



## RISK ASSESSMENT DARWEN CC - OPENING OUR CLUBHOUSE

### Risk Assessment

The below is our COVID-19 Risk Assessment and is shared by our users.

Darwen CC Executive Committee  
7/7/2020



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
<b>People Management and Communication</b>		
	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.	All self screening protocols emailed out to users, and advertised on social media.
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	Executive Committee carried out assessment and RD,DA and CL planned our provision. Check, Challenge and Approval before opening.
	A plan for where parents and players will sit whilst watching cricket activities.	All expectations emailed out beforehand to all parents registered.
	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.	All signage prepared and actioned by RD. Expectations clear.
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	RD and DA to make clear expectations to staff beforehand and in training before opening up. Records to be kept of cleaning.
<b>Buildings</b>		

	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Clear one way system with ventilation. Doors open and windows.
	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.	RD visited clubhouse and planned table layout and social distancing measures. Signage and floor markings in place before opening.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	RD planned table layout with all social distancing measures actioned.
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	All players and outside visitors to remain cars, except for those with arranged tables inside.
<b>Social and Hospitality Areas</b>		
	Plan to solicit and maintain records of your member attendance, customers and visitors - to be maintained for 21 days and then destroyed.	All records of members and visitors maintained for 21 days, using Venue trace.
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	Outdoor service planned and incorporated into seating plan to allow this to happen safely.
	Steps taken to minimise time and the number of people at the bar.	Table service only.
	Steps taken to minimise contact points at payment or around the hospitality space.	Card payment encouraged and promoted.

	Suitable PPE provision and training for staff and volunteers.	PPE equipment, masks to be provided for all staff.
	Strategy for the safe serving, clearing and cleaning of glassware and tableware.	All staff trained on the safe serving, clearing and cleaning of all equipment. 3 staff on per shift.
	Deep cleaning strategy to minimise COVID-19 transmission risk	Deep cleaning carried out by RD beforehand, during the day and on a Monday.
	Daily cleaning strategy to minimise COVID-19 transmission risk.	Daily cleaning routine carried out by RD, staff and SD on a Monday.
	High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	Records of cleaning kept by RD and updated by staff.
<b>Hygiene and Cleaning</b>		
	Materials, PPE and training that you have provided to your staff for effective cleaning.	All materials, PPE and staff training provided for all staff.
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Hand washing facilities provided for.
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Hand sanitizer on entrance and exit to DCC clubhouse.
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Suitable wipes and hand sanitizer provided on the field for hygiene breaks

	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
<b>Preparing Your Buildings</b>		
	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.	Water been kept on during temporary closure so all safe.
	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 certification 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.	Ground and playing area safe to re start play.

	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
<b>First Aid</b>		
	Check that your first aid kits are stocked and accessible during all activity.	First Aid kits stocked and accessible. RD,DA and MD arranged.
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	All advised to visit - <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a>
	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 in working order

	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
<b>Preparing your Grounds</b>		
	Safety checks on machinery, sightscreens and covers.	All equipment maintained, checked by groundsman and external visitors/
	Check and repair of any damage to pitches and outfields.	All fit for play
	Surfaces checked and watering regime adjusted based on lack of rainfall.	All surfaces checked and maintained.

	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.	
	No changing rooms	Players told to arrive in kit, use toilets in clubhouse. Rain breaks go to cars.
	Insurance	SG Checked and we are ok with current provision.
	No scoreboard use or only 1 scorer	Use of 1 scorer in line with league recommendations.
	Toilets	RD planned use of. Clear signage.



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	Avoid in person meetings	Virtual meetings where possible, if not ventilation and social distancing followed.
	Use minimum staff as possible	3 staff to be used in line with bar and cleaning duties.
	Staff to use PPE when cleaning and masks.	PPE and staff discussion to take place prior to opening.

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