



## RISK ASSESSMENT

### Harold Wood Cricket Club

#### 2020 Season

#### Introduction

Harold Wood Cricket Club has well established risk assessment procedures involving the identification of risk and how this will be managed.

The website ([Haroldwoodcc.com](http://Haroldwoodcc.com)) provides regular updates to policies and protocols approved by the Management Committee. They reflect the need to address best practice in relation to health & safety generally, cricket and club initiatives.

This Risk Assessment ("RA") is published for our users (members, guests , visitors, employees and contractors) who use our facilities. It is modelled on the template prepared by the ECB. The club has well-established RA procedures, but it recognises that Covid-19 presents additional risks that must be carefully addressed. It therefore covers both ongoing and the additional hazards arising from Covid-19. It also focuses on the management of challenges under the ECB return to cricket plan for step 4



RISK = Likelihood x severity (1-3 = Low, 4-7 = Medium, 8-10 = High)

**Associated Risk Rating**

HAZARDS IDENTIFIED	PERSONS AT RISK	MANAGEMENT CONTROLS NECESSARY	LIKELIHOOD	SEVERITY	RATING	RESPONSIBILITY
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.	ALL	Regular updates of latest Government requirements are published to members and prominently displayed on the website. Members and visitors informed not to visit club if showing any symptoms.	2	4	8	All members, visitors and staff at club
An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	ALL	The cricket club has regular discussions with the Harold Wood Sports Association who manage the clubhouse. The HWSA is talking to all relevant groups to help them manage the situation	2	4	8	HWSA committee in communication with the cricket club committee.



A plan for where parents and players will sit whilst watching cricket activities.	Players and parent	This has been carefully considered, agreed and communicated. There is appropriate signage	2	3	6	HWCC Committee and captains
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	We have prepared specially and designed signage to meet this requirement, both in relation to net and training sessions, the use of the club and/or toilets. There are severe restrictions on pavilion and buildings access	3	3	9	HWSA committee in communication with the cricket club committee.
Staff and volunteer training to support the implementation of the plan, with suitable training records.	Staff and volunteers	Training programmes have been well publicized and implemented. For example, written guidance was researched and provided to all coaches on the types of coaching drills that would be unsuitable to maintain SD, also certain coaching equipment (net catchers, bean bags) has been banned.	2	2	4	HWSA, Coaches and academy committee



BUILDING						
Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Staff and users	Building occupancy and space has been carefully assessed, after being closed it was important that they were appropriately ventilated with club house doors and windows opened for long periods but subject to supervision	2	2	4	HWSA
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.	All	We are satisfied with the two m rule. We are operating a one in one out system and one-way system with appropriate signage.	2	3	6	HWSA
Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.		We are not permitting anyone to remain in buildings, apart from the play group. Designated seating areas outside the pavilion are clearly indicated. Visitors must	3	3	9	HWSA



		bring their own food and drink and consumption in pavilions is strictly forbidden AND it will be policed; a club official will act in a supervisory role at every event				
Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.		We are clearly indicating that cars should be used, and players are being advised to bring umbrellas and waterproof clothing if required.	1	2	2	HWSA and HWCC committee. Players.
<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	For coaching and matches a tracing system is in operation. It is a specially designed online system of the two existing platforms hits and play cricket. Coaches are also maintaining manual lists as a precaution. Player squads and availability for stage 4 has already been implemented	2	1	2	HWSA and HWCC committees



