



## UPDATED GUIDANCE FOR PERMITTED OUTDOOR CRICKET ACTIVITY IN WALES

### From 7<sup>th</sup> June 2021

#### SUMMARY

Following the latest Welsh Government announcement, Cricket Wales and The England and Wales Cricket Board have updated our guidance to reflect the latest measures. This guidance replaces the previous guidance issued from 17<sup>th</sup> May.

From Monday 7<sup>th</sup> June:

- **Outdoor Activity: Regulated gatherings** will vary in size and the capacity for different regulated gatherings will be determined by a risk assessment which includes taking all **reasonable measures** to minimise the risk of exposure to and spread of coronavirus. Reasonable measures include ensuring social distancing can be maintained.
- Maximum numbers who may attend regulated gatherings outdoors is up to 4,000 people of any age (standing) and 10,000 people of any age seated.
- For more information on what is classified as Regulated Gathering see [here](#).
- **Indoor Activity: Regulated gatherings** for adults can currently take place in groups of up to 30 adults. (This number includes coaches and officials).
- **Meeting Indoors:** Up to 6 people from up to 6 households can meet in a regulated premises (this includes sport and leisure facilities (excluding under 11yrs and carers)).
- **Meeting Outdoors:** Up to thirty people from up to thirty households (excluding any carers or children under 11 from any of these households) can meet outdoors at any one time, including private gardens. This also includes public outdoor spaces such as parks, beaches and woodlands and outdoor spaces of **regulated premises**, such as cafés, pubs and restaurants.
- **Hospitality:** Clubhouses and facilities that serve food and drink can open. Both indoor and outdoor hospitality will be permitted. The provision of food and beverage should be as per [Welsh government COVID guidance for restaurants and bars](#).
- **Food:** Food can now be served at clubs where this can be done safely and in compliance with <https://gov.wales/guidance-for-tourism-and-hospitality-businesses-coronavirus->

[html](#). Note that no club should be obliged to serve teas at this stage and clubs should only serve teas when they are ready to do so safely –it will require time to complete the necessary preparations and venues should only do this at their pace.

- **Changing rooms:** Changing rooms can open where it is safe to do so but social distancing and other mitigation measures must be observed in line with [Sport, recreation and leisure: guidance for a safe return \[HTML\] | GOV.WALES](#) (we have provided guidance to help you do this safely in the Changing Rooms section in Part 2 below). Note that no club is obliged to provide use of changing facilities for all participants and clubs and venues should only use changing rooms when they are ready to do so safely –it will require time to complete the necessary preparations and venues should only do this at their pace.

#### KEY POINTS:

- Maximum numbers who may attend regulated gatherings outdoors is up to 4,000 people of any age (standing) and 10,000 people of any age seated.
- Group size limits do not apply to activities (indoors or outdoors) which are specifically organised for the development or well-being of children (meaning anyone under 18 on 31 August 2020). Group sizes for such activities are however subject to coaching ratios for safeguarding purposes, venue factors such as size, point of arrival, etc., all of which should be included in a risk assessment.” Clubs / sports organisations must comply with the requirement to appoint a COVID Officer (see below).
- Check for symptoms of COVID-19. In line with current Welsh Government guidance, if you are symptomatic, have tested positive, have had contact with someone with COVID-19 or are otherwise required to self-isolate (and in each case, you have not completed the required self-isolation period), you should not attend the cricket facility and must follow NHS Wales and Public Health Wales guidance on self-isolation.
- Maintain social distancing at all times.
- Maintain high standards of hygiene and cleaning – individuals should use hand sanitiser frequently and wash their hands at home before and after using the outdoor facilities.
- Clubs must set-up and operate their facility safely (see Appendix 2) – this includes establishing a booking system to avoid crowding and allow contact tracing, and maintaining safe access and movement around the site.
- Avoid sharing of equipment wherever possible.
- No saliva or sweat should come into contact with the ball at any time.
- Clubhouses can now open for permitted indoor and outdoor hospitality. The provision of food and beverage should be as per [Welsh government COVID guidance for restaurants and bars](#).
- For changing rooms, Welsh government guidance states ‘Toilets will need to be opened pre-match, during the match and for 30 minutes following the match,’ but particular care should be taken by those using them and those cleaning them. Where they are open, venues should ensure soap and water is provided see [Sport, recreation and leisure: guidance for a safe return \[HTML\] | GOV.WALES](#).
- Cricket facilities are required to collect and maintain records of the contact details of visitors, customers and staff in accordance with the law. Where cricket is taking place on publicly owned land there is a requirement for organisers to take [reasonable measures](#) to collect data pertaining to active participants.
- There are no longer limits to when alcohol can be served other than the Licensing Act 2003. Licensed premises must provide table service only i.e. you must order, be served and consume food and alcohol at the table.

Further information on how to Keep Wales Safe (COVID Guidance) can be found [here](#).

**Facilities should only reopen if those responsible for them are ready to do so and they can do so safely, following public health guidance: no club should reopen, or feel forced to reopen their facilities if they feel unable to meet the requirements.**

The following outlines the advice to clubs on how to undertake permitted outdoor cricket activity safely in line with the latest Welsh Government guidance.

## COVID Officer Role

Welsh Government guidelines for the safe return of sport, recreation and leisure require sports organisations to appoint a responsible person or persons as a COVID Officer (see [here](#)). This person is to act as the point of contact on all things related to COVID-19. The COVID officer must ensure that full risk assessments, processes and mitigating actions are in place before any sport or leisure activity takes place. Specific consideration should be given to the needs of those who are at greater risk including some older adults or those with disabilities. This really important role could be a new volunteer role or added to a current role within the club.

The following guidance is designed to support the COVID Officer in their role. Each club or sports organisation must comply with the requirement to appoint a COVID Officer and they are responsible for:

- Being the point of contact for all things related to COVID-19 at the club or sports organisation.
- Carrying out and maintaining (continually reviewing and updating) a COVID-19 risk assessment of the safe operation of the facilities and activities at any venue or venues used by the club or sports organisation.
- Putting in place suitable mitigating actions and reasonable adjustments (control measures) to allow the safe participation in activities at any venue or venues used by the club or sports organisation. They are also responsible for ensuring that these control measures are carried out when the site is in operation.

Clubs and sports organisations should note that this does not mean that the COVID Officer needs to be present at every cricket activity at the venue or venues. Instead, it is recommended that once the risk assessment has been completed and the control measures designed and put in place, the COVID Officer leads and trains a team of responsible people (delegated persons) to manage sessions at the venue(s) as per the guidance below.

