

Appendix 1: Club Preparation Checklist

Clubs and venues should not open until they are ready to do so safely and in full compliance with relevant legislation and guidance.

This checklist has been designed to support you in developing your risk assessment and risk mitigation plans. The list is not exhaustive, and it is your club or organisation's responsibility to ensure that you are compliant and that you have met your duty of care.

No	Action	Completed
1	Preparation	
1.1	Have you read the government guidance including: <ul style="list-style-type: none"> • Roadmap out of Lockdown – which outlines what can be done when. • Grassroots sports guidance for the public and sport providers. • Meeting with others safely (social distancing). • Face coverings • NHS Test and Trace: how it works • Maintaining Records for NHS Test and Trace 	YES
1.2	Have you read and understood this ECB guidance document?	YES
2	Organising cricket activities	
2.1	Have you developed a method for making all participants aware: <ul style="list-style-type: none"> • Of the need to self-assess for COVID-19 symptoms prior to leaving home and to not attend if symptomatic but to follow NHS and PHE guidance on self-isolation? • Of the increased risk associated with taking part in cricket activity? • Of the advice to comply with public health restrictions and avoid high-risk behaviour outside of the cricket setting? • Of the need to adhere to legal gathering limits before and after cricket activities and to act responsibly to limit transmission risk wherever possible? • That it is their choice to participate in a modified version of the game and the need for them to comply with COVID-19 measures? • That people with health conditions that put them at increased risk should consider the risks of participating in cricket activity? • The requirement to shield when applicable? • That social distancing and good hygiene practice should be maintained at all times at the venue? • The need to limit the time spent congregating at a venue before and after the cricket activity? • That changing rooms will be closed (with limited exceptions for disabled persons) and that they should arrive and go home in their kit? • That they should bring their own food (including tea) and drink and water bottles should be clearly marked with the owner's name and not shared? • The Rule of 6 (or as a group made up of two households) should be observed off the field? • That sharing of equipment must be avoided where possible? • Of the adaptations to playing conditions (such as hygiene breaks)? • That no sweat or saliva should be applied to the ball? 	YES

2.2	Have you developed a process for communicating and ensuring that spectators are not permitted (with limited exceptions – see the guidance)?	YES
2.3	Have you made reasonable adjustments for disabled participants in line with guidance on when and where cricket can be played and by whom?	N/A
2.4	Are you compliant with recommended supervision ratios for Supervised Children’s Activity?	YES
2.5	Have you carried out DBS checks where applicable?	YES
2.6	Have you developed and communicated a protocol for parents?	YES
2.7	Have your coaches read and understood the guidance to coaches in this document?	YES
2.8	Have you taken measures to manage the use of practice nets safely?	YES
3	NHS Test and Trace	
3.1	Have you developed a legally compliant system for recording, managing and disposing of attendee contact data as required by NHS Test and Trace?	YES
3.2	Have you produced and displayed your NHS QR Code?	YES
4	On your Ground	
4.1	Have you referred to the latest GMA Guidance on grounds maintenance during COVID available here ?	YES
4.2	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 risk assessment.	YES
4.3	Have you checked the condition of your square, outfield and non-turf facilities (including nets) and repair any damage to make these safe for return to play?	YES
4.4	Have you risk assessed the safe occupancy numbers of your nets and installed appropriate signage? Have you communicated these limits in your documentation and signage?	YES
4.5	Have you risk assessed the safe occupancy numbers of your field of play and surrounding areas for both organised sport and other use scenarios, taking into full account supervision ratios, social distancing and legal gathering limits? Have you communicated these limits in your documentation and signage?	YES
5	People Management and Communication	
5.1	Have you made suitable adaptations to venue layout and signage for the legal gathering size limits to achieve compliance with these restrictions off the field of play?	YES
5.2	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
5.3	Have you assessed the time that different user groups will spend at the venue and managed the risk accordingly?	YES
5.4	Have you developed a communication plan?	YES
5.5	Have you tailored this to different user groups and adapted for young people or those with a disability?	YES
5.6	Have you used all your communication channels to reach different people effectively (social media, email, website etc.)?	YES
5.7	Have you corresponded with your league (where applicable) and opposition to let them know your COVID plans and how they need to act when they are at your venue?	YES

