

# ECB COVID-19 HEALTH & SAFETY RISK ASSESSMENT TEMPLATE FOR CRICKET INDOORS IN WALES

INDOOR CRICKET – SEPTEMBER 2020



## ACTION CHECKLIST

As a Venue Operator, Coaching Provider and Club, you should complete your own COVID-19 Risk Assessment. In Wales this should be completed by or in cooperation with the Coronavirus Officer appointed by the Venue Operator, Coaching Provider or Club as appropriate.

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 and applicable legislation, including those regarding health and safety, 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.

This document should be reviewed regularly and updated as required. Remember to communicate any update to this 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
<b>The Venue</b>		
	<b>Ventilation:</b> Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission as per the Welsh Government guidance available <a href="#">here</a> .	<b>Sports hall windows will be opened for the whole session along with doors to allow good air flow throughout.</b>
	Assess the impact of natural ventilation on thermal comfort, moisture control, safeguarding, risk of slips, trips and falls, and noise pollution.	
	<b>Social Distancing:</b> Assess the maximum occupancy of your facilities at 2m social distancing and establish a suitable circulation system / one-way system. Use signage and floor markings to communicate this. The assessment should be in the context of operation (nets/open plan/indoor competition/classroom) and adjusted accordingly. You should use signage to communicate limits and facilitate social distancing and to advise visitors that they should wear a face covering in accordance with the rules in Wales.  In Wales, gatherings for exercise are limited to 30 people and all reasonable measures must be taken to maintain social distancing. Where multiple activities are taking place at an indoor venue (e.g. within a multi-	<b>One way systems are already in place at the school. Parents will drop kids of outside the hall in the car park (outside).</b>  <b>Parents will be asked not to mingle or congregate when picking up and dropping off.</b>  <b>The sessions are capped to 15 kids max, with 2 coaches, this allows for plenty of space for the kids to follow social distancing guidelines.</b>  <b>Routes around activities will be shown to all</b>

	purpose leisure centre, allowable gatherings should not exceed 30 people in total within each separately controllable space in the venue. For example, simultaneous gatherings of no more than 30 people each would be allowable within a gym, a sports hall and a swimming pool inside a multi-purpose leisure centre, subject to the facilities operator being satisfied that customer flow can be managed to ensure people remain socially distant in transit within the building and in common areas.	<b>participants ahead of activity starting.</b>
	<b>Circulation in the building:</b> Consider how social distancing can be controlled when circulating through the building. Identify socially distanced circulation routes, where one-way systems are required and where queuing lanes will need to be controlled. Ensure that your circulation system does not impede either emergency exit/access routes for disabled people, including those using wheelchairs and mobility aids.	<b>As mentioned above the hall will have no more than 20 people in at one time. At the beginning and end of each session the kids will not enter/exit the building at the same time. Instead they will have a staggered to avoid kids and parents congregating and allow social distancing to be kept up. Clear routeways will be around the facility and all activities will follow clear direction and guidelines</b>
	<b>Cleaning:</b> If your facility has been in lockdown for some time undertaking a deep clean will provide a base level of hygiene. Formulate a cleaning plan to include: <ul style="list-style-type: none"> <li>• What should be cleaned and when</li> <li>• Who is responsible for cleaning each area</li> <li>• Any special cleaning requirements i.e. deep clean</li> <li>• a schedule of frequent touch spots and how frequently they should be cleaned</li> <li>• The provision of visible records of cleaning e.g. a toilet cleaning schedule</li> <li>• What can be removed from an area to facilitate cleaning</li> </ul>	<b>School will complete a proper deep clean each night.</b>  <b>Before entering the facility all hands will be sanitised.</b>  <b>Separate toilets will be used by each session, these again will be cleaned overnight.</b>  <b>No equipment used in the first session will be used in the second.</b>  <b>Sanitisation of hands will occur regularly</b>  <b>Balls and equipment mixed in a session ill be cleaned regularly</b>
	<b>Provision of cleaning materials.</b> As well as providing your staff with suitable equipment for an enhanced cleaning plan have you provided: <ul style="list-style-type: none"> <li>• Hand washing facilities with warm water, soap, disposable towels and bin.</li> <li>• Suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.</li> </ul>	<b>All required cleaning materials will be brought and readily available around the hall.</b>  <b>A sanitisation station will be set up inside the facility, with similar upon entry</b>