# GUIDANCE

## Part 1: Guidance on playing cricket

## Part 2: Guidance on staging cricket

Appendix 1: Club preparation checklist

Appendix 2: Risk assessment template

### PART 1: Guidance on playing cricket

This guidance provides measures that should be taken by players, participants, clubs, and coaches before, during and after all permitted outdoor cricket activity. It should be read in conjunction with latest Welsh Government guidance and regulations.

For all activity, Welsh Government social distancing guidance should be adhered to at all times. Welsh Government social distancing guidance can be found [here](#). This document refers to current Welsh Government guidance for Wales and could change in response to the current COVID Alert Level, community prevalence of COVID-19 and/or to reflect additional or updated Welsh Government advice. Remember that Health and Safety, First Aid, Safeguarding and Access legislation and requirements remain in place.

#### Group sizes and safe numbers

Any permitted outdoor cricket activity is subject to a venue and activity COVID risk assessment. In light of:

- The safe number for a regulated gathering shall be determined by your venue risk assessment and the venue must be able to demonstrate that social distancing can be maintained between participants (except in the limited circumstances during competitive play where fleeting breaches of 2m has been permitted by the Welsh Government.)
- Your participants should feel safe when participating in cricket activity – listen to feedback related to numbers and if necessary reduce group sizes.
- In matches, the safe number of participants taking the field should not exceed those normally involved in the type of cricket (refer to the laws of the game, league/competition playing regulations and recommendations for junior cricket team sizes from the ECB and your league). Where your risk assessment determines that reduced numbers are required due to space restrictions for example, you must reduce the number of participants accordingly.
- ECB guidance on supervision and coaching ratios for supervised children's activity should be maintained (with social distancing) - please note that the tables below set out the maximum number of participants per adult/activator/coach. Where your risk assessment determines that reduced participant numbers are required due to space restrictions for example, you must reduce the number of participants accordingly:

Recommended supervision ratios that must be adhered to as a minimum for clubs looking after groups of children:			
Age group	Adult	Children	Other considerations
8 and under	1	8	for single gender groups, there must be at least one same gender supervising adult. For mixed groups there must be at least one male and one female supervising adult.
9 and over	1	10	

Recommended qualified coach/activator to participant ratios:		
Programme	Activator/Coach	Participants
National programmes (All Stars and Dynamos)	1 Activator	24

Soft ball practice	1 Coach	24
Hardball practice (not in nets)	1 Coach	16
Net practice	1 Coach	8

- You must ensure that you have obtained all required DBS checks in respect of all individuals carrying out roles at the venue which require a DBS check.
- Activity Providers will need to ensure that wider Welsh Government guidelines on social distancing and group sizes are observed for off-field players, coaches and supervising adults/carers/guardians, before, during and after the activity .
- Scheduling different start times may be advised to avoid peak drop off and collection points.
- It is best practice to limit unnecessary interaction between groups at your venue (for example mixing between different matches or between age groups in junior practice sessions).
- Risk assess how social distancing can be maintained in your facility and limit the number of participants accordingly.
- Participants should adhere to social distancing when not actively participating (e.g. during breaks in play, or when waiting to bat).
- Remember to allow space for socially distanced circulation around your venue.
- Tournaments and festivals can take place subject to a COVID risk assessment and full compliance with social distancing and legal gathering size limits on and off the field.

#### **Prior to all outdoor cricket activity**

- Check for symptoms of COVID-19. In line with current Welsh [Government guidance](#), if you are symptomatic, have tested positive, have had contact with someone with COVID-19 or are otherwise required to self-isolate (and in each case, you have not completed the required self-isolation period), you should not attend the cricket facility and must follow NHS Wales and Public Health Wales guidance on self-isolation.
- If you have a health condition that puts you at increased risk, you should consider the risks of participating in cricket activity.
- Follow Welsh Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 (found [here](#)) if it applies to you.
- Participants should comply with all public health restrictions and avoid high risk behaviour outside the sports setting to reduce the risk to their fellow participants when they do attend a cricket club or venue.
- Personal hygiene measures should be carried out at home before and after use of the facility.
- Bring your own hand sanitiser where possible and practise strong hand hygiene at all times.
- Follow Welsh Government guidance on travel restrictions, public transport and car sharing available [here](#).
- All participants should arrive ready to use the facility if changing rooms have remained closed.
- For advice on reducing the risk of infection when outside your home see [here](#).
- The Club's appointed COVID Officer should ensure that the facility is compliant with current legislation including legislation and guidance related to COVID-19. A risk assessment should have been completed and all reasonable risk mitigation measures must be put in place and monitored to minimise the spread of COVID-19 (see Appendix 1 and Appendix 2).
- Club representatives should make all participants aware of expected social distancing and hygiene behaviour during play and whilst on site through the use of signage and in communications to members.
- Participants should bring their own food and drink or where available purchase and be served food and drinks in line with Government guidance on hospitality. Water bottles should be clearly marked with the owner's name and must not be shared.

- Club representatives should make all participants aware of the minor increase in transmission risk associated in partaking in even socially distanced group activity.

#### **During all organised outdoor cricket activity**

- Participants should enter the site and prepare their personal equipment whilst maintaining social distancing.
- People should maintain the rules on social contact before and after sporting activity.
- Sharing of equipment must be avoided where possible, particularly that used around the head and face, such as helmets. Where equipment is shared, equipment must be cleaned before use by another person. More information is available [here](#).
- No sweat or saliva is to be applied to the ball at any time. Any infringement should result in immediate disinfection of the ball.
- All participants to wash their hands prior to the start of the activity.
- Hand sanitiser to be used at all breaks in activity and prior to any food or drinks.
- There should be no shouting, singing or spitting.

#### **After all organised outdoor cricket activity**

- Participants will exit whilst maintaining social distancing.
- Social interaction after playing cricket should only take place in line with the current Welsh guidance on gathering restrictions and hospitality [here](#).
- One club representative/volunteer will be responsible for collecting and disinfecting shared equipment.
- Regular cleaning of equipment and the facility should take place, particularly between one group finishing, and the next group starting.

#### **Additional advice for socially distanced match-play**

- All participants to maintain social distancing save for permitted conditional breaches in competitive play.
- The non-striking batter should remain socially distanced from the umpire and should run on the opposite side of the pitch to the batter on strike.
- No sweat or saliva to be applied to the ball at any time.
- A 'hygiene break' should take place every six overs, in which the ball is cleaned with a suitable disinfectant wipe (conforming to BS EN 14476) and all participants' hands are cleaned using a suitable sanitiser. This routine should also be followed at the start of any drinks break or the close of an innings. The responsibility for sanitising the ball during the match will lie with the fielding captain, not the umpire.
- Bowlers will not be able to hand their cap or hat, jumper or glasses to the umpire. They will need to place these themselves at the boundary.
- If two scorers are required, social distancing must be maintained. If scorer's boxes are to be used then social distancing and suitable ventilation will be required.
- Communal scorebooks passed from one player to another should be avoided.
- Social distancing must always be maintained including during post-wicket celebrations, drinks breaks and tactical discussions.
- There should be no handshakes, shouting or spitting.
- Minimise sharing of ball in match by limiting contact as the ball makes its way back to the bowler e.g. ball goes straight from wicketkeeper to bowler instead of around surrounding fielders.

