



## **ACTION CHECKLIST AND RISK ASSESSMENT FOR CHRISTLETON SPORTS CLUB IN PREPARING TO GET OUR CLUBHOUSE READY FOR CRICKET & FOOTBALL**

### **Action Checklist/Risk Assessment**

Uncontrolled if printed

No	Action	Completed	Actions/control measures
1	<b>Preparation</b>		
1.1	Have you read the government guidance on social distancing after 4 <sup>th</sup> July available <a href="#">here</a> ?	Yes	<a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a>
1.2	Have you read and understood the ECB Return to Play Guidance available?	Yes	<a href="https://resources.ecb.co.uk/ecb/document/2020/07/09/f20adb12-c1d2-4cdc-b2e3-80b0c7873fe4/ECB%20return%20to%20cricket%20plan%20for%20step%204%20July%202020.pdf">https://resources.ecb.co.uk/ecb/document/2020/07/09/f20adb12-c1d2-4cdc-b2e3-80b0c7873fe4/ECB return to cricket plan for step 4 July 2020.pdf</a>
1.3	Have you read and understood the ECB Getting your Pavilion and Grounds Ready for Step 4 guidance (this document)?	Yes	
1.4	Have you completed your COVID-19 Risk Assessment and shared this with your participants? (See Appendix)	Yes	This document is the risk assessment and lists the control measures in place, where necessary, to mitigate risks.
1.5	Have you shared your operation plan and COVID-19 Risk Assessment with your insurer and insurance adviser?	Yes	Owzat Insure, Meadons Insurance Brokers Limited 11 Cheshire StreetMarket DraytonTF9 1PD
2	<b>On your Ground</b>		
2.1	Have you referred to the latest GMA Guidance on grounds maintenance during COVID-19 available <a href="#">here</a> ?	Yes	Grounds have been maintained in accordance with the guidelines since the beginning of the pandemic.
2.2	Have you checked that your machinery, sightscreens and covers are in good, safe working order and their service requirements are up to date? Document this in your COVID-19 risk assessment.	Yes	Machinery has been in use as per 2.1, so in good working order. Sight screens checked and assembled on 8 <sup>th</sup> July 2020.

2.3	Have you checked the condition of your square, outfield and non-turf facilities (including nets) and repaired any damage to make these safe for return to play?	Yes	Playing surfaces have been in use for safe practice and checked on the 1 <sup>st</sup> June 2020 after phase 2 of the ECB return to cricket plan
2.4	Is your grass at the right cut height? If not, adjust now.	Yes	
2.5	Have you applied enough water to allow pitches to be prepared safely? Refer to the <a href="#">GMA guidance</a> .	Yes	There has been enough natural rain fall to allow this.
<b>3</b>	<b>People Management and Communication</b>		
3.1	Have you planned how to ensure that visitors are aware that they must screen themselves for COVID-19 symptoms before coming to your venue and should not leave their homes if they are displaying symptoms? Have you communicated and facilitated that process?	Yes	Information available on club website. Link given to home team players/parent before training/matches, and to away team contacts at least 24 hours before matches
3.2	Have you assessed the different user groups (participants), their numbers and needs and developed a plan to move them to, within and from your venue safely?	Yes	This is the responsibility for the Christleton match coordinator and will be communicated at least 24 hours before games to contacts listed in 3.1. U11 Coordinator – Nick Davis U13 Coordinator – Mark Inchley U15 Coordinator – John Morris U18/19 Coordinator – Ian Wade Open Age Coordinator – Peter Roberts
3.3	Have you assessed the time that different user groups will spend at the venue and managed the risk accordingly?	Yes	Times are communicated via the team coordinators. If there are multiple group sessions/matches, then 10 minutes between sessions/groups is communicated
3.4	Have you developed a communication plan?	Yes	
3.5	Have you tailored this to different user groups and adapted for young people or those with a disability?	Yes	Website can support different user groups

3.6	Have you used all your communication channels to reach different people effectively (social media, email, website etc)?	Yes	Team WhatsApp/Teamer for groups. Club website/Twitter/Facebook/Instagram for general club comms
3.7	Have you corresponded with your league (where applicable) and opposition to let them know your COVID-19 plans and how they need to act when they are at your venue?	Yes	Details will be published on website. Also refer to 3.1
3.8	Have you developed your signage, thought about where signage is needed and produced this in a way that does not create a touchpoint?	Yes	Electronic signage communicated. Physical signage strategically placed on boards/doors/windows
3.9	Have you carried out briefings with your employees, contractors and volunteers and kept records to show that this has been understood and an opportunity to have questions answered has been given?	Yes	All have access to and have been given links to website which holds the necessary information
3.10	Have you made sure that players, match officials and parents are aware that participants should arrive and leave in match or training kit?	Yes	Made clear on website, and communicated to opposition teams as per 3.1
<b>4</b>	<b>In your Buildings</b>		
4.1	Have you carried out the necessary checks and actions to manage the risk of Legionella? See the guidance from the HSE <a href="#">here</a> .	Yes	General running water facilities have been in use during maintenance activities. Showers have been marked out of bounds due to risk of legionella and ECB/Government guidelines around Covid-19
4.2	Have you maximised ventilation by opening windows and doors (not fire doors)?	Yes	For security reasons only when facilities are in use
4.3	If you have an air conditioning system, has it been set to exchange with external air and not recirculate?	N/A	
4.4	Have you checked that routine maintenance has not been missed and certification is up to date (e.g. Gas safety, Electrical Safety and	Yes	

