



## Wanstead & Snaresbrook Cricket Club CC Club Preparation Check List

**INTRODUCTION:** Our Risk Assessment process is explained in the introduction to our formal RA document. The process involves consultation with a wide range of club stakeholders (members, volunteers, employees, contractors, other community partners and opponents) who we engage with over the three locations the club uses. This Checklist has been provided by the ECB to assist clubs with the preparation process.

No	Action	Completed
<b>1</b>	<b>Preparation</b>	
1.1	Have you read the government guidance including: <ul style="list-style-type: none"> <li>• <a href="#">Roadmap out of Lockdown</a> – which outlines what can be done when.</li> <li>• <a href="#">Grassroots sports guidance for the public and sport providers</a>.</li> <li>• <a href="#">Meeting with others safely (social distancing)</a>.</li> <li>• <a href="#">Face coverings</a></li> <li>• <a href="#">NHS Test and Trace: how it works</a></li> <li>• <a href="#">Maintaining Records for NHS Test and Trace</a></li> </ul>	Yes- See our Coaching and Team Management Protocol which provides a comprehensive analysis and interpretation of the ECB/Government requirements.
1.2	Have you read and understood this ECB guidance document?	Yes
<b>2</b>	<b>Organising cricket activities</b>	
2.1	Have you developed a method for making all participants aware: <ul style="list-style-type: none"> <li>• 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?</li> <li>• Of the increased risk associated with taking part in cricket activity.</li> <li>• Of the advice to comply with public health restrictions and avoid high-risk behaviour outside of the cricket setting?</li> <li>• Of the need to adhere to legal gathering limits before and after cricket activities and to act responsibly to limit transmission risk wherever possible?</li> <li>• 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?</li> </ul>	Yes to all these questions. The issue of increased health risk and choice associated with cricket has been given sharper focus on the second bullet point regarding the possibility that there might be an increased health from taking part in cricket.

	<ul style="list-style-type: none"> <li>• That people with health conditions that put them at increased risk should consider the risks of participating in cricket activity.</li> <li>• The requirement to shield when applicable?</li> <li>• That social distancing and good hygiene practice should be maintained at all times at the venue?</li> <li>• The need to limit the time spent congregating at a venue before and after the cricket activity?</li> <li>• That changing rooms will be closed (with limited exceptions for disabled persons) and that they should arrive and go home in their kit?</li> <li>• 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?</li> <li>• The Rule of 6 (or as a group made up of two households) should be observed off the field?</li> <li>• That sharing of equipment must be avoided where possible?</li> <li>• Of the adaptations to playing conditions (such as hygiene breaks)?</li> <li>• That no sweat or saliva should be applied to the ball?</li> </ul>	
2.2	Have you developed a process for communicating and ensuring that spectators are not permitted (with limited exceptions – see the guidance)?	Yes, very clearly communicated. Refer chairman's letter and guide to members and the parents of juniors. There have been frequent communications on the club's web site.
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?	Yes
2.4	Are you compliant with recommended supervision ratios for Supervised Children's Activity?	Yes, see discussion in Protocol
2.5	Have you carried out DBS checks where applicable?	Yes, and more are planned now that the ECB has announced it is taking steps to bring applications up to date and face to face verification will be available from 12 April.

2.6	Have you developed and communicated a protocol for parents?	Yes, see guide to be sent with Chairman's letter
2.7	Have your coaches read and understood the guidance to coaches in this document?	Yes, they have played invaluable role- They have and remain fully involved in the process, their feedback when we commence matches and fuller training sessions will be invaluable, we will not get it right first time, ongoing changes with experience are bound to arise
2.8	Have you taken measures to manage the use of practice nets safely?	Yes, see Nets Protocol
<b>3</b>	<b>NHS Test and Trace</b>	
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, three potential versions are being trailed
3.2	Have you produced and displayed your NHS QR Code?	Yes
<b>4</b>	<b>On your Ground</b>	
4.1	Have you referred to the latest GMA Guidance on grounds maintenance during COVID available <a href="#">here</a> ?	Yes, we have an experienced ground contractor and member who is a qualified groundsman. We are following best practice
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, it is an integral feature of our ground maintenance policy
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, see Protocol
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	Yes, to a very low level of detail (numbers by age, ability, coaching capability,) that we believe to be necessary

