximum of 30 participants, including coaches and/or officials. Junior training should be split into groups of up to 15 children.
- Participants enter the site and prepare whilst maintaining social distancing.
- Limit the sharing of equipment, but if you do share, practise strict hand hygiene.
- No sweat or saliva is to be applied to the ball at any time.
- Hand sanitiser to be used at all breaks in activity and prior to any food or drinks.
- Cricket activity must take place outdoors only.
- Additional advice for match-play:**
- Players to remain socially distanced at all times.
- Umpires are not to handle the ball at any point of the game, leaving it at the stumps during breaks.
- Batters to clean their bat when leaving the field of play.
- A 'hygiene break' should take place every six overs or every 20 minutes and should include hand sanitisation and the cleaning of the ball.
- Bowlers should not hand anything to the umpire.
- Only one official allowed inside the scorers' box.
- Social distancing must always be maintained including during celebrations and breaks.
- The ball must be immediately returned to the bowler, not passed between players.
- Batters are to run in distinct running lines to ensure they are not within 2m of the bowler or other batter. Lanes to be marked on the square.
- In line with current Welsh Government guidance, clubs should not prepare food for participants. Individuals should bring their own food and drink for 'teas' or practice. Water bottles or other refreshment containers should not be shared.



AFTER ACTIVITY

- Participants should exit whilst maintaining social distancing.
- Social gathering after the activity is allowed in line with current Welsh Government guidelines on hospitality.
- One club representative/volunteer should be responsible for collecting and disinfecting shared equipment.
- Regular cleaning of equipment and the facility should take place, particularly between one group finishing, and the next group starting.
- Clubs should encourage all participants to report any infection of their household to the Welsh Government Test, Trace, Protect system following use of the facility to limit the spread of the virus.