	<ul style="list-style-type: none"> <li>Suitable wipes and hand sanitiser for Hygiene Breaks, if required.</li> </ul>	
	<b>Legionella:</b> If the water system has not been flushed on a weekly basis and a cleaning regime been in place, then treatment may be required. See Government guidance <a href="#">here</a>	<b>Schools responsibility, as a School this will be tested regularly in line with Health and Safety requirements.</b>
	<b>Toilets:</b> Assess the safe number of occupants for each toilet facility and communicate this on the doors of the toilets. Develop a safe operating system for toilets. Assess the ventilation in toilets to ensure that airflow is out of the toilet area and building and not back into the toilet area. Make sure handwashing facilities are available and avoid use of mechanical driers. There should be a regular and frequent cleaning regime in place for toilets.	<b>As mentioned above we will use separate toilets for each session. These toilets will be cleaned overnight.</b>  <b>We will also be operating a 1 in 1 out system when using the toilets.</b>
	<b>Hand cleaning:</b> Make sure suitable hand sanitiser gel (at least 60% alcohol content) stations are located where required and are kept supplied and well stocked. Ensure that where hand washing is available, soap is kept supplied and well stocked.	<b>We will be using hand sanitiser spray</b>
	<b>First Aid:</b> Make suitable provisions for first aid in a COVID-19 environment. Include: <ul style="list-style-type: none"> <li>CPR instructions.</li> <li>COVID-19 Symptomatic Persons isolation procedure see ECB Guidance for Cricket Indoors, available on the ECB Resource Hub <a href="#">here</a>.</li> <li>First Aid PPE.</li> <li>Where Automated External Defibrillators (AEDs) are available they are serviced and functioning.</li> <li>That first aid and AED provision is agreed with the coaching organisers and that where provided all first aid equipment, first aiders and AEDs are available in all sessions.</li> </ul> See St John Ambulance guidance for first aid in a COVID-19 environment is available <a href="#">here</a>	<b>Both coaches are first aid trained and will both have their own first aid kits with appropriate PPE.</b>  .
	<b>COVID-19 Cases / Symptomatic Persons On-site:</b> Create a plan for the scenario of someone presenting with COVID-19 symptoms at any point in your facility. This should include a dedicated isolation room, a cleaning protocol for that room, a case-assessment and action protocol and the	<b>Coaches are briefed to look out for any signs/symptoms and the changing rooms (that will not be in use) will be kept for dedicated isolation rooms.</b>

	provision of suitable PPE – refer to the <a href="#">Welsh Government Guidance</a> .	
	<b>Treatment Rooms:</b> Physiotherapy and other treatment rooms should be risk assessed for ventilation and social distancing. All treatment rooms should be cleaned to the appropriate standard in between individual treatment sessions. Where it is necessary to relocate treatment rooms assess whether the new location can also meet privacy, cleaning and accessibility requirements.	<b>No treatment rooms will be used.</b>
	<b>Registration areas:</b> Coordinate with Coaching Organisers to ensure that participant and staff contact details are registered and kept for 21 days as per the requirements of <a href="#">Test Trace Protect</a> . Informed consent to work, visit and participate in activities is required as part of this process.	<b>All appropriate details will be kept on file for 21 days incase track and trace protocols need to be followed. Register to be taken at the start and end of each session.</b>
	<b>Access &amp; Disabled Persons:</b> Ensure that your COVID-19 control measures do not adversely affect the accessibility of your facility and consider those who may require reasonable adjustments. You will need to achieve COVID-19 control measures that are compliant with COVID-19 guidance and the Equality Act 2010.	<b>ample disable access to all areas of the building.</b>
	<p><b>Communication:</b> Having completed this risk assessment and developed your control measures and operating procedures you will need to develop a communication plan to communicate these to:</p> <ul style="list-style-type: none"> <li>• Your staff, volunteers and contractors</li> <li>• Coaching organisers</li> <li>• Participants and visitors</li> </ul> <p>This should be an integral part of the process to allow staff, visitors and participants to provide informed consent to work at or visit your venue during the coronavirus pandemic.</p> <p>Consider whether you need to communicate with your local public health body where local lockdown / restriction arrangements are in place.</p>	<p>Briefing has been given at registration to parents, a video will highlight what is needed on the day and they will be asked to share with children.</p> <p>A coaches pre camp briefing will also be held</p>
<b>Coaching Providers and Clubs</b>		
	<p><b>Hiring a venue:</b> Have you reviewed the venue COVID-19 and general Health and Safety risk assessments and discussed requirements with the Venue Provider?</p> <p>Are all controls suitable and sufficient? To include:</p>	<p><b>The venue is a fully operational school, as a result as all of these features and procedures in place.</b></p> <p><b>All criteria met</b></p>