	Portable Appliance Testing, Fire Safety, Lifts and Heating – Ventilation and Air Conditioning)?		
4.5	If services were isolated – have they been reinstated by a qualified professional?	N/A	
4.6	Have you assessed the maximum occupancy of your rooms at 2m and 1m+ social distancing, and established a suitable circulation system / one-way system?	Yes	Access to toilet facilities only. 2m floor markings in place and one-way system in place.
4.7	Have you used signage and floor markings to communicate this?	Yes	Signage on entry/exit points as well as floor markings
4.8	Have you arranged your seating avoiding face-to-face arrangements?	Yes	No access to indoor seating. Outdoor seating is one way facing only
4.9	Have you considered how your scoreboard can be used safely?	Yes	Only one person, Christleton Cricket Club official scorer, allowed in scoreboard. Appropriate signage used to reinforce message
4.10	Have you got a plan for what you are going to do in wet weather (use personal vehicles, use temporary structures like gazebos and marquees etc)? Have you communicated this plan?	Yes	Personal vehicles; or <ul style="list-style-type: none"> <li>• Home teams use club veranda</li> <li>• Away teams can use football stand area</li> </ul> Social distancing still applies to any member/player using covered outdoor areas
<b>5</b>	<b>Social and Hospitality</b>		
5.1	Have you read and understood the government guidance and checklist available <a href="#">here</a> ?	Yes	As read
5.2	Have you read and understood the guidance from the Food Standards Agency available <a href="#">here</a> ?	Yes	As read
5.3	Have you reviewed your food hygiene and safety procedures and carried out any post lockdown cleaning and monitoring as required?	Yes	No food will be served, only bar sales and beverages. Club given a strict deep clean on 5 <sup>th</sup> July 2020 in preparation

5.4	Have you identified suitable areas for outdoor service and can you ensure these don't overlap with team / parent areas?	Yes	Outdoor service for beverages only. This will be from the French door area which does not interfere with any other access areas.
5.5	Have you got a plan to circulate people between areas whilst maintaining social distancing?	Yes	A one-way system with signage and barriers will be in place
5.6	Have you got suitable signage, guideline notices and other methods to communicate this?	Yes	A one-way system with signage and barriers will be in place
5.7	Have you removed bar stools etc and put up notices reminding patrons that time at the bar should be minimised?	Yes	No access to bar area except for authorised volunteers
5.8	Do you have Contactless payment methods? If not, could you use Contactless payment at your venue?	Yes	Contactless payments only.
5.9	Do you have online menus?	No	No food will be served. Beverage list and prices available on site around outdoor bar area
5.10	Can you set up online ordering? Or a text message system?	No	Not required
5.11	Have you removed touchpoints (no cutlery or condiments on tables or stations – serve with food; no beer mats or tablecloths)?	Yes	No condiments or cutlery. Plastic glasses only for beverages
5.12	Have you provided suitable PPE for staff/volunteers working?	Yes	Front facing bar staff will wear face coverings and nitrile gloves
5.13	Have you trained those volunteers on hygiene, 1m+ social distancing requirements and risk mitigation such as picking glasses up at the base not the rim, using a fresh glass with each drink, etc.?	Yes	Plastic disposable glasses only
5.14	Are your dishwasher and glasswasher serviced and able to operate at high temperatures?	N/A	Plastic disposable only
5.15	Do you have a strategy for preventing glass breakages on the playing areas?	N/A	Plastic disposable only

