

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>

Beginning Open Age cricket from 26th April – matches and training - will affect the following people, players, umpires, coaches, scorers and staff. Maximum 30 on the field at any one time to include the officials. Plan of venue, infographics and Covid 19 guidelines sent out to away captains, and umpires before the match also published on the website. Toilets have a one in one out policy, and regular cleaning evidenced by a control sheet.

Wet weather policy

INDOOR OPENING FROM 17/5/21: Criteria - groups up to 6 people from 6 different households can meet indoors. Tables to be set up to reflect this maximum number with tables of 4 and 2 also available.

All rooms to be reassessed and fresh signage for capacities displayed. 17/5/21. Including **snooker** room which will now hold a maximum of 6. **Suite** capacity 30 for indoor functions.

FLOW OF PEOPLE 17/5/21: One way in and one way out due to inability for a second exit, agreed by CCBC. Clear signage to be checked.

PLAYERS – designated areas for each team and dedicated toilet for each team. Car parking and seating all in this designated area and signage clear.

UMPIRES – designated area to sit whilst not on field of play, access to toilet facility, clearly signed, also parking space. Sanitiser and wipes to be available by the stumps.

COACHES- same arrangements as for junior training, coaches to be mindful of Covid regulations and have access to first aid kit and sanitiser for sanitising the equipment.

SCORERS – Only one scorer allowed in the box, two scorers allowed outside the pavilion, socially distanced and only one to touch the remote scoring unit. Own books and pens to be used - no sharing.

SPECTATORS – no spectators allowed. However, with the bar outside being open members will be present and seated socially distanced in front of the pavilion. Separate risk assessment for this area, see hospitality sections.

Teams -

In the case of rain the teams will shelter, socially distanced in their team areas under the pavilion overhang. If persistent they will return to their cars.

Umpires and scorers - will return to their cars.

		Open indoors: should it be necessary to shelter, the teams may come into the club from 17/5/21, but must sign the Track and Trace book on entry, and on their eventual departure.
	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. OPEN AGE MATCHES/TRAINING -info graphics displayed and sent to all captains to ensure compliance. SUITE - notices prominent on entry door.
	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. MATCHES – team sheets to be filled out. Hospitality from 26/4/21 outside – QR codes and signing sheet at entrance to outside hospitality area – monitored by bar staff. Hospitality from 17/5/21 inside – one entry point and book on clear display to be monitored by the bar staff. Suite: Organiser of function responsible for collating details of all participants; his/her contact details with caterers.
	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 April 26th – 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. Hospitality 26/4/21 – signage and displayed on the website and social media. No entry to inside the building, only toilets to be accessed via the front door. Other doors locked to prevent access. Hospitality from 17/5/21 inside – side entrance blocked off with signage, all entry and exit through front door; flow of

		people clearly signed. Entry to suite the same.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	<p>Nets – walk across field observing social distancing from 19th March 21</p> <p>Junior training –abiding by ECB cricket guidelines, staggered times, plenty of space.</p> <p>MATCHES – designated places for the teams, no spectators. Bar outside open separate risk assessment for that area. Car parking plan sent to away captains, umpires and scorers. Designated toilets for each team separate from the hospitality area, all signed and communicated.</p> <p>Hospitality 26/4/21 – Outside area with benches suitably spaced; signage to encourage social distancing to be monitored by Covid Officer. Access to toilets via main front door.</p> <p>Hospitality from 17/5/21 inside – chairs and table to be spaced correctly and members encouraged not to change the layout; maximum 6 per group and other groupings also catered for. Bar staff to monitor and control. Space capacities reviewed and displayed in each room. Windows and doors to be kept open where possible.</p> <p>SUITE and FUNCTION ROOMS: Capacities assessed and displayed. From 17/5/21 Functions limited to 30 inside and 50 outside.</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>Signage on entry gate and at nets 19th March 21</p> <p>4/21 Further signage posted for training sessions and sent to captains and coaches. Plenty of hand sanitiser available.</p> <p>26/4/21 new signage for matches displayed and direction arrows replaced.</p> <p>Hospitality 26/4/21 and 17/5/21 – via infographics at venue and on website/social media. One way system in place and one in one out system for toilets. Main toilets in club house to be used for hospitality. Suite toilets and tea pavilion toilets for players. Hand sanitisation signage, social</p>

		distancing and requirement for masks signage in place throughout. Floor markings reviewed for indoor opening. SUITE: Sanitiser and signage prominent on entry and QR code.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Covid Officer , coordinator and bar staff well trained. Staff training sheets signed by all staff when commencing their first shift under these rules. 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. Hospitality opening inside 17/5/21: Bar staff to ensure personal training sheets are reread by each member of staff and signed accordingly.
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. Air conditioning not to be used. Staff only inside from 26/4/21 – masks to be worn and frequent hand sanitisation. Control sheet in operation for each shift. 17/5/21 staff reminded of procedures.
	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. All rooms assessed, but outside only from 26/4/21. See above, reassess and display signage 17/5/21.
	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. See above regarding match days. Hospitality from 26/4/21 – members will be advised to go home, as no shelter in outside hospitality area.
Hygiene and Cleaning		
	Develop an appropriate cleaning plan	n/a for nets Club not open Building from 26/4/21 – 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. Checking on a regular basis once any part of the venue is open. Touch points checklist to be completed during opening hours – responsibility of bar staff. Toilets to be opened from 26/4/21. Hospitality from 17/5/21 inside: Reinstate the checklists used last summer, staff to spend a time familiarising themselves again with the procedures.
	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, evidenced by tick sheet. 5/21 continued.
	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. Same for inside 17/5/21
	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. Plenty on hand indoors, and extra near the signing in book 17/5/21
	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 manager 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 sightsscreen on order 1/4/21 arrived 11 th May 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, on match days and when open for hospitality.
	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 will be mounted outside.
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, sightsscreens and covers.	Groundsman has checked and repaired as necessary

	Check and repair of any damage to pitches and outfield.	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 groundsman assessing.
	From 26/04/21 – outside hospitality open, more people moving around. Also 17/5/21 as from 26/4/21.	
	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. Teams have designated areas. Flow of people will be outside and signage clear to designated area. Signage requiring all to be seated, masks to be worn when entering to use the toilets, table service only.
	Accident from cricket activity i.e. hit by a ball	Members seated in the hospitality area must be conscious that balls may come towards them. This is a normal risk of watching the game. First aid kit on hand and staff trained to follow Covid secure guidelines when dealing with any such injury.
	Gaming machines	Signage and sanitiser to encourage players to clean their hands and the touch points on the machines before and after playing. No standing to watch, and will be monitored by bar staff. One stool allowed for player.

	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.		