5.8	Have you developed your signage, thought about where signage is needed and installed appropriately?	YES
5.9	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
6	In your Buildings	
6.1	Have you developed your cleaning plan?	YES
6.2	Have you carried out a thorough clean of all areas, all surfaces and all potential contact points before opening?	YES
6.3	Have you planned to carry out an all surface clean daily pre- and post-opening?	YES
6.4	Have you identified common touch points (such as door handles, gaming machines, sanitiser stations) and a plan to clean these frequently (e.g. hourly)?	YES
6.5	Have you provided suitable training, materials and PPE for your staff or volunteers to carry out cleaning to your plan?	YES
6.6	Have you maximised ventilation by opening windows and doors (not fire doors)?	YES
6.7	If you have an air conditioning system has it been set to exchange with external air and not recirculate?	N/A
6.8	Have you carried out the necessary checks and actions to manage the risk of Legionella? See the guidance from the HSE here .	YES
6.9	Have you checked 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)?	YES
6.10	If services were isolated – have they been reinstated by a qualified professional?	N/A
6.11	Have you assessed the maximum occupancy of your available rooms (room use limited as per Step 1B – see guidance above) to enable Social Distancing to be maintained, and established a suitable circulation system / one-way system?	YES
6.12	Have you used signage and floor markings to communicate this?	YES
6.13	Have you developed and communicated your changing room closure (save that it can be used by people with disabilities) / emergency use plans? Although changing rooms are not generally in use, are you still maintaining cleaning and regular maintenance to maintain safety, particularly if the changing room is to be used by those with disabilities, in an emergency or as an isolation room for suspected COVID cases)?	YES
6.14	Have you developed your toilet operating plan? Have you got a toilet checking and cleaning programme in place?	YES
6.15	Have you got signage on handwashing technique and have you provided soap for hand washing?	YES
6.16	Have you assessed handwashing queues and whether or not suitable hand sanitiser can be provided to support this?	YES
6.17	Have you assessed optimum locations for hand sanitiser stations and where these should be located?	YES
6.18	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
6.19	Have you considered how your scoreboard can be used safely?	N/A

6.20	Have you got a plan for what you are going to do in wet or sunny weather (use personal vehicles, use temporary structures like gazebos and marquees etc)? Have you communicated this plan?	YES
7	Social and Hospitality Facilities	
7.1	To remain closed at Step 1B	
8	PPE, First Aid, Injuries and Emergencies	
8.1	Have you made sure that your first aiders have reviewed the advice provided by St John Ambulance on first aid during the COVID Pandemic – available here .	YES
8.2	Have you checked that your first aid kits are stocked, in date and available during activities?	YES
8.3	Have you assessed the PPE (including face coverings) required by your first aiders and made that available in/with the first aid kits?	YES
8.4	Have you checked that your Automated External Defibrillators (AEDs) are working, serviced and available during activities?	N/A
8.5	Do you have a cleaning plan for any treatment or isolation facilities?	YES
8.6	Do you have a legally compliant record keeping system for recording the contact details of those receiving and providing close-contact care/interventions for the purposes of NHS Test and Trace?	YES
8.7	Have you assessed the requirement to supply / wear face coverings in your buildings?	YES
8.8	Have you made and communicated a plan on what to do if someone develops COVID symptoms at your venue?	YES
8.9	Do you have an emergency plan and are the appropriate people familiar with the guidance for first responders , in case of emergency situations?	YES
8.10	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
9	Risk Assessment	
9.1	Have you completed your COVID Risk Assessment and shared this with your participants? (See Appendix 2)	YES
9.2	Have you shared your operations plan and COVID Risk Assessment with your insurer and insurance advisor?	YES

Having reviewed your checklist, you should complete your COVID 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 risk assessment.

Appendix 2: Risk assessment template

As a facility provider, you should complete your own COVID-19 Risk Assessment and publish this to your users.

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 and identify the controls you require to meet 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
Facility Capacities		
	Have you determined the safe capacity of your field of play and grounds for both organised cricket activity and off-field activities (subject to the Rule of 6 or as a group made up of two households), accounting for social distancing, legal gathering size limits and supervision ratios where applicable?	No limit to participants that remain external to clubhouse - Only Toilet facilities to be opened with "one in one out system" - Remaining areas of Clubhouse closed except to authorised members - Player/officials area separate to spectators - See Layout plan
	Have you determined the safe capacity of your net practice facilities accounting for social distancing and legal gathering size limits?	Capacity for Nets will be 4 per Lane - A coach can manage both lanes - Social distancing to be upheld throughout
Organised activities		
	Have you review playing guidance and make suitable adaptation to your approach to practice and matches?	Playing guidance has been adapted as per ECB guidelines and documented in Club Guidelines
	Have you reviewed supervision ratios and adapt group sizes for supervised children's activities accordingly? Have you ensured safeguarding procedures are being followed, even under COVID restrictions?	Supervision Ratio's are in line with guidance with junior training being held separately during Step 2 - and safeguarding policy reviewed and re-distributed to coaches, managers and captains
	Have you assessed control measures for preventing spectators (with limited exceptions – see guidance)?	Members and visitors informed via documented in Club guidelines - Club Representatives to ask people to leave unless exempt
People Management and Communication		

