



RISK ASSESSMENT TEMPLATE FOR CLUBS PREPARING TO OPEN THEIR CLUBHOUSE

FACILITY RISK ASSESSMENT FOR BOWDON VALE CRICKET CLUB

The purpose of this document is to highlight the main areas of risk considered by the Committee to enable the Club to re-open after the Coronavirus shutdown.

This document has been approved by the Committee on 15th July 2020.

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		
1.	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.	Access to the Club is granted on the understanding that all individuals have self-screened before arriving. Anyone displaying symptoms of COVID-19 should not attend. A copy of this risk assessment can be found on the Club website www.bowdonvalecc.org . Where possible a copy of this assessment will be emailed to individual members.
2.	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	The maximum occupancy in the lounge & Clubroom combined is 30 comprising socially distanced tables & chairs as per Government guidelines. Weather permitting, outdoor spaces on the cricket field will be used with tables & chairs being socially distanced.
3.	A plan for where parents and players will sit whilst watching cricket activities.	Benches and chairs at the front of the pavilion are for player use only. (Max 2 per bench). Bench seating and other chairs around the ground are for spectators. We are considering a gazebo to offer shelter for some players in the event of rain.
4.	Signage and communication so that all participants and visitors are aware of the control measures in place and how to act appropriately to minimize the risk of transmission of COVID-19.	Up to two portable notice boards (min one) will be situated at the main entrance into the Clubhouse and / or in front of the bar containing the following guidance notices. 1. Social Distancing 2. Regular hand cleaning advice 3. Location of toilets including one-in one-out policy & one-way system. 4. Guidance for use of the facilities.
5.	Staff and volunteer training to support the implementation of the plan, with suitable training records.	This plan is approved by all members of the Club's Executive Committee (volunteers). A checklist for Facility Operations Sheet and a Daily Cleaning Schedule Sheet will be kept in a ring binder file behind the bar. The designated Committee bar person, or when the bar is not opened, the Committee

		member who opens up the Club will be responsible for completing all the tasks on the sheets.
Buildings		
6.	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximize ventilation and minimise risk of transmission.	When the Club is in use, the kitchen windows and main door should be kept open for ventilation purposes. (NOT THE FIRE DOOR). The fire door should not be opened for ventilation purposes or be used for general access & egress.
7.	Assess the maximum occupancy of your rooms at 2m social distancing (or 1m with risk mitigation where 2m is not possible) and establish a suitable circulation system/one-way system. Use signage and floor markings to communicate this.	The maximum occupancy for the inside Clubroom & lounge is 30. All occupants should be sat at pre-arranged socially distanced tables. A one-way system for arrival & departure from the Club is in place. See section 32. A one-way system for using the Gents toilets in the changing room is in place. See section 35.
8.	Assess the arrangement of seating areas to maintain social distancing and minimize the risk of transmission.	Chairs and tables will be spaced to leave an obvious “corridor” for access to toilets / bar / kitchen etc. Inside, the capacity will be for 30 people seated around tables in groups of 3, 4, 5 & 6 Outside, when used, seating will be suitably socially distanced around tables.
9.	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	An outside a gazebo (or similar) will be used to keep as many people as possible outside in inclement weather, subject social distancing requirements, as the indoor occupancy numbers are limited to 30. The Cheshire Cricket League suggests players should consider sheltering in their cars.
Social and Hospitality Areas		
10.	Plan to solicit and maintain records of your member attendance, customers and visitors - to be maintained for 21 days and then destroyed.	A MANDATORY register of attendees will be kept in a ring binder file behind the Bar for each day the Clubhouse is open in line with GDPR requirements. We will record the name and phone number of all attendees. The register will

		be kept by the designated Committee bar person or if the bar is not open by the Committee key holder who opens the Club. Register to be updated as people arrive. Records to be kept for 21 days.
11.	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	It is anticipated that the boundary rope in front of the Clubhouse will be at least 10m onto the outfield providing room for some socially distanced tables & chairs once the cricket has ended.
12.	Steps taken to minimize time and the number of people at the bar.	NO QUEUING AT THE BAR. Drinks will be served at the tables by a designated bar person who will be a Committee Member.
13.	Steps taken to minimize contact points at payment or around the hospitality space.	Contactless payment will be encouraged. Tables & chairs inside will be spaced to enable an obvious "corridor" for safe access around the Clubhouse.
14.	Suitable PPE provision and training for staff and volunteers.	Volunteers (Committee Members) working the bar may choose to wear rubber gloves and a mask. Volunteers should use hand gel every 30 mins if possible. Members & guests should be encouraged to use hand gel frequently.
15.	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Only designated bar staff will serve drinks and collect glasses. A fresh glass should be supplied with each new drink. The electric glass washer is to be used to regularly clean all used glasses. (Consider double wash cycle)
16.	Deep cleaning strategy to minimize COVID-19 transmission risk	Deep cleaning has already been done at the club (w/c 06/07/20) We will seek on-going guidance regarding how frequently deep cleaning should be done.
17.	Daily cleaning strategy to minimize COVID-19 transmission risk.	The Clubhouse will be cleaned daily after use with approved cleaning materials.
18.	High-frequency touchpoint cleaning strategy to minimize COVID-19 transmission risk and how you will keep records.	Bar staff (wearing gloves), should wipe down high-frequency touch points (mainly door handles) every 60 mins where possible. This should be recorded on a daily cleaning schedule sheet which is kept in the ring binder file behind the bar. When tables become free they will be wiped-down before re-use.