- Those not on the field of play should refrain from all contact with the ball e.g. returning it to the field of play.
- Umpires should refrain from any contact with the ball, it can be returned to the base of the stumps at breaks and wickets.
- Umpires should be responsible for the stumps closest to them and should be the only person replacing the bails if dislodged.
- Use of the clubhouse, changing rooms and toilets should adhere to the latest Government advice.
- Detailed guidance relating to officials has been released by the Association of Cricket Officials (ACO).
- Batters to sanitise their bat when leaving the field of play.
- Participants should bring their own food and drink or where available purchase and be served food and drinks in line with Government guidance on hospitality. Players should bring their own tea and eat this outside and observing social distancing and social gathering size limits. Water bottles should be clearly marked with the owner's name and must not be shared.

### **Additional Advice for Supervised under-18s Activity**

- ECB guidance on supervision and coaching ratios for supervised children's activity should be maintained (with social distancing). Please refer to the 'Group Sizes and safe numbers section' for recommended supervision and coaching ratios.
- You must ensure that you have obtained all required DBS checks in respect of all individuals carrying out roles at the venue which require a DBS check.
- Activity Providers will need to ensure that wider Welsh Government guidelines on social distancing is observed for off-field players, coaches and supervising adults/carers/guardians, before, during and after the activity.
- All groups are to be self-sufficient e.g., a coach cannot oversee two separate groups.
- It is best practice to limit movement of children between groups where possible children should stay in the same group.
- The safe number of groups at a venue must be determined by a COVID Risk Assessment for the venue. Social distancing must be maintained.
- Parents will drop off and collect participants via a protocol that maintains social distancing e.g., queuing 2 m apart and using separate entry/exit points.
- For younger age groups, plastic equipment should be used and should be disinfected at the end of each session.
- Example junior cricket activity can be found at [icoachcricket.ecb.co.uk](http://icoachcricket.ecb.co.uk), for ECB National Participation Programmes, e.g. All Stars Cricket, the ECB will provide recommended activities to minimise close contact between participants, minimise the sharing of equipment, whilst still creating a fun and creative learning environment.
- Recommended that participants take part in solo activity, before moving to pairs activity that maintains distance >2 m and allows participants to operate in the same pair for the length of the session.
- [ECB Regulations on the use of helmets in junior and age-group cricket](#) should be followed at all times.

### **Additional advice for training & other Activity**

- Where participants cannot provide their own individual equipment, we recommend numbering cricket equipment such as balls, so that each participant has a specific numbered ball and/or cone and uses that for the entirety of the session to minimise sharing of equipment where possible.

- If bowling machines are used, please ensure they are cleaned thoroughly between uses with dry cleaning products and that all balls used are cleaned with disinfectant. This is the responsibility of the bowling machine operator.

### **Additional Advice for Coaches**

These measures cannot cover every eventuality and coaches must conduct a risk assessment, ensuring appropriate measures are put in place to keep participants and coaches safe.

Playing and coaching cricket in itself carries some degree of risk and whilst being mindful of the guidelines regarding COVID-19. Coaches should not lose sight of the normal safety rules or safeguarding standards relating to playing and coaching cricket which continue to apply and must be complied with (DBS, safeguarding, First Aid etc).

- Coaches should make themselves aware of and abide by all guidelines set out by Welsh Government, the venue and ECB regarding use of facilities.
- It is the coach's responsibility to ensure that they coach players in a safe environment and follow relevant guidelines.
- Coach to explain the safety guidelines of what is expected pre, during and post session including what the player is expected to do to maintain compliance with social distancing guidelines and all other health and safety guidelines.
- Coaches should remember the following key principles:
  - Follow all COVID-19 guidelines established by the Welsh Government.
  - Follow all COVID-19 guidelines established by the venue.
  - Follow all COVID-19 guidelines established by ECB.

### **Advice for Adverse Weather**

- Application of covers in the event of wet weather should be done with social distancing measures in place (>2 m between individuals).
- Clubs and venues should consider the provision of socially distanced shade to protect participants and visitors from the sun.
- Due to the potential for increased numbers of participants including spectators, assess how you will control access to shelter while maintaining social distancing.

### **Spectators**

- Cricket facilities are required to collect and maintain records of the contact details of spectators in accordance with the law. Where cricket is taking place on publicly owned land there is a requirement for organisers to take **reasonable measures** to collect data pertaining to active participants.

### **Young People aged 18 and under with Disabilities**

- People with disabilities can participate in organised outdoor cricket without being subject to social contact limits.

### **Travelling for cricket**

- Always check that it is safe to travel before you set out to take part in cricket.



- You can now travel within the UK to take part in informal and organised cricket. If you choose to stay away from home overnight, you will only be able to share accommodation with the people you live with in your household or extended household (or anyone who is a carer of a member of the household.)
- You can find more information in the Welsh government [guidance on safer travel](#).

### Preparation of the cricket venue (see also Part 2)

- Prior to re-opening, club representatives should ensure that their facility is compliant with current Government legislation including legislation and guidance related to COVID-19. A risk assessment should have been completed and risk mitigation measures put in place and monitored.
- On the day of the activity, club representatives and volunteers should ensure that all COVID-19 measures are in place according to the club operating and safety plans, whilst maintaining social distancing – developing your own ‘opening up checklist’ is helpful for this. This should include:
  - Setup of public health operating procedures and access signage.
  - Setup of cricket facility including all ground safety requirements.
- The duty of care which the club already owed remains and therefore other matters such as First Aid must continue to be provided. First Aid equipment (including AEDs where available) and suitable PPE for First Aid must be made available. Advice on First Aid during the COVID pandemic is available from [St John Ambulance](#).
- Clubs should make hand washing facilities and hand sanitiser available for all site users.
- For further information see Part 2.

