



COVID-19 Risk Assessment & Policy

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.	All people attending KHCC must ensure that that are not displaying COVID-19 symptoms. If they are showing symptoms they should not travel or attend
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	A plan is in place to separate players and scorers from spectators, the players area when not on the field will be to the north of the pavilion and is marked out on the grass with spectators asked to go to the south of the pavilion
	A plan for where parents and players will sit whilst watching cricket activities.	The players area will be marked on the outfield, all others will be directed to go elsewhere around the outfield
	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.	Visiting teams to be emailed with game requirements and areas to use and not use and will also be posted on web page and social media.

	Staff and volunteer training to support the implementation of the plan, with suitable training records.	Only volunteers will be senior members of social committee who have devised the operating procedure
Buildings		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	All doors onto the cricket field will be open during match days
	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.	The bar and changing rooms remain out of bounds to players and public. Use of the WC has been marked on the outfield as has the access to the take away bar for when it is open.
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	Only seating to be external benches and additional seats in the players area and for scorers. No other chairs will be put out
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	If match is stopped for rain then players must return to their cars to wait for the rain to end
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.	KHCC will use 'Track and Trace' program and visiting teams will be asked to use QR code to update information before attending the club. The QR link will be included in the notice to the team advising them of the policy. Details to be kept are name, email address and contact number. After 21 days the information to be deleted from computer.
	Identification of suitable areas for outdoor service that don't overlap with cricket activity.	The bar take away service will continue as already established but will not open on match days until the latter part of the match from 5.30/6.00 onwards. This is to deter to many spectators arriving to drink rather than watch the cricket

Steps taken to minimise time and the number of people at the bar.	The bar Take Away Service is marked on the ground and notices are available online and on site
Steps taken to minimise contact points at payment or around the hospitality space.	Payment is by card payment only
Suitable PPE provision and training for staff and volunteers.	When the bar Take Away Service is open staff will continue to wear appropriate PPE of gloves and masks
Strategy for the safe serving, clearing and cleaning of glassware and tableware.	Take away service to continue with actual bar remaining shut to public, rubbish bins to be put out so rubbish can be disposed of correctly, plastic disposable glassware to be used to minimise risk
Deep cleaning strategy to minimise COVID-19 transmission risk	Deep clean to be undertaken before first official match
Daily cleaning strategy to minimise COVID-19 transmission risk.	All touchpoints to be cleaned before the facility is used
High-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records.	All high frequency touchpoints to be cleaned every hour during pavilion opening and record kept
Hygiene and Cleaning	
Materials, PPE and training that you have provided to your staff for effective cleaning.	Gloves, masks and sanitiser are already available for use
Provision of hand washing facilities with warm water, soap, disposable towels and bin.	Hand wash basin for public in WC and bar basin for staff.
Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Hand sanitiser to be erected by WC entrance with notice instructing people to use before entering the WC. Inside WC after end of use notice instructing people to wash their hands with soap available and dry hands with electric hand blower.

		Hand sanitiser will be available at the serving table for when the take away bar service is open and will also be available inside for bar staff.
	Provision of suitable wipes and hand sanitiser on the field for hygiene breaks.	Umpires to have small refillable hand sanitiser bottle for use at appropriate breaks and suitable wipes to clean ball
	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.	Landlords responsibility to test and check
	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 checked and working
	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 has been ready for play for some weeks
	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 kits are available and have been checked
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID-19?	<p>Fist Aiders to be provided with link to St Johns Ambulance on how to deal with injured people whilst COVID-19 restrictions in place.</p> <p>If any person starts to feel they are developing COVID-19 symptoms the away changing room will be used as room for them to rest until they can return home or an ambulance has been called.</p> <p>If CPR is required the First Aider should wear a disposable apron, gloves and a full face mask, and then fully sanitise after disposing of the disposable apron gloves and sanitise the mask</p>
	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 maintained independently of the club
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.	Ground maintenance outsourced to specialists and it is their responsibility to ensure all equipment is compliant
	Check and repair of any damage to pitches and outfields.	Pitch and the outfield has been maintained throughout COVID-19 crisis
	Surfaces checked and watering regime adjusted based on lack of rainfall.	This is outsourced to the ground maintenance specialists

What are the hazards?	Other hazard policies	
Who might be harmed?	All in attendance	
Controls required	Action Taken by the Club	
Provisoin of teas and drinks	No teas will be provided until further notice, players will be expected to bring their own tea and drinks bottles before the match starts, bins will be available for rubbish disposal.	
WC use	Only the disabled WC is open to the players and public, a cueing system marking in and out has been painted on the floor to ensure social distancing is applied. The door to the WC is to be left open when not in use. All users to use sanitiser by entrance to WC before entering, then after use to wash hands with soap and dry with electric blower before departing and to leave door open to signal it is available.	
Changing Rooms	The changing rooms remain out of use and therefore players are required to arrive already dressed to start the match and will not be able to change after the match.	
Scorers	The scorers table will be relocated in front of the storage extension so that the electric score board can be connected.	