Hygiene and Cleaning		
19.	Materials, PPE and training that you have provided to your staff for effective cleaning.	Approved cleaning materials are available for table and door handle wiping. Rubber gloves are available for volunteers who undertake cleaning duties.
20.	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Hot water, soap, paper towels and pedal bins are available in all toilets and the kitchen. Paper towels / wipes SHOULD NOT be flushed down the toilet.
21.	Provision of suitable hand sanitizer in locations around the facility to maintain frequent hand sanitization.	One hand gel station will be situated on a table just inside the main entrance to the club. Members & guests will be encouraged to use this facility regularly.
22.	Provision of suitable wipes and hand sanitizer on the field for hygiene breaks.	League instructions are for players to carry a small bottle of hand gel in their pocket for use in hygiene breaks. The Club will supply hand gel for players who don't have their own bottle.
	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		
23.	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.	No issue. We have a combi-boiler for the general hot water supply at the club. The hot and cold water supplies have been regularly used throughout lock-

		down. The shower area including the electric showers has been deep cleaned. PLAYERS ARE NOT ALLOWED TO USE THE SHOWERS.
24.	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 routine maintenance is up to date. The 5 year electrical safety certificate expires on 01/10/2021 The annual emergency lighting and fire extinguisher services took place on 26/06/20 & 01/07/20 respectively.
25.	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.	The ground has been ready for play for a number of weeks. Our volunteer groundsman has been working on the square, outfield and surrounds throughout the summer.
	What are the hazards?	Is vital first aid equipment available when needed? Do First aiders 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		
26.	Check that your first aid kits are stocked and accessible during all activity.	First Aid kits are fully stocked, in-date and kept behind the bar under the till area
27.	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	Gloves, aprons & masks are available and stored with the first aid kits.
28.	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.	Our AED is in working condition. The battery is fully charged and was last checked on 04/07/20. The AED is kept on a stand on the wall in the kitchen.

	What are the hazards?	Are 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		
29.	Safety checks on machinery, sightscreens and covers.	All equipment is safe for use.
30.	Check and repair of any damage to pitches and outfields.	Square and outfield checked and fine. Regular ground maintenance has been undertaken by the groundsman throughout the summer.
31.	Surfaces checked and watering regime adjusted based on lack of rainfall.	No issues with lack of rainfall due to a recent change in the weather.
	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
32.	Access & Egress at the Club	There is only one way in and out of the Club. Outside we have a gate at the end of the verandah. People arriving at the club should walk along the verandah. People leaving the Club should walk on the edge of the field to get to the gate. There is only one main entrance into the Clubhouse. (We do have a fire exit but this should not be used for access or egress). People entering and leaving the club can see each other and should use current social distancing guidelines i.e. Step to one side and wait. We do not anticipate large numbers of people using the club.

33.	Movement around the Clubhouse	An obvious corridor will be created away from the tables and chairs to enable access to toilets, bar & kitchen. Access to the Gent's toilets in the changing rooms is via the outside dressing room doors. (See section 35.)
34.	Toilets	Both the Ladies & Gents toilets should be used on a one-out, one-in basis.

	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
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35.	Changing rooms, showers & Gents toilets	Players must NOT use the changing rooms to get changed before & after games. Players must NOT use the showers during or after the game. The Gents toilets in the changing rooms can be used on a one out, one in basis. Access & egress will be via a one way system. The toilets must be accessed via the home changing room outside door. The toilets must be exited via the away changing room outside door.
36.	Score Box	The scoring of matches should be done outside. The score box SHOULD NOT BE USED
37.	Umpires Shed	Umpires should come ready changed. The umpires shed SHOULD NOT BE USED
38.	Food Preparation (Teas)	The Club is NOT permitted to provide any food or drink for players at the tea interval. The Club is NOT permitted to provide drinks to players during breaks. Home & away players & match officials should bring their own food and drink.