### During outdoor cricket activity / permitted use of outdoor nets

- Participants should enter the site and prepare their personal equipment whilst maintaining social distancing.
- Where possible we recommend that you use your own equipment. If you do choose to share equipment, practise strict hand hygiene before and after use and the equipment must be cleaned before use by another person. More information is available [here](#).
- No sweat or saliva is to be applied to the ball at any time.
- During practice/nets hygiene breaks to sanitise hands and shared balls should take place every 20 mins.
- During match-play hygiene breaks to sanitise hands and shared balls should take place every 6 overs or every 20 mins whichever is sooner.

### After all outdoor cricket activity

- Participants will exit whilst maintaining social distancing.
- One club representative/volunteer will be responsible for collecting and disinfecting any shared equipment.
- Regular cleaning of equipment and the facility should take place, particularly between one group finishing, and the next group starting.
- Encourage all users to report any infection of their household to NHS Wales Test, Trace, Protect following use of the facility to limit the spread of the virus: <https://gov.wales/test-trace-protect.html>

### Injuries and emergencies

Injuries should still be treated, as participant safety is of the utmost importance. First-aiders, physios and other medical personnel should take care to protect themselves and others through rigorous cleaning and personal hygiene, including increasing the frequency of cleaning and disinfecting equipment and surfaces.

Wearing face coverings is recommended for both medics and patients, where this is possible and practical. After contact with an injured participant, first-aiders, physios and other medical personnel should clean their hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or the minimum social distancing was maintained. They should also avoid touching their mouth, eyes and nose.

First-aiders, physios and medical personnel should keep a record of each participant they have come into contact with, to support NHS Test, Trace, Protect (advice set out above in the section on NHS Test Trace, Protect may be helpful). Records should be kept for 21 days and then destroyed. Those working at a cricket event should familiarise themselves with the [guidance for first responders](#), in case of emergency situations.

### **Measures to address non-compliance with ECB Guidance**

The ECB has provided guidance on special measures to address non-compliance with this ECB Guidance to Cricket Wales, all County Cricket Boards and all affiliated cricket leagues. If you have concerns regarding non-compliance with this ECB Guidance you should contact Cricket Wales or your League in the first instance.

## **PART 2: Guidance on staging cricket**

This guide provides advice on how to set up and operate your cricket facilities safely during the COVID pandemic in Wales. It is based upon the following Welsh Government guidance which you should read and be familiar with:

- [Welsh Government Alert Levels](#)
- [Grassroots sports guidance for the public and sport providers](#)
- [Meeting with others safely \(social distancing\)](#)
- [Working safely during coronavirus: restaurants, pubs, bars and takeaway services](#)
- [Face coverings](#)
- [NHS Wales Test, Trace Protect: how it works](#)
- [Maintaining Records for NHS Wales Test, Trace, Protect](#)

This guidance covers Wales only. People in England should follow the [specific rules](#) in that part of the UK and refer to the relevant ECB guidance.

Guidance on the use of facilities for indoor cricket activity in Wales will be provided separately

As a club, it's important that you understand your duty of care – i.e. a duty to take all measures that are reasonable in the circumstances to ensure the health, safety, wellbeing and welfare of all Participants<sup>1</sup> involved in cricket or physical activity at your club.

To ensure that all reasonable steps are being taken and your duty of care is being discharged, and to the requisite standard of care, clubs should confirm the following:

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<sup>1</sup> "Participants" may include: employees, staff members, volunteers, members, players, officials, parents, coaches, visitors and other participants of sporting or physical activity.

1. That the advice of the Welsh Government and public health authorities has been followed.
2. That the guidance and protocols issued by the ECB have been followed.
3. That a full and proper COVID-19 specific risk assessment has been carried out (and that the practical considerations below have been followed). Clubs should be aware that a higher duty of care, and standard of care, is owed by sporting and physical activity organisations to children (under 18s) and adults at risk (refer to all ECB Safeguarding guidance, which still applies). The carrying out of any risk assessments, and the preparation of guidance and protocols, should bear this higher duty and standard in mind. A risk assessment template is provided in this document. Keep your risk assessment and COVID control plan under constant review and update where necessary.

In addition, understanding your club's insurance position is essential and you should liaise directly with the club's insurers and insurance advisers before the return to play or any return to clubhouse process begins, to ensure that the relevant sport or physical activity is adequately insured and to ascertain whether any additional steps are required.

Restrictions on social distancing, gathering size limits and operation of outdoor spaces must be incorporated into your risk assessment and operating plan for your venue. These restrictions do change and you must keep up to date with the latest Welsh Government guidance.

Remember COVID legislation and guidance is not the only legislation and guidance that applies as you open-up more of your facility to more users. Your duty of care (and obligations under the [Health and Safety at Work Acts etc 1974](#) where you have employees and/or are self-employed) extends to other legislation including that related to fire, other health and safety legislation, food hygiene and the sale of alcohol (where applicable).

As you read through this guidance, bear in mind:

- Think of the Participant journey through your club and how people will move through your space.
- Remember COVID legislation and guidance is not the only legislation and guidance that applies as you open up more of the space in your facility to more users.
- Build on what you have already put in place for 2020 – there is no need to start from scratch if you do not have to but be mindful of any changes in legislation and guidance since 2020, as outlined in relevant Welsh Government guidance.
- You will need to manage people, buildings and grounds to provide an enjoyable, safe environment. We have provided a checklist and a template to help you carry out a COVID-19 risk assessment for your club, it is at the back of this document and you can download an editable version [here](#).
- Health and Safety, First Aid, Safeguarding and Access legislation and requirements remain in place.

**If you are not confident that you can meet all Welsh Government guidance, then you should not proceed until you can do so.**

## Registration of Participants and Attendees

You will need a booking system to enable the club to control the number of people accessing the facility in line with Welsh Government group size limits and to meet legal requirements for maintenance and collection of contact details.

Under the requirements of NHS Wales Test, Trace, Protect you are required by law to collect and maintain temporary records of the contact details for your members, customers, staff and visitors for 21 days. Details on how to do this are available [here](#) and [here](#) (you should read both parts; the guidance includes

important information on privacy and the security of information and also the consequences of non-compliance).

You should also read important information from the Information Commissioner's Office on information security [here](#).

Venues should also display an NHS QR Code Poster (physically or electronically).

See <https://www.gov.uk/create-coronavirus-qr-poster> for details on how to register and create your NHS QR code poster. Once you have produced and displayed your poster, you then need to get visitors to scan the NHS QR code when they arrive at your venue using the NHS COVID-19 app. Please note that the NHS QR code is an alternative to providing contact details - if someone chooses not to scan the NHS QR code using the NHS COVID-19 app, you are still legally required to record and maintain their contact details in a compliant record keeping system for use in the NHS Wales Test, Trace, Protect system.

The Covid Officer, or delegated club representative must be responsible for collecting booking requests, allocating time slots, keeping records of which slots have been allocated to which users, and communicating the allocation to users.

