**ECB VENUE PROVIDER CHECKLIST FOR CRICKET INDOORS IN WALES**

SEPTEMBER 2020


# **ACTION CHECKLIST**

As the Venue Operator/Owner you should consider using a pre-event checklist to ensure the venue is ready to host your event safely and it fully complies 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 organisation’s responsibility to ensure that you are compliant and that you have met your duty of care and complied with all applicable laws and regulations.

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| **No**  | **Action**  | **Completed** |
| **1**  | **PREPARATION** |  |
| 1.1  | Have you read the Welsh Government Guidance on indoor sport? Available [here](https://gov.wales/sport-recreation-and-leisure-guidance-phased-return-html#section-44228) |   |
| 1.2  | Have you read and understood the ECB COVID-19 Guidance for Cricket Indoors in Wales? Available in the ECB Resource Hub [here](https://resourcehub.ecb.co.uk/web/7d3d3a03e1256d96/covid-19-recreational-cricket-support/).  |   |
| 1.3 | Have you shared your operation plan and COVID-19 Risk Assessment with your insurer and insurance advisor? |   |
| 1.4 | Have you appointed a competent Coronavirus Officer to carry out duties as per the Welsh Government Guidance on indoor sport? Available [here](https://gov.wales/sport-recreation-and-leisure-guidance-phased-return-html#section-44228). |  |
|  | **THE VENUE** |   |
| **2** | **Risk Assessment** |  |
| 2.1  | Have you conducted a COVID-19 Risk Assessment for your venue in accordance with Welsh Government legislation and guidance available [here](https://gov.wales/coronavirus-legislation-and-guidance-law)? |   |
| 2.2 | Have you shared the results of your COVID-19 Risk Assessment and control measures with your employees, volunteers, coaching organisers and participants? |  |
| 2.3 | Having shared your risk assessment and control measures with employees, volunteers, coaching organisers and participants, do you have suitable processes for obtaining written consent that they have understood those risk and control measures and are prepared to opt-in to working, volunteering, participating and visiting at your venue? |  |
| 2.4 | Have you reviewed your risk assessment and control measures with your insurer and/or their representative to ensure that their conditions of insurance have been met? |  |
| 2.5 | Do you have a process for regular review and updating of your risk assessment? |  |
| **3** | **Ventilation** |  |
| 3.1 | Have you assessed and adapted your ventilation to minimise the risk of coronavirus transmission as per the Welsh Government Guidance for sport indoors available [here](https://gov.wales/sport-recreation-and-leisure-guidance-phased-return-html#section-44228)? |  |
| 3.2 | Have you considered thermal comfort during cold periods and how this can be maintained with natural ventilation? |  |
| 3.3 | Have you considered the management of other hazards associated with keeping doors open including water ingress, condensation, slips trips and falls, control of noise pollution and safeguarding implications? |  |
| **4** | **Social distancing, occupancy and circulation** |  |
| 4.1 | Have you calculated the capacity for the venue in accordance with current Welsh Government restrictions on gatherings indoors and Welsh Government Guidance for sport indoors available [here](https://gov.wales/sport-recreation-and-leisure-guidance-phased-return-html#section-44228)?  |  |
| 4.2 | Have you provided guidance and clear signage around the venue? |  |
| 4.3 | Have you considered those with disabilities, including those using wheelchair and mobility aids? |  |
| 4.4 | Have you identified and risk assessed safe locations for padding up? |  |
| 4.5 | Have you made the necessary adjustments for the operation of strength and conditioning facilities and equipment? |  |
| 4.6 | Have you developed a circulation plan to maintain social distancing and minimise touch points as people move through the building and when queuing inside and outside of the building? |  |
| 4.7 | Have you made all visitors to the venue aware that they need to wear a face covering when not involved with aerobic activity in accordance with the rules on face coverings? |  |
| **5** | **Cleaning and Hygiene** |  |
| 5.1 | Have you carried out a thorough clean of all areas, all surfaces and all potential contact points before opening?  |   |
| 5.2 | Have you developed a cleaning plan as per the guidance document? |  |
| 5.3 | Have you got a toilet checking and cleaning programme in place?  |   |
| 5.4 | Have you got signage on handwashing technique and have you provided soap for hand washing?  |   |
| 5.5 | Have you assessed handwashing queues and whether or not suitable hand sanitiser can be provided to support this?  |   |