	<ul style="list-style-type: none"> <li>• Suitable ventilation arrangements (both mechanical and natural)</li> <li>• Social distancing and face covering requirements.</li> <li>• Participant registration requirements and queuing/handover arrangements.</li> <li>• Data sharing and protection requirements.</li> <li>• Provision of informed consent to work or participate in your activity during the coronavirus pandemic.</li> <li>• Sufficient first aid and AED provision – if not can you provide?</li> <li>• Cleaning regime and what will the venue clean and what will you need to clean?</li> <li>• Have all pre-opening checks and cleaning take place (e.g. legionella, servicing etc)?</li> <li>• Are their insurances in place?</li> <li>• What are their safeguarding procedures and how will these interface with yours?</li> <li>• Disabled persons access.</li> </ul>	
	<b>Training:</b> Have you provided COVID-19 information, instructions and training for your staff/volunteers (include informed consent to opt-in in this process)? Have you recorded this training?	Yes all recorded via Zoom meetings ahead of the sessions
	<b>Session length:</b> Have you left sufficient time i.e. 10-15 minute handover / cleaning break between sessions?	<b>Yes, 10 minute switch over period.</b>
	<b>First Aid:</b> Have you assessed what first aid provision will be made available by the venue provider and what you will need to provide? Have you made sure that your coaching team and first aiders are up to date with information on first aid under COVID-19 (see advice from St John Ambulance <a href="#">here</a> )? Have you made sure that your first aid equipment is well stocked and has suitable PPE supplied? If you have an AED, has it been serviced and maintained as per supplier/manufacture requirements, is it in full working order and is it available for use when required?	<b>Both Coaches will bring their own first aid kits, but we will also have access to the Halls first aid kits if necessary.</b>
	<b>Pre-Registration:</b> Pre-registering participants will give you the opportunity to communicate essential information, such as: <ul style="list-style-type: none"> <li>• The importance of pre-attendance symptoms checks (details on symptoms of COVID-19 are available <a href="#">here</a>)</li> </ul>	<b>Pre registration has been set up and is the only way to sign up for the sessions, briefing about Covid 19 and the requirements.</b>

	<ul style="list-style-type: none"> <li>• Clear protocols to provide/display clear messaging to individuals that anyone displaying symptoms of COVID-19 should not turn up for training or to play. They should immediately self-isolate (as well as their household), follow the Welsh Government's self-isolation guidelines, and apply for a Coronavirus test.</li> <li>• The need for all visitors to wear a face covering when indoors unless actively engaged in aerobic activity.</li> <li>• Preferred modes of transport to the venue.</li> <li>• The need for participants to arrive ready to play (arrive dressed in kit and leave venue in kit).</li> <li>• No changing or showering facilities will be available unless the person is disabled or has special needs that require the use of these facilities.</li> <li>• Due to the restriction on numbers parents/carers may not be able to accompany or spectate unless the person is disabled or has special needs that require the presence of a carer. Space for spectators needs to be risk assessed.</li> <li>• Emergency contact details of parent/carers will be required.</li> <li>• Provision of data required for Test Trace Protect as required in law, see government requirements <a href="#">here</a>.</li> <li>• Communicating change</li> </ul>	
	<p><b>Arrival process</b></p> <p>Do you have:</p> <ul style="list-style-type: none"> <li>• A robust reception process in place?</li> <li>• A pre-arranged, easy to identify reception point?</li> <li>• Protocols for obtaining written informed consent to opt-in from participants and visitors.</li> <li>• Protocols for recording self-declaration by participants and visitors that they comply with Welsh Government requirements on self-assessment of symptoms, self-isolation and quarantine.</li> <li>• Sufficient space to achieve social distancing?</li> <li>• Hand sanitiser?</li> <li>• PPE?</li> </ul>	<p><b>We will communicate the arrival and leaving process with parents. It will involve having a drop off and pick up points and will detail parents with instructions to help minimise risk of exposure.</b></p>
	<p><b>PPE:</b> Have you assessed your PPE requirements, supplied as determined by the assessment and trained your staff on appropriate and safe use of PPE? This should include provision of face coverings where required.</p>	<p><b>Yes.</b></p>