Clubs should decide on their opening and closing times, the length of their available time slots and which areas of the outfield and nets are safe to use. Consider change-over time, clean-down time of nets and how to keep a record of bookings for contact tracing.

For example, a paper or electronic record covering hourly time slots from 10 am until 4 pm for single-lane use, 50 minutes net practice followed by 10 minutes clean-down/change-over time ahead of the next participants.

Clubs opening for hospitality will need to follow Welsh government guidance for hospitality venues [here](#).

## **Operating the Facility Safely**

### *Access to the facility*

The COVID Officer, or a delegated representative of the club, should be present during opening times to monitor the operation of the facility with a copy of the booking sheet in order to resolve any booking issues that could result in non-compliance with social distancing law.

This person should carry out a daily/per session check that the facilities are safe to use. Clubs should provide access where possible through a separate entrance and exit, operating a one-way system. If these entrances are gated, they should be opened fully to reduce common touch points.

This also applies to the net area, where possible leave the area fully accessible to minimise common touch points. If this is unavoidable, a cleaning station should be provided in exceptional circumstances, and posters displayed to encourage cleaning down of touch points.

Clubs should ensure usual access to first aid and emergency equipment is maintained (see the PPE and First Aid section below).

- As clubhouses may still be closed for general use and no changing facilities be available, where possible clubs should make participants aware of this when booking.
- Toilets will need to be opened pre-match, during the match and for 30 minutes following the match, but particular care should be taken by those using them and those cleaning them. Where

they are open, venues should ensure soap and water is provided see [Sport, recreation and leisure: guidance for a safe return \[HTML\] | GOV.WALES.](#)

Participants should be encouraged to use toilet facilities before attending and to wash their hands on arrival home.

Hand sanitiser should be made readily available at entrance/exit points and the net area.

You must allow sufficient time for maintenance of your facility in your operating/booking schedule – consult with your grounds manager to ensure you allocate sufficient times for maintenance in good weather.

## Changing rooms and showers

Changing rooms and showers are an area of increased risk of transmission and their use should be avoided, where possible (unless required due to a disability or particular requirements of an individual). All venues should encourage players to arrive at the facility in sports kit and, where possible, to travel home to change/shower.

If changing rooms and showers are to be used for example during inclement weather, users should use the facilities as quickly as possible and the following measures will be needed:

1. Carry out a risk assessment of changing room safety that considers:
  - a. Assess the maximum changing room capacity based upon government social distancing guidance and ventilation guidance (an effective flow of fresh air into the room and displaced air out of the room, without violating safeguarding protections is essential).
  - b. An effective process for managing a 'one-in, one-out' process once capacity has been reached, and how this impact on safe queuing.
  - c. Set clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items, controlling the number of individuals using those facilities at any one time to ensure compliance with the rules on indoor gatherings, that **physical distancing** is achieved as much as possible, and requiring the wearing of face coverings (as appropriate) for those aged 11 and over.
  - d. Toilets will need to be opened pre-match, during the match and for 30 minutes following the match.
  - e. Consider closing communal showers if possible.
  - f. Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day.
  - g. For additional reassurance, provide cleaning materials and hand sanitiser for customer use at touch points.
  - h. Provide additional signposting in these areas to maintain **physical distancing**.
  - i. Considering changes in policies to ensure limited time is taken in changing areas, especially during the changeover of group activity to maintain **physical distancing**.
2. Inform participants that both changing rooms and showers are areas of increased risk (including with signage) and that they should shower and change at home where possible.
3. Communicate your changing room procedures to all users (see additional information below).

No venue is obliged to provide changing and showering facilities and should not open changing rooms where it is not safe to do so (other than to disabled persons or to those needing it for safeguarding purposes, where such provision can be made available safely). It will require time to complete the necessary preparations and venues should only do this at their pace.

Consider your visitors and your players. You should communicate clearly with all players and match officials pre-arrival:

- Whether or not your changing and showering facilities are available.
- How capacity restrictions will affect pre-match preparation times.

## Social and Hospitality Areas

Clubhouses, and facilities that serve food and drink, can open both indoor and outdoor hospitality. The provision of food and beverage should be as per government guidance on hospitality settings.

- Customers can be served in groups of up to 30 people from 30 households (Not including children under 11yrs or carers).
- If your venue serves alcohol, table service will be required. Even if no alcohol is ordered, this means customers must order, be served and eat/drink while seated (indoors or outdoors).

Any use of clubhouses and hospitality facilities must adhere to social distancing, legal gathering limits and wider government guidance, and requires a venue COVID risk assessment.

Some venues may wish to erect outdoor shelters. To be considered 'outdoors', shelters, marquees and other structures can have a roof but need to have at least 51% of the area of their walls open at all times whilst in use.

At any premises serving alcohol, customers will be required to order, be served and eat/drink while seated (even if no alcohol is ordered). If a hospitality venue does not serve alcohol, then customers will be able to order and collect food and drink from a counter, but must consume food and drink while seated at a table.

Hospitality venues are allowed to provide takeaway food and alcohol. Takeaway food and drink (including alcohol) must not be consumed on the premises or adjacent to the premises. This too will need to be assessed for safe occupancy levels i.e. sufficient outdoor queuing space to maintain social distancing.

Any sale of alcohol on or off the premises is subject to the Licensing Act 2003 and your premises licence or club premises certificate.

If you are providing food and beverage service you must update your COVID risk assessment to include an assessment of risk to staff, to customers and to other facility users as per the guidance for restaurants and bars available [here](#).

## People Management and Communication

### *Group Size Restrictions/Social Contact Rules*

Welsh Government restrictions may vary indoors and outdoors, depending on the Public Health conditions at a given time and depending on the nature of the activity and the setting. You should consult the latest Welsh Government guidance and ensure that you comply with all social distancing guidance and applicable group size/social contact rules and limits.

### *Self-assessment*

Before travelling to your venue, attendees should be advised of:

- The importance of pre-attendance symptoms checks (details on symptoms of COVID-19 are available [here](#)).
- Insistence that participants should follow Welsh Government guidance on self-isolation and not attend if they are required to self-isolate. For details see [here](#).

### *Participants*

As you open your facilities up to more people, it is important to consider how you will manage different types of participants. These could include:

1. Players
2. Coaches
3. Umpires
4. Parents/Guardians/Supervisors
5. People with a disability
6. Employees and Volunteers
7. Hospitality patrons
8. Spectators
9. Anyone with specific needs that may require an adaptation to your plan or a different communication strategy.

Consider the different needs and patterns of use of each key group so that you can adjust your management plan and scheduling based on projected capacity.