	Establish what restrictions are in place for your venue location including restrictions on gathering size limits in line with the UK Government Roadmap and ensure your control measures are appropriate.	Organised outdoor sport and physical activity for adults and children can return and are exempt from legal gathering limits
	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.	All participants (including away teams and spectators) to read and abide by club guidelines that include self-screening prior to attending
	Ensure that NHS Test and Trace data collection system is in place and that it is compliant with Information Commissioner's Office guidance.	Data collected via Text message to Club Covid Registration Phone - Text Message deleted after 21 days - phone password protected and held off-site
	Ensure that your NHS QR Code poster has been produced and displayed for use by visitors.	QR codes poster produced and displayed at both venues
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	No limit to participants that remain external to clubhouse - Only Toilet facilities to be opened with "one in one out system" - Remaining areas of Clubhouse closed except to authorised members - Player/officials area separate to spectators - See Layout plan
	A plan for where parents and players will sit whilst watching cricket activities.	Marked areas for players and officials - separate to spectators including parents - Players will be allowed to join their own households/bubbles while maintaining social distancing from others
	Signage and communication so that all participants and visitors (including spectators) are aware of the control measures in place and how to act appropriately to minimise the risk of transmission of COVID-19.	Club Guidance will communicate arrangements and measures - In addition Signage for parking, social distancing etc to be displayed and instruction for use of the toilets and hygiene protocol will be displayed
	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Training of the Club Representatives to take place w/b 19th May 2021
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	All entrance doors, toilet windows, main toilet doors & toilet lobby door to be left open creating a flow of natural air through the building - If Covid room to be used window in the Away Changing room to be opened before use - Mechanical ventilation N/A
	Assess the maximum occupancy of your rooms in order to ensure Social Distancing can be maintained, and establish a suitable circulation system / one-way system. Use signage and floor markings to communicate this.	Toilets are the only area open to all participants - Toilet area is a "one out, one in" system with queuing outside of the pavilion - route to toilets is taped and signage displayed at the main entrance. All other areas Out of Bounds except for authorised Club Representatives - See movement plan
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	No seating being made available - participants to bring their own seating for outside use only within the assigned areas
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	Participants will be expected to go to their cars in the event of rain - Pavilion is out of bounds - This will be communicated in the guidance and via Club Representatives
Social and Hospitality Areas		
	Have you ensured your social and hospitality areas will remain closed?	Only Toilet Facilities will be open - if hospitality is started then outside areas only
Hygiene and Cleaning		
	Develop an appropriate cleaning plan	Cleaning Plan stating what is required for event cleaning in place
	Materials, PPE and training that you have provided to your staff for effective cleaning.	Materials and PPE are available to anyone undertaking cleaning activities

	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Hand washing facilities available in Mens and Ladies Toilets as stated
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Hand sanitisers available at both entrances with appropriate signage.. COVID isolation/injury room also has a sanitiser pump
	Provision of suitable wipes and hand sanitiser on the field for Hygiene Breaks.	Hand sanitisers available and anti-microbial wipes available on/off pitch
	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.	Water system heated and flushed through all outlets for prolonged period of time. Water samples tested by SmartWaterTesting. Certificate received as clear
	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).	Electrical Safety and PAT test completed March - Fire extinguishers Annual check completed in April (Gas, Lifts, Heating, Ventilation and A/C not applicable)
	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.	Limited number of volunteers used to prepare the ground during March / April - Nets repaired and ground preparation undertaken
	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.	First Aid Kit has been checked and is fully stocked.
	What steps have you taken to improve your first aiders’ understanding of first aid provision under COVID?	All key First Aiders confirmed they have read the St John Ambulance guidance to first aid during the Covid-19 Pandemic
	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.	Not Applicable
	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.	Machinery serviced, Sight screens & Covers fully functional.
	Check and repair of any damage to pitches and outfield.	Pitches maintained throughout- Rabbit holes monitored per activity
	Check and repair of any damage to practice facilities including nets	Nets repaired & structural supports added - Mat power washed
What are the hazards?	Insufficient space to walk around the boundary while keeping social distancing	
Who might be harmed?	Players & Spectators	
Controls required		Action Taken by the Club
	Ensure there is sufficient area to avoid choke points around the outside of the boundary perimeter	The boundary will be reduced to allow a 3m distance between the perimeter fence/obstructions to allow participants to pass without accessing the field of play - sufficient space will be allowed for participants to pass seating areas (where required)

What are the hazards?	High Risk/Vulnerable people unable to ensure social distancing	
Who might be harmed?	Exempt Spectators who are supervising under 18s	
Controls required		Action Taken by the Club
	Ensure there is an area where spectators can watch cricket without having to interact with other spectators if desired	A separate parking area will be created that faces the field of play and will allow spectators to watch from inside their cars if they wish to do so