<p><b>Planning coaching sessions:</b> Have you pre-planned your coaching sessions to include consideration of:</p> <ul style="list-style-type: none"> <li>• Equipment, avoiding sharing and allowing suitable cleaning</li> <li>• Ensuring social distancing of 2 m is maintained</li> <li>• Hygiene breaks and sanitisation</li> <li>• Nets and coaching ratios</li> </ul>	<p><b>Yes – full programme developed by ECB Coaches</b></p>
<p><b>Social distancing during activity:</b> Do you have sufficient space to conduct your activity in a socially distanced manner?</p> <ul style="list-style-type: none"> <li>• Restrict number of participants (limit is 30 people within a controllable space)</li> <li>• Clear instructions given</li> </ul>	<p><b>Yes – the facility has over double the required sq footage for ECB guidance</b></p>
<p><b>Use of equipment:</b> To prevent cross-contamination, where possible, equipment should not be shared. Consider:</p> <ul style="list-style-type: none"> <li>• Participant should bring their own equipment, where possible</li> <li>• Helmet and gloves are not to be shared</li> <li>• A cleaning regime is to be put in place to include: <ul style="list-style-type: none"> <li>◦ Hygiene breaks every 20 mins to clean shared equipment</li> <li>◦ Thorough equipment clean pre and post session</li> </ul> </li> <li>• Ball transfer protocol see guidance <a href="#">here</a></li> </ul>	<p><b>No protective equipment is too be shared.</b></p> <p><b>Equipment which is touched will not be used in both sessions.</b></p>
<p><b>End of session</b> It is important to leave the area clean and sanitised and prepare for the next session. Consider the following:</p> <ul style="list-style-type: none"> <li>• All participants are to sanitise hands prior to leaving the venue</li> <li>• Each junior participant to be individually returned to their parent/carer</li> <li>• Sanitise all equipment</li> <li>• Clean all communal areas, welfare facilities, reception area etc.</li> <li>• Clean all touch points</li> </ul>	<p><b>Hand sanitiser to be required to be applied when entering and leaving the hall.</b></p> <p><b>When leaving and arriving kids will be lightly staggered.</b></p> <p><b>Touch points (door handles, light switches) will be disinfected regularly throughout the day.</b></p>
<p><b>Safeguarding</b> Consider how COVID-19 alterations might affect your normal safeguarding procedures. If you have opened doors for ventilation purposes does this present and extra risk? Conduct a Safeguarding Risk Assessment see guidance <a href="#">here</a></p>	<p><b>With open doors come a higher risk for safeguarding, but with two coaches this risk will be kept to a minimum.</b></p>
<p><b>Disabled person access</b> Have your COVID-19 adjustments adversely affected those with disabilities.</p> <ul style="list-style-type: none"> <li>• If you have created an area to store kit or to pad-up or similar, does this present an obstacle?</li> <li>• Can a disabled person move freely, safely and easily around all</li> </ul>	

	<p>accessible areas?</p> <ul style="list-style-type: none"> <li>• Have you considered increased susceptibility to COVID-19 when reviewing requirements with individuals?</li> <li>• Have you considered how you will communicate your COVID-19 procedures and changes from familiar environments?</li> </ul>	
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What are the hazards?	Transmission of COVID-19	
Who might be harmed?	Facility users, staff, volunteers, visitors and the wider community	
Controls required	Action Taken by the Club	
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.	<p>Advise using ECB guidance</p> <p>Display posters and signs</p>	
An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	<p>Implement ECB guidance for matches and coaching</p> <p>Layout design of building</p>	
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.	<p>Located in evident areas of site</p> <p>Pre camp video</p>	
Staff and volunteer training to support the implementation of the plan, with suitable training records.	Personnel are advised of procedures in place	
Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	Open all doors when site occupied	



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	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
	Consider the risk of Legionnaire's disease and carry out necessary work to make your water supply safe for users.	Checked facilities checks ahead of hire and usage
	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).	Routine manitenace is carried out as part of facility management
	Check that your facility is ready and safe to play. Look at what work is required and how this can be done safely at a social distance.	Covered by facilty risk assessment