### *Movement*

As you adapt your plans and create your risk assessment, consider how people will move to, from and around your ground:

- Travel – how will people travel to your facility?
  - Restrictions on vehicle sharing will increase the demand for car parking.
  - More people may cycle which could increase the need for secure cycle storage.
- Circulation – how will people move around your ground?
  - Consider access and egress.
  - Think about pinch points that may challenge social distancing.
  - Consider 'one way' circulation where possible.
- Duration – how long will people be at the ground?
  - Longer stays at a venue will increase demand for services. Pay closer attention to groups that are likely to be in situ for longer as this increases the risk to social distancing.
  - Booking systems may be used to manage capacity issues. Ensure there is sufficient 'transition' time to avoid clashes and allow for cleaning operations.
  - It will be necessary to keep a record of who has been at the site and when for compliance with Welsh Government regulations - this is covered in more detail in the 'Social and Hospitality Areas' section.
- Weather – what will happen when it rains or it is sunny?
  - Assess whether you can provide open-sided well ventilated temporary structures to provide socially distanced cover from rain or shade from the sun.
  - Due to the potential for increased numbers of participants including spectators, assess how you will control access to shelter while maintaining social distancing.

### *Establishing Operating Rules*

Operating rules will need to vary by venue to fit with site-specific restrictions but should include the following as a minimum:

- Do not attend if you or anyone in your household displays symptoms or you are required to self-isolate (full details in 'Self Assessment' section above).
- Personal hygiene measures should be carried out at home before and after use of the facility.
- Bring your own hand sanitiser where possible. If this is not possible, wash your hands with soap and water for at least 20 seconds before and after visiting the club.
- Try not to arrive too early, aim to arrive at the start of your slot to help with social distancing.
- Bring your own playing/training equipment including balls.

- Bring your own filled drinks bottle, labelled with your name.
- Avoid touching surfaces as much as possible whilst on club premises and use cleaning stations whenever available.
- Do not overstay your allocated time slot, you should be clear of the area by the time the next users arrive. Do not stay to socialise or spectate.
- Do not leave private property behind.
- No spitting.
- No saliva or sweat should come into contact with the ball at any time.
- As always, the health and safety of participants is paramount - please ensure those using the nets minimise the risk of injury (wear helmets, pads etc). As well as response times being delayed, this is vital to avoid any additional stress on NHS Wales.
- Encourage all users to report any infection of their household following use of the facility to allow effective contact tracing and to limit the spread of the virus.
- These rules should be clearly communicated to each person making a booking, on club social media channels and through signage at access points to grounds and close to net facilities. Signage should be updated and replaced as required.

## **Communication – education, briefing and induction**

Once you have planned how your facility will operate, it is important that anyone who is going to access it understands the changes to a 'normal' visit.

You will need to explain the changes, the reasons why you have made them. It may be useful to have people acknowledge that they understand this in certain situations so that you have a record.

Consider how you may communicate with people before they arrive at your ground to start the process of managing behaviour in advance. This should include:

- Making a clear statement on your website and social media feeds - consider publishing your COVID Risk Assessment and Operating Rules on your website as a straightforward way of explaining the changes and reasons to members and non-members.
- Direct contact with members (via an email newsletter or similar)
- Considering non-members – sending details to opposition teams, officials and your league as appropriate.

When people arrive at your ground they may not have accessed or understood all of your management plan so you should also consider how you manage behaviour on site:

- Signage will be very important, particularly for re-enforcing the need for social distancing and good hygiene.
- If you supply instruction or information sheets, ensure these are either a fixed sign or 'disposable' takeaways. Do not use laminated sheets as this creates a common touchpoint.
- Many clubs have a clock on the pavilion – this can be a common reference point for managing booking schedules and ensuring smooth transition.

Your risk assessment may identify that you need a formal record that certain groups (particularly employees, volunteers, contractors and anyone deemed a responsible person) have been provided with, and understand, relevant information.

- If possible, do this in advance electronically to avoid handling pens and paper.



- It is not appropriate to ask very young people to sign contracts – instead, ensure that you are engaging with their parents or guardians. Refer to ECB guidance on safeguarding, available [here](#).
- Keep a written record of who you engage with in a formal way.

With all forms of communication, consider how you may need to adapt the message or method for young people and people with a disability such as a visual or hearing impairment.

You should publish your risk assessment and any policies, rules or standard procedures relating to COVID-19 on your website.

## Preparing your Buildings

Re-opening after a period of dormancy will need careful planning. There are a number of issues to consider and actions to be taken.

### *Cleaning*

You should develop a cleaning plan. This should include initial cleaning as you open up your venue, daily (on operating days) pre and post cleaning and frequent touch-spot cleaning based on how people use your venue.

Undertaking a deep clean of your facilities will ensure that you have a base level of hygiene to work with and a clean and safe environment for all users. Plan to undertake this as soon as practicable after entering a building that has been temporarily closed.

Cleaning products and standards should conform to the relevant standards where applicable.

Cleaning regimes will need to be more frequent, with a thorough clean of all contact surfaces daily and touchpoint cleaning at least every hour during opening.

### *Ventilation*

COVID-19 can be transmitted through the air, so ensuring that your permitted indoor spaces are well ventilated with fresh air can help to reduce risk.

At its simplest, this may mean ensuring that you have windows and doors open whenever possible. Note that Fire Doors should not be propped open unless it is with a specialist fire-safe mechanical device.

For any building with mechanical ventilation or air conditioning, air recirculation should be avoided wherever possible with systems set to maximise fresh air use. Further information can be found [here](#).

### *Water Systems – High Risk - Legionella bacteria can cause an outbreak of Legionnaires Disease*

Water systems need to be treated with particular caution following a period of closure due to the risk of legionella bacteria developing in stagnant water. Legionella is the bacteria that causes Legionnaire's disease and it thrives in stagnant water at tepid temperatures.

Unless your systems have been flushed on a weekly basis and a normal cleaning regime has been in place, particular care should be taken to disinfect them prior to opening.

It is essential to have a 'competent person' overseeing any work on water systems, if any doubt consult a suitably qualified specialist. Further advice can be found at:

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

### *Other Essential Maintenance*

During a shutdown period, regular maintenance regimes may have lapsed and there is potential for periodic maintenance or annual servicing that was due in this period to be overlooked.

Ensure that your inspection and maintenance regimes, and any scheduled facility risk assessment reviews, are brought up to date where necessary.

You do not need to advance periodic maintenance (with the exception of water systems, detailed above) but you may need to employ qualified professionals to reinstate any services that have been isolated (such as gas or electrical). If you are in any doubt, consult a qualified professional.

