



COVID RISK ASSESSMENT

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.	Information informing players of requirement posted on club website and facebook pages, printed and published at the club.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Maximum of 30 people in a group, space for 30 in function room, bar re-opening 03/10/2020, space for 30 people distanced. Plenty of room around people and doors being frequently opened gives ventilation. Tables, chairs and bar stools to be spaced so either a group of 6 or less can be accommodated up to 30 people max at any one time.
	A plan for where parents and players will sit whilst watching cricket activities.	Plenty of benches around ground which are distanced, for inclement weather they need to sit in their own vehicles. We have segregated the players and spectator areas, these are defined with cones and crowd fencing and are signed around the club. Spectators can watch from the bar but indoor rules above apply.
	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.	Printed and posted on cricket noticeboard, plus windows in function room. Website and facebook pages are populated. Signage on end of club house at car park plus for spectator and player areas. Bar access as well as table service published on the entrance to the bar and in the bar. Signs in and around toilets re spacing and one at a time.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Self training between secretary and CWO for management of site, information emailed as relevant to supervisors of sessions. Necessary information, team sheets, Welfare guidance, first aid etc given to all captains, coaches, team managers and supervisors. All bar staff have been given a list of requirements and have had a face to face meeting with the bar management team has taken place.

Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	If needed, all doors can be opened allowing a good flow of air, relevant people have keys for doors, site supervisor aware of this. For bar, restricted numbers and internal doors left open.
	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.	For function room maximum is 30, bar will allow 30 people at distance. Tables and chairs positioned to allow safe occupancy within the rooms limit of 30, signs for no moving of furniture in pace. As bar not accessible to customers one-way system not required.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Seating areas have been distanced to allow different group sizes to maximum of 6, plus smaller groups within the room limit of 30 in the bar area. Outside benches are side by side and the function room is not being used for gatherings save club meetings which will be distanced.
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	Players and parents to be advised to use their own vehicles. Function room not to be used. Veranda area to be kept clear.
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.	Site supervisor/captain to collate records from team cards for opposition, opposition to be asked to provide names of guests and visitors, KCC players records to be recorded for each visit. For bar, NHS QR code available plus the club have a track and trace sheet for customers to sign in, to be kept for 21 days and then destroyed. This is to be done during ordering of drinks by lead guest in the group.
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	Bar we can serve to the grass area at the side of the bar, benches to be placed with correct distancing.

	Steps taken to minimise time and the number of people at the bar.	N/A at this time as table service, signs for customers evident in bar.
	Steps taken to minimise contact points at payment or around the hospitality space.	Only one payment point to be controlled by staff during payment. Cash to be kept to a minimum, signs encouraging use of card rather than cash.
	Suitable PPE provision and training for staff and volunteers.	PPE is available for staff, sanitizing gel, face masks, aprons, latex gloves and all anti bac products available
	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Members of staff to serve tables with drinks on trays, customers to lift off so only the bar person touches, on return waiter/waitress/bar person to put in glass washer. Regular hand sanitization by staff.
	Deep cleaning strategy to minimise COVID-19 transmission risk	Function room, bar, kitchen changing rooms, and bar area and bar toilets have had a deep clean done by a specialist company. Regular cleaning by KCC cleaner using anti bac products to continue, staff the clean bar area, all touched surfaces and same in bar toilets after each shift.
	Daily cleaning strategy to minimise COVID-19 transmission risk.	Cleaning will be daily on surfaces required.
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Door handles, hand sanitizer units, bar tables, work tops and surfaces in toilets to be cleaned each shift by bar staff.
Hygiene and Cleaning		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Hand sanitizer, antibacterial soap, nitrile gloves, aprons, anti bac cleaning products plus new mops all provided, hand sanitization units fitted in bar and at back door.

	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Done, in every washroom and in kitchen area.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Players to bring own, for staff and supervisors a stock is in place. In club house sanitization units fitted at back door, entrance to bar and at toilet entrance. Various bottle in bar area/
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Purchased.
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.	Site water hasn't been dormant, due to contractors on site. All water points flushed through.
	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
	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.	A review was conducted, and the ground is fit for play. During play the net areas will be out of bounds for any other people and the site will be closed to visitors until the bar re-opens, a review of the risk assessment will take place then.

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.	All available.
What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	St Johns Ambulance Guidance printed off and provided with site supervisor pack. And posted on notice board.
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 on site is not KCC responsibility and we have no access to it other than in an emergency, taken care of by others.
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 machines checked and operating normally, sight screens reassembled and all good, covers et up and working.
Check and repair of any damage to pitches and outfields.	Done, square and outfield in good condition.
Surfaces checked and watering regime adjusted based on lack of rainfall.	All good.