

Appendix 4: Illustrative risk assessment template

As a sports organisation, you should complete your own COVID-19 Risk Assessment and publish this to your users – this is a duty of the COVID Officer.

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 (including all venues you use) 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		
	Establish what restrictions are in place for your venue location including restrictions on gathering size limits in line with the Welsh Government guidelines and ensure your control measures are appropriate.	<p>Nets opening 19th March 21 – max 4 persons per net from 1 or two households. Adjacent nets not used, gap between nets. Under 18s to be accompanied by a parent/carer. Must pre book, and sign agreement, parents to sign for under 18s. Covid Officer to oversee and coordinator to take and manage bookings. Change over time of 10 mins.</p> <p>Junior training beginning 16th Apr 21 – following quota system for coaches to participants.</p> <p>Sessions spaced to allow ingress and exit with social distancing requirements. Car parking not an issue. Coaches to ensure compliance of “Cricket in Covid 19” rules, info graphics circulated and displayed. No spectators or parents allowed on the field.</p> <p>MACs are allowed to bring their carers onto the field if their condition requires it. They do not count in the number of participants.</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.	On booking guidance and signage at venue. Junior training – info graphics displayed and sent to all coaches to ensure compliance.
	Ensure that NHS Wales Test, Trace, Protect data collection system is in place and that it is compliant with Information Commissioner's Office guidance.	Coordinator to collate by means of booking forms and diary system. Junior training – attendance register to be kept by coaches.
	Ensure that your NHS QR Code poster has been produced and displayed for use by visitors.	Displayed around the venue.
	Develop and publish operating rules for users of your venue and communicate these to users.	Social media, website and via Captains/coaches Matches from May 3rd – all opposition captains and umpires travelling to the venue will be sent the risk assessment and infographics in good time before a match at the venue. This is the responsibility of the captains.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Nets – walk across field observing social distancing from 19 th March 21 Junior training –abiding by ECB cricket guidelines, staggered times, plenty of space.
	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 on entry gate and at nets 19 th March 21 4/21 Further signage posted for training sessions and sent to captains and coaches. Plenty of hand sanitiser available.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Covid Officer and coordinator well trained. Coaches and captains responsible for their cohorts and teams. Records to be kept of attendees and records acknowledging that regulations have been communicated at each session as a reminder.
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	n/a for nets Windows and doors to be kept open once inside.
	Assess the maximum occupancy of your rooms at 2 m Social Distancing, and establish a suitable circulation system / one-way system. Use signage and floor markings to communicate this.	n/a for nets Occupancy signage and one way system in place
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	Under veranda of old tea pavilion and return to vehicles if very wet.

Hygiene and Cleaning		
	Develop an appropriate cleaning plan	n/a for nets Club not open Building – tick sheet in place for main areas and all touch points. Schedule of cleaning kept for whole building. All toilets have a check list to be filled in by the cleaner when cleaned and checked. Touch points checklist to be completed during opening hours – responsibility of bar staff. Toilets to be opened from 26/4/21.
	Materials, PPE and training that you have provided to your staff for effective cleaning.	n/a for nets Club not open 4/21 All obtained and used
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	n/a for nets Club not open 4/21 In toilets and behind the bar.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Sanitiser available at nets 19 th March 21 4/21 Plenty of hand sanitisers around the building and outside for members and cricketers.
	Provision of suitable wipes and hand sanitiser on the field for Hygiene Breaks.	Yes
	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.	n/a for nets Club not open Building has been supervised by the general manger throughout lockdown. Water has been run and toilets flushed regularly. Tenant on premises has also been involved with maintenance.
	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).	n/a for nets Club not open All up to date and evidenced in the H&S book.
	Check that your ground is ready and safe to use. Look at what work is required and how this can be done safely at a social distance.	n/a for nets playing area not open 4/21 General manager in charge of getting the ground

		prepared – no issues brought to attention. One new sightscreen on order 1/4/21
	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.	Checked, new kit purchased March 21. Access during training sessions.
	What steps have you taken to improve your first aiders’ understanding of first aid provision under COVID?	Covid officer has attended a course, all coaches are fully aware through external training of Covid 19 requirements. Masks, aprons and gloves added to the kit. Isolation room is the snooker room.
	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.	Checked 19 th March 21
	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.	Groundsman has checked and repaired as necessary
	Check and repair of any damage to pitches and outfields.	Groundsman has checked and repaired as necessary
	Check and repair of any damage to practice facilities including nets	Groundsman has checked and repaired as necessary
	Surfaces checked and watering regime adjusted based on lack of rainfall.	No lack of rainfall
	What are the hazards?	From 26/04/21 – outside hospitality open
	Who might be harmed?	Members, staff, and wider community
	Controls required	Action Taken by the Club

	Hazard – increased volumes of people	Clear signage for hospitality guests who will all be members and will be signing in as per last summer. Carpark is plenty big enough to accommodate all groups safely. Flow of people will be outside and signage clear to designated area.
	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.	