	communicated these limits in your documentation and signage?	
<b>5</b>	<b>People Management and Communication</b>	
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, this is in our agreed plans
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, see Protocol, also this information is collected automatically as an integral part of our junior player development programme- see links under Junior Cricket
5.3	Have you assessed the time that different user groups will spend at the venue and managed the risk accordingly?	Yes, timing of sessions and numbers and coach support is essential to understand the risk associated with coaching and match management. We have a separate and now larger Welfare support team which is lending its full support to our risk management t on busy coaching evenings (refer to welfare policy- left hand links, for details of welfare team and their areas of expertise.
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, these are essential issues to be considered in our risk management and we are satisfied that we are identifying and addressing the risk to be managed
5.6	Have you used all your communication channels to reach different people effectively (social media, email, website etc.)?	Yes, active on all of these. We will provide detailed explanation as an introduction to the club's formal Risk Assessment.
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?	Both, support from Essex County has been excellent, they have clarified a major uncertainty on travel restrictions by way of example. We are also highly active on match designs and specs for our local Met district board.
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
<b>6</b>	<b>In your Buildings</b>	
6.1	Have you developed your cleaning plan?	Yes, in force, we have a resident community partner (a play group) who is using the main facilities.

6.2	Have you carried out a thorough clean of all areas, all surfaces and all potential contact points before opening?	Outfield and car park areas yes. We are not allowed to open yet, but we have thoroughly cleaned the toilet areas and emergency recovery room
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, we have a members who is a PPE contractor
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?	No, not an issue currently
6.8	Have you carried out the necessary checks and actions to manage the risk of Legionella? See the guidance from the HSE <a href="#">here</a> .	No issue, club water system continually in use, we have several qualified contractors who look at this area
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)?	Everything up to date- confirmed
6.10	If services were isolated – have they been reinstated by a qualified professional?	Yes
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, but not an immediate issue
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	Yes, see Match Day Protocols

	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)?	
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, this is planned in the same way as last summer
6.16	Have you assessed handwashing queues and whether or not suitable hand sanitiser can be provided to support this?	This was never a problem last year, do not envisage it to be this year
6.17	Have you assessed optimum locations for hand sanitiser stations and where these should be located?	Yes, already installed
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?	Yes, same arrangements as last year. We will use portable score boards for junior cricket
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, it is not ideal
<b>7</b>	<b>Social and Hospitality Facilities</b>	
7.1	To remain closed at Step 1B	confirmed
<b>8</b>	<b>PPE, First Aid, Injuries and Emergencies</b>	
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 <a href="#">here</a> .	Yes
8.2	Have you checked that your first aid kits are stocked, in date and available during activities?	This is planned, specific responsibility of a member of the welfare team
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, sufficient will be available

8.4	Have you checked that your Automated External Defibrillators (AEDs) are working, serviced and available during activities?	Yes, regularly tested
8.5	Do you have a cleaning plan for any treatment or isolation facilities?	Yes, see Match Day Protocols
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, we are looking at alternative, fall back ideas to speed site entry
8.7	Have you assessed the requirement to supply / wear face coverings in your buildings?	Yes, not currently an issue
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 <a href="#">guidance for first responders</a> , 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, we know the quantities we need
<b>9</b>	<b>Risk Assessment</b>	
9.1	Have you completed your COVID Risk Assessment and shared this with your participants? (See Appendix 2)	Yes, wide participation- see process
9.2	Have you shared your operations plan and COVID Risk Assessment with your insurer and insurance advisor?	Yes, we will do this