The key items to consider are:

- Gas safety
- Electrical safety including Portable Appliance Testing (PAT)
- Fire safety
- Heating, Ventilation and Air Conditioning (HVAC) Systems
- Lift installations
- Water systems (see below)
- Your Automated External Defibrillator (AED) if you have one – check that it is functioning properly (e.g. warning light status) and has been serviced as per the manufacturer's instructions.

## **PPE and First Aid**

### *First Aid*

As part of your duty of care (and under Health and Safety law if you have employees) you should make first aid provision available. [St John Ambulance](#) have provided an online guide for carrying out first aid during the COVID period, including on how to modify CPR – let your first aiders know about it – it's available [here](#). Make sure that even if parts of your building are restricted that the following are available to all users:

- Your First Aid kit(s) – including suitable PPE (gloves, suitable face coverings/masks, disposable apron, hand sanitiser) and that you have somewhere safe to dispose of this PPE once used.
- Your Automated External Defibrillator (AED) if you have one – check that it is functioning properly (e.g. warning light status) and has been serviced as per the manufacturer's instructions.

### *Hand cleaning*

Hand washing with warm water and soap for at least 20 seconds is a recommended method for cleaning hands and reducing COVID virus transmission. However, to avoid long socially distanced queues for sinks, frequent hand sanitising gel with a minimum alcohol content of 60% is a convenient and effective method for reducing transmission.

Make sure that you have a sufficient supply of sanitiser to meet demand – plan ahead and evaluate after your first opening to gauge required stock levels.

### *Face Masks and Face Coverings*

Face coverings must be worn where required by legislation and in accordance with Welsh Government guidance – this includes within indoor spaces. Follow Welsh Government guidance [here](#).

## **Planning what to do if someone develops symptoms at your venue**

Everyone should have checked that they are not displaying symptoms before coming to the club but just in case someone starts to show symptoms whilst they are there – have a plan for dealing with this scenario:

1. Maintain social distancing.
2. If the person is able to travel home safely using their own transport they should travel home and follow Welsh Government protocols for getting a [test](#) and follow Welsh Government self isolation advice available [here](#).
3. If the person is too unwell to travel home safely, they should be isolated from everyone else and someone from their household contacted to make safe arrangements – if that is not possible then phone 111 and follow instructions.
4. Make sure that the isolation area is well ventilated and then cleaned carefully using suitable cleaning products and PPE. Cleaning should be to [recommended government standards](#).

## Appendix 1: Club action checklist

Clubs and venues should not open until they are ready to do so safely and in full compliance 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 club or organisation's responsibility to ensure that you are compliant and that you have met your duty of care.

No	Action	Completed
<b>1</b>	<b>Preparation</b>	
1.1	Have you read the Welsh Government guidance including: <ul style="list-style-type: none"> <li>• <a href="#">Welsh Government Alert Levels</a></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="#">Working safely during coronavirus: restaurants, pubs, bars and takeaway services</a>.</li> <li>• <a href="#">Face coverings</a></li> <li>• <a href="#">NHS Wales Test, Trace Protect: how it works</a></li> <li>• <a href="#">Maintaining Records for NHS Wales Test, Trace, Protect</a></li> </ul>	
1.2	Have you appointed a COVID Officer?	
1.3	Have you completed your COVID Risk Assessment and shared this with your participants? (See Appendix 2)	
1.4	Have you put suitable control measures in place and established and trained a team of Delegated Persons to support the COVID Officer in operating these control measures?	
1.5	Have you shared your operation plan and COVID Risk Assessment with your insurer and insurance advisor?	
<b>2</b>	<b>On your Ground</b>	
2.1	Have you referred to the latest GMA Guidance on grounds maintenance during COVID available <a href="#">here</a> ?	
2.2	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.	

2.3	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 cricket activity?	
2.4	Have you established a safe system of work for installing nets (where applicable)?	
<b>3</b>	<b>People Management and Communication</b>	
3.1	Have you determined whether there are restrictions on gathering sizes indoors or outdoors in force and made suitable adaptations to venue layout and signage to achieve compliance with these restrictions? See Welsh guidance ( <a href="#">here</a> ).	
3.2	Have you planned how to ensure that visitors are aware that they must screen themselves for COVID symptoms before coming to your venue and should not leave their homes if they are displaying symptoms? Have you communicated and facilitated that process?	
3.3	Have you assessed the different user groups (participants, coaches), their numbers and needs and developed a plan to move them to, within and from your venue safely?	
3.4	Have you assessed the time that different user groups (including coaches) will spend at the venue and managed the risk accordingly?	
3.5	Have you developed a communication plan?	
3.6	Have you tailored this to different user groups and adapted for young people or those with a disability?	
3.7	Have you used all your communication channels to reach different people effectively (social media, email, website etc)	
3.8	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?	
3.9	Have you developed your signage, thought about where signage is needed and produced this in a way that does not create a touchpoint?	
3.10	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?	
3.11	Have you made sure that players and parents are aware that participants should arrive and leave in match or training kit if changing rooms are not available?	
<b>4</b>	<b>Record Keeping</b>	
4.1	Have you developed a compliant system for recording, managing and disposing of attendee contact data as required by NHS Wales Test, Trace, Protect? Does this have data security compliance with the Information Commissioner's Office guidance?	
4.2	Have you produced and displayed your NHS QR Code?	
<b>5</b>	<b>In your Buildings</b>	
5.1	Have you developed your cleaning plan?	
5.2	Have you carried out a thorough clean of all areas, all surfaces and all potential contact points before opening?	
5.3	Have you planned to carry out an all surface clean daily pre- and post-opening?	