| 5.6 | Have you assessed optimum locations for hand sanitiser stations and where these should be located?  |   |
| 5.7 | 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?  |   |
| 5.8 | Have you planned to carry out an all surface clean daily pre- and post-opening?  |   |
| 5.9 | Have you identified common touch points (such as door handles, sanitiser stations) and created a plan to clean these frequently (e.g. hourly)?  |   |
| 5.10 | Have you trained your staff, provided suitable materials and PPE to clean surfaces after each training session?  |   |
| 5.11 | Have you provided suitable training, materials and PPE for your staff or volunteers to carry out cleaning to your plan?  |   |
| 5.12 | Do you have a cleaning plan for changing rooms where these are required for padding up?  |   |
| **6** | **Legionella** |  |
| 6.1 | Has a competent person risk assessed your water systems and taken the required measures to control the risk of Legionnaire’s Disease? (See the guidance from the HSE [here](https://www.hse.gov.uk/healthservices/legionella.htm)) |  |
| **7** | **Toilets** |  |
| 7.1 | Are toilets checked and cleaned regularly? |  |
| 7.2 | Have you assessed peak occupancy for each of your toilet areas and communicated this to users? |  |
| 7.3 | Do you have social distancing markings to remind people of the maximum occupancy? |  |
| 7.4 | Do you have in place reminders for essential hand hygiene practice? |  |
| 7.5 | Do you have sufficient ventilation to create negative pressure? |  |
| 7.6 | Have you provided disposable paper towels, and have you considered safe waste disposal? |  |
| **8** | **Hand Cleaning**  |  |
| 8.1 | Assess where people on site will need to sanitise their hands and ensure sufficient sanitiser is available |  |
| **9** | **First Aid**  |  |
| 9.1 | 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](https://www.sjacymru.org.uk/en/page/covid-19). |  |
| 9.2 | Have you checked that your first aid kits are stocked, in date and available during activities? |  |
| 9.3 | Have you assessed the PPE (including face coverings and disposable aprons) required by your first aiders and made that available in/with the first aid kits? |  |
| 9.4 | Have you checked that your Automated External Defibrillators (AEDs) are working, serviced and available during activities? |  |
| **10** | **COVID-19 Cases on site / Symptomatic Persons** |  |
| 10.1 | Have you made and communicated a plan on what to do if someone develops COVID-19 symptoms at your venue including the identification of a suitable isolation area and cleaning protocol? |  |
| 10.2 | Do you have a Symptomatic Persons procedure and have you shared that with Coaching Providers / Clubs? |  |
| **11** | **Treatment Rooms** |  |
| 11.1 | Have you risk assessed your existing treatment room for safe operation under COVID-19? |  |
| 11.2 | If you have relocated your treatment area have you considered COVID-19 risk factors, patient privacy and ease of cleaning? |  |
| **12** | **Venue Set-up and Clear-up** |  |
| 12.1 | Have you risk assessed venue set-up and clear-up procedures and communicated clearly protocols and responsibilities to the Coaching Provider or Club? |  |
| 12.2 | Have you risk assessed your staff/volunteers carrying out these procedures and provided training and PPE where necessary? |  |
| **13** | **Communication** |  |
| 13.1 | Has your venue communicated how it is to operate, its instructions and expectations clearly and in accordance with the Welsh Government and ECB Guidance? |  |
| 13.2 | Has it implemented a clear and effective signage plan? |  |
| **14** | **Registration** |  |
| 14.1 | Registration - do you have a process to keep a record of attendees and their contact details as required in the Test, Trace, Protect process (see [here](https://gov.wales/keeping-records-staff-customers-and-visitors-test-trace-protect) for details)? Has this been coordinated with the Coaching Provider or Club? |  |
| 14.2 | Does your registration process provide venue users with your assessment of risks and control measures and include written informed consent from the user to opt in to visiting and participating at your venue and recording of self-declaration by the user that they have self-assessed for coronavirus symptoms, self-isolation and quarantine in compliance with Welsh Government law and guidance? |  |
| **15** | **Access & Disabled Persons** |  |
| 15.1 | When designing how people will circulate around the facility have you considered those who may require reasonable adjustments? |  |

Having reviewed your checklist, you should now review your COVID-19 risk assessment to record adjustments.