5.16	Whilst disposable tableware and glassware are an option, have you considered more sustainable options?	Yes	There is no automatic dishwasher/glass washer on site so disposable glasses only to be used
5.17	Do you have a system for collecting temporary (held for 21 days) contact records of your members/ visitors/ customers to supply to NHS Test and Trace if required?	Yes	Through member data bases on Play Cricket
<b>6</b>	<b>Cleaning and Hygiene</b>		
6.1	Have you carried out a thorough clean of all areas, all surfaces and all potential contact points before opening?	Yes	Full deep clean performed on 5 <sup>th</sup> July 2020.
6.2	Have you got a toilet checking and cleaning programme in place?	Yes	Toilets checked and cleaned every hour. Cleaning completion signed off
6.3	Have you got signage on handwashing technique and have you provided soap for hand washing?	Yes	Soap provided. Users will understand correct handwashing technique from continuous Government communications
6.4	Have you assessed handwashing queues and whether or not suitable hand sanitiser can be provided to support this?	Yes	Hand sanitiser available upon entry/exit to club indoor facilities.
6.5	Have you assessed optimum locations for hand sanitiser stations and where these should be located?	Yes	Using one-way system: <ul style="list-style-type: none"> <li>• Upon entry to indoor facility</li> <li>• Upon exit to indoor facility</li> <li>• Adjacent to outdoor beverage sales area</li> </ul>
6.6	Have you assessed the quantities of hand sanitiser required (anticipate for Day 1, review for Day 2 and so on) and purchased enough to maintain supply?	Yes	10 gallons of hand sanitiser immediately available to replenish dispensers. Quantity will be assessed after Day 1
6.7	Have you supplied suitable cleaning wipes and hand sanitiser for the field of play and have you instructed match officials to provide suitable hygiene breaks?	Yes	Two hand sanitiser tables adjacent to the field of play will be made available.
6.8	Have you planned to carry out an all surface clean daily pre and post-opening?	Yes	This is standard operating procedure at Christleton Cricket Club

6.9	Have you identified common touch points (such as door handles, gaming machines, sanitiser stations) and developed a plan to clean these frequently (e.g. hourly)?	Yes	Identified points will be cleaned during toilet cleaning rota
6.10	Have you trained your staff, provided suitable materials and PPE to clean down tables after each customer group leaves?	Yes	All staff briefed prior to facility opening
6.11	Have you provided suitable training, materials and PPE for your staff or volunteers to carry out cleaning to your plan?	Yes	
6.12	Although changing rooms are not in use, are you still maintaining cleaning and regular maintenance to maintain safety, particularly if the changing room is to be used in an emergency or as an isolation room for suspected COVID-19 cases?	Yes	One changing room identified and maintained for such purpose. This changing room is signed the 'away' dressing room
<b>7</b>	<b>PPE and First Aid</b>		
7.1	Have you made sure that your first aiders have reviewed the advice provided by St John Ambulance on first aid during the COVID-19 pandemic – available <a href="#">here</a> .	Yes	Each section/Age group has its own first aiders. All are aware of the Covid-19 advice
7.2	Have you checked that your first aid kits are stocked, in-date and available during activities?	Yes	Available from 'first aid cupboard' located in club kitchen area.
7.3	Have you assessed the PPE (including face coverings) required by your first aiders and made that available in/with the first aid kits?	Yes	First aiders will have access to face coverings and nitrile disposable gloves
7.4	Have you checked that your Automated External Defibrillators (AEDs) are working, serviced and available during activities?	No	Currently no AED available



7.5	Have you assessed the requirement to supply / wear face coverings under any 1m+ social distancing requirements in your buildings?	Yes	Personnel working on the outdoor beverage sales area will wear face coverings
7.6	Have you made and communicated a plan on what to do if someone develops COVID-19 symptoms at your venue?	Yes	<p>Maintain social distancing.</p> <ol style="list-style-type: none"> <li>1. If the person is able to travel home safely they should travel home and manage their symptoms in accordance with NHS and PHE guidance available here.</li> <li>2. If the person is too unwell to travel home safely, they should be isolated from everyone else in the unused 'Away Team' changing room and someone from their household contacted to make safe arrangements – if that is not possible then phone 111 and follow instructions.</li> <li>3. Make sure that the isolation area is well ventilated and then cleaned carefully using suitable cleaning products and PPE in accordance with COVID-19: cleaning in non-healthcare settings guidance.</li> </ol>

Having reviewed your checklist, you should complete your COVID-19 risk assessment to record your assessment of risk and the actions you have taken to reduce these risks in compliance with the legislation and guidance. Append the completed check list to your COVID-19 risk assessment.

# Risk Assessment Guidance Notes

<b>SEVERITY</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	<b>LIKELIHOOD</b>					

<b>LIKELIHOOD</b>	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

<b>SEVERITY</b>	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
<p>Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.</p>	<p>Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.</p>

**Additional comments:**

1. This risk assessment needs to be shared with members/volunteers/players before they visit Christleton Cricket Club to ensure compliance with all control measures through their understanding.
2. Volunteers are to sign an acknowledgement sheet for their understanding of this risk assessment.
3. The risk assessment is to be reviewed following any changes in HM Government guidelines around Covid-19.
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document.

<b>Assessor 1 name:</b>	Peter Roberts	<b>Signature:</b>		<b>Date:</b>	10/07/2020
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<b>Assessor 2 name:</b>	Amanda Harding	<b>Signature:</b>		<b>Date:</b>	10/07/2020
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# The Risk Assessment

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR				S	L	R	RR
Catching / Spreading	Members, Volunteers visitors, players, public	5	3	15	H	The actions and control measures identified in the Action Check List above have been implemented	Peter Roberts Amanda Harding Mike Hollindale	10/07/2020	5	1	5	M