5.4	Have you identified common touch points (such as door handles, gaming machines, sanitiser stations) and a plan to clean these frequently (e.g. hourly)?	
5.5	Have you provided suitable training, materials and PPE for your staff or volunteers to carry out cleaning to your plan?	
5.6	Have you maximised ventilation by opening windows and doors (not fire doors)?	
5.7	If you have an air conditioning system has it been set to exchange with external air and not recirculate?	
5.8	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> .	
5.9	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)?	
5.10	If services were isolated – have they been reinstated by a qualified professional?	
5.11	Have you used signage and floor markings to communicate key instructions?	
5.12	Have you assessed and communicated your changing room closure plans? If changing rooms are not in use, are you still maintaining cleaning and regular maintenance to maintain safety, particularly if the changing room is to be used in an emergency or as an isolation room for suspected COVID cases)?	
5.13	If changing room are in use have you calculated and communicated safe occupancy levels, adjusted ventilation levels where possible and made sufficient cleaning arrangement in line with increased levels of use?	
5.14	Have you developed your toilet operating plan? Have you got a toilet checking and cleaning programme in place?	
5.15	Have you got signage on handwashing technique and have you provided soap for hand washing?	
5.16	Have you assessed handwashing queues and whether or not suitable hand sanitiser can be provided to support this?	
5.17	Have you assessed optimum locations for hand sanitiser stations and where these should be located?	
5.18	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?	
5.19	Have you got a plan for what you are going to do in wet or sunny weather? Have you communicated this plan?	
<b>6</b>	<b>Social and Hospitality Areas</b>	
6.1	Have you read and understood the requirements of the government guidance for restaurants and bars available <a href="#">here?</a>	
6.2	Have you put in place a food and beverage service plan that conforms to the requirements of the government guidance for restaurants and bars available <a href="#">here?</a>	
6.3	Have you reviewed your food and beverage service plan to ensure that it is compliant with your premises licence or club premises certificate for the serving of alcohol?	
6.4	Have you updated your cleaning plan to include food and beverage preparation, service and consumption areas?	
6.5	Have you updated your staff/volunteer training plan to include the requirements of your food and beverage service plan?	

6.6	Have you updated your signage and communications plan to include the requirements of your food and beverage service plan?	
6.7	Have you updated your assessment of PPE requirements and provision to include the requirements of your food and beverage service plan?	
6.8	Have you reviewed and updated your COVID risk assessment to include your food and beverage service plan and the above?	
6.9	Have you communicated your updated COVID risk assessment and plans?	
<b>7</b>	<b>PPE and First Aid</b>	
7.1	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> .	
7.2	Have you checked that your first aid kits are stocked, in date and available during activities?	
7.3	Have you assessed the PPE (including face coverings) required by your first aiders and made that available in/with the first aid kits?	
7.4	Have you checked that your Automated External Defibrillators (AEDs) are working, serviced and available during activities?	
7.5	Have you assessed the requirement to supply / wear face coverings under any social distancing requirements in your buildings?	
7.6	Have you made and communicated a plan on what to do if someone develops COVID symptoms at your venue?	

Having reviewed your checklist, you should complete your COVID risk assessment to record your assessment of risk and the actions you have taken to reduce these risks in compliance with the legislation and guidance. Append the completed check list to your COVID risk assessment.

## Appendix 2: Risk assessment template

As a sports organisation, you should complete your own COVID-19 Risk Assessment and publish this to your users – this is a duty of the COVID Officer.

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 (including all venues you use) and identify the controls you require to meet Welsh Government guidance regarding health, 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.

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>People Management and Communication</b>		
	Establish what restrictions are in place for your venue location including restrictions on gathering size limits in line with the Welsh Government guidelines and ensure your control measures are appropriate.	
	Self-screening of individuals before they arrive at the venue to ensure individuals displaying COVID symptoms or those who should be shielding do not travel or attend.	
	Ensure that NHS Wales Test, Trace, Protect data collection system is in place and that it is compliant with Information Commissioner’s Office guidance.	
	Ensure that your NHS QR Code poster has been produced and displayed for use by visitors.	
	Develop and publish operating rules for users of your venue and communicate these to users.	
	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing.	
	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.	

	Staff and volunteer training to support the implementation of the plan, with suitable training records.	
<b>Buildings</b>		
	Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	
	Assess the maximum occupancy of your rooms in order to ensure Social Distancing can be maintained, and establish a suitable circulation system / one-way system. Use signage and floor markings to communicate this.	
	Assess the arrangement of seating areas to maintain social distancing and minimise the risk of transmission.	
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.	
	Assess safe changing room capacity and communicated this. Assess your organisation's capability to open changing rooms safely and to maintain control measures including capacity limits, cleaning protocols and ventilation.	
<b>Social and Hospitality Areas</b>		
	Have you read and understood the requirements of the government guidance for restaurants and bars available <a href="#">here?</a>	
	Have you put in place a food and beverage service plan that conforms to the requirements of the government guidance for restaurants and bars available <a href="#">here?</a>	
	Have you assessed the safe capacities for table service of food and beverages indoors and outdoors (Groups of 6 indoors, up to 30 outdoors)?	
	Have you a plan in place to serve take-away food and alcohol that takes into account social distancing?	
	Have you reviewed your food and beverage service plan to ensure that it is compliant with your premises licence or club premises certificate for the serving of alcohol?	
	Have you updated your cleaning plan to include food and beverage preparation, service and consumption areas?	
	Have you updated your staff/volunteer training plan to include the requirements of your food and beverage service plan?	



	Have you updated your signage and communications plan to include the requirements of your food and beverage service plan?	
	Have you updated your assessment of PPE requirements and provision to include the requirements of your food and beverage service plan?	
	Have you reviewed and updated your COVID risk assessment to include your food and beverage service plan and the above?	
	Have you communicated your updated COVID risk assessment and plans?	
<b>Hygiene and Cleaning</b>		
	Develop an appropriate cleaning plan	
	Materials, PPE and training that you have provided to your staff for effective cleaning.	
	Provision of hand washing facilities with warm water, soap, disposable towels and bin.	
	Provision of suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	
	Provision of suitable wipes and hand sanitiser on the field for Hygiene Breaks.	
	Have you assessed safe capacity level for outdoor hospitality areas?	
	Have you risk assessed the table and takeaway service of food and beverage?	
	Have you risk assessed the PPE requirements for food and beverage table and takeaway service?	
	Have you included the cleaning of seating areas in your cleaning plan?	
	Have you included the cleaning of changing rooms and showers in your cleaning plan?	
<b>What are the hazards?</b>	Other venue hazards to be considered after temporary closure such as Legionnaire's Disease, fire, electrical safety etc.	
<b>Who might be harmed?</b>	Facility users, staff, volunteers and visitors	
<b>Controls required</b>		<b>Action Taken by the Club</b>
<b>Preparing Your Buildings</b>		
	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.	
	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).	

	Check that your ground is ready and safe to use. Look at what work is required and how this can be done safely at a social distance.	
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
<b>First Aid</b>		
	Check that your first aid kits are stocked and accessible during all activity.	
	What steps have you taken to improve your first aiders' understanding of first aid provision under COVID?	
	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.	
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
<b>Preparing your Grounds</b>		
	Safety checks on machinery, sightscreens and covers.	
	Check and repair of any damage to pitches and outfields.	
	Check and repair of any damage to practice facilities including nets	
	Surfaces checked and watering regime adjusted based on lack of rainfall.	
What are the hazards?	Use this space to identify hazards at your venue	
Who might be harmed?	Use this space to identify who might be harmed	
Controls required		Action Taken by the Club
	Identify your own control measures required.	