Identification of suitable areas for outdoor service that don't overlap with cricket activity.		There is a clear distinction between playing, coaching and spectator areas.	2	2	4	HWSA and HWCC committees
Steps taken to minimise time and the number of people at the bar.		One-in-One-Out system in place. Only one person at a time can be served and must leave immediately.	2	2	4	HWSA and HWCC committees
Steps taken to minimise contact points at payment or around the hospitality space		See above, payment by card and purchases by members with membership card only	2	2	4	HWSA and HWCC committees
Suitable PPE provision and training for staff and volunteers.		This is available.	1	2	2	HWSA and HWCC committees
Strategy for the safe serving, clearing and cleaning of glassware and tableware.		Only plastic disposable glasses will be used	2	2	4	HWSA and HWCC committees
Deep cleaning strategy to minimise COVID-19		Pavilion deep cleaned several times daily by playgroup. We have separate	1	3	3	HWSA and HWCC committees



transmission risk		cleaner for the back of the pavilion which included the toilets				
Daily cleaning strategy to minimise COVID-19 transmission risk.		See above	1	3	3	HWSA and HWCC committees
High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.		There is a specific procedure to meet this requirement	2	3	6	HWSA and HWCC committees
<b>Hygiene and Cleaning</b>						
Materials, PPE and training that you have provided to your staff for effective cleaning.	ALL	We have sufficient stocks	1	2	2	HWSA
Provision of hand washing facilities with warm water, soap, disposable towels and bin.		We have sufficient stocks and dispensers and availability checked daily and more frequently during events	1	3	3	HWSA



Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.		We have sufficient stocks and dispensers and availability checked daily and more frequently during events	1	3	3	HWSA
Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.		Confirmed, we have supplies	1	3	3	HWSA
<b>Car Park</b>						
Parking of vehicles before/during and after training/matches	ALL	Parents and/or adults to accompany children from the car park to the clubhouse – gated away from main playing area. Speed limit signs. Speed humps.	2	4	8	Local authority and parents/guardians
Emergency access vehicles to and from site		To ensure easy access to car park/clubhouse/pitch side area	3	3	9	Local authority





CATERING						
Illness caused by catering	ALL	Hygiene and appropriate qualifications/knowledge of staff – inspection form local authority – reduced in 2020 due to Covid-19 restrictions	1	3	3	Harold Wood Sports Association and Local Authority
Injury caused by hot liquids/foods	ALL	Restriction on non-staff to having access to kitchen / bar areas	1	2	2	Harold Wood Sports Association and Local Authority
GENERAL HAZARDS						
Lost Children	ALL	Session registers taken. Correct amount of members to coach ratio.	2	4	8	Harold Wood Cricket Club
Trips, Slips & Falls	ALL	Any potential hazards notified to management immediately to take necessary action.	2	2	4	Harold Wood Sports Association
Injury caused by play	ALL	Correct equipment used for all training sessions. all coaches aware of first aid protocol and emergency contacts	3	2	6	Harold Wood Sports Association and Harold Wood Cricket Club
Inappropriate behaviour	ALL	Code of conduct shared with all members. Club Welfare Officer (CWO) informed and brought up at	2	4	8	Harold Wood Cricket Club



		committee meeting. if serious, welfare officer contacted immediately who may pass to Country Welfare Officer				
<b>FIRST AID PROVISION</b>						
First Aid Point & equipment	ALL	All coaches aware of first aid point. Ensure first aid box always stocked. all coaches to attend first aid courses.	2	2	4	Harold Wood Sports Association and Harold Wood Cricket Club
Allergic reactions	ALL	Pre advice of any allergies is requested for all playing members. Logged and notified to coaches	2	4	8	Harold Wood Cricket Club
<b>OTHER HAZARDS</b>						
Fire	ALL	Fire extinguishers provided. Fire exits clearly marked.	2	3	6	Harold Wood Sports Association and Harold Wood Cricket Club
Litter (including broken glass) and dog fouling	ALL	Bins provided. Notices for dog owners displayed. Staff responsible for cleaning and clearing throughout the day.	1	2	2	Harold Wood Sports Association
Adverse weather conditions in the run up and during the event	ALL	Regular contact via social media coaches/captains to take	1	1	1	Harold Wood Cricket Club



		responsibility for terminating games or practice due to conditions				
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Date of Risk Assessment: July 2020

Signed by: Thomas Clarke

Position at club: Chairman