

Action Checklist

As the venue owner/manager and/or event organiser/coach 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.

No	Action	Completed
1	PREPARATION	
1.1	Have you read the Government guidance on social distancing after 13 th August available here ?	
1.2	Have you read the UK Government Guidance on indoor sport? Available here	
1.3	Have you read and understood the ECB COVID-19 Guidance for Cricket Indoors? Available here	
1.4	Have you shared your operation plan and COVID-19 Risk Assessment with your insurer and insurance advisor?	
	THE VENUE	
2	Risk Assessment	
2.1	Have you conducted a COVID-19 Risk Assessment for your venue?	
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	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?	
3	Ventilation	
3.1	Have you carried out a ventilation assessment of your existing systems and building(s), employing a specialist ventilation consultant where necessary?	
3.2	Have you assessed maximum occupancy at a ratio of 9.29 m ² (100 sq ft) per person?	
3.3	On mechanical systems, can you increase the existing ventilation rate by fully opening dampers and running fans on full speed?	
3.4	On mechanical systems have you set these to exchange with external fresh air where possible?	
3.5	Can you operate your mechanical ventilation system for 24 hours a day?	
3.6	Have you serviced your equipment (including Legionella checks - see the guidance from the HSE here) and increased the frequency of filter changes?	
3.7	If necessary, have you maximised natural ventilation by opening windows and doors (note fire doors should not be fixed open unless this is with a fire-safe device)?	
3.8	Open all doors and windows two hours prior to the session	
3.9	Have you considered thermal comfort during cold periods and how this can be maintained with natural ventilation?	
3.10	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 maximum capacity for the venue including consideration for the type of activity to be undertaken? See ECB Example Layouts here	

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?	
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?	
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 .	

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?	
10.2	Do you have a Symptomatic Persons procedure?	
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	Communication	
12.1	Has your venue communicated how it is to operate, its instructions and expectations clearly?	
12.2	Has it implemented a clear and effective signage plan?	
13	Registration	
13.1	Registration - Do you have a process to keep a temporary record of attendees and their contact details for 21 days? Has this been coordinated with the Coaching Provider?	
14	Access & Disabled Persons	

14.1	When designing how people will circulate around the facility have you considered those who may require reasonable adjustments?	
THE COACHING ORGANISER		
15	Hiring Venues	
15.1	Has the venue shared their venue COVID-19 risk assessment and talked you through their requirements for your activity?	
15.2	Has the venue shared their Health and Safety risk assessment and talked you through their requirements for your activity?	
15.3	Can the venue demonstrate and quantify the performance of their ventilation and heating systems?	
15.4	Has the venue described their social distancing measures and protocols and are these in place?	
15.5	Has the venue demonstrated their registration process and queuing systems?	
15.6	Has the venue detailed what participant data will need to be shared with the venue provider?	
15.7	Has the venue detailed what venue information will need to be shared with participants?	
15.8	Has the venue detailed what first aid equipment and first aider services the venue will provide, and whether this is available during your sessions?	
15.9	Does the venue have a serviced Automated External Defibrillator (AED) and is this available during your sessions?	
15.10	Has the venue got a document cleaning plan and do you consider this adequate?	
15.11	Have you specified with the venue what they will clean and what you will be expected to clean as the coaching organiser?	

15.12	Can the venue demonstrate that before opening they have carried out all their routine maintenance and health and safety checks such as legionella, fire safety etc?	
15.13	Does the venue have current Public Liability Insurance with cover for coronavirus / COVID-19 risks – have they provided you with a copy of their certificate of insurance?	
15.14	What are the venue safeguarding policies and procedures and how will these overlap with your systems?	
16	Risk Assessment	
16.1	Have you reviewed and understood the venue's COVID-19 risk assessment?	
16.2	Have you undertaken your own COVID -19 risk assessment to cover your activities?	
16.3	Have you shared your COVID-19 Risk Assessment and control measures with your coaches, employees, volunteers and participants, parents/carers?	
16.4	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?	
17	Session length	
17.1	Have you allowed 10-15 minutes for registration, safeguarding and cleaning of equipment between sessions?	
17.2	Have you encouraged participants to arrive on time for start / drop off and collection?	
18	First Aid	
18.1	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 ?	
18.2	Have you reviewed first aid provision by the venue and coordinated requirements appropriately?	

18.3	Have you checked that your first aid kits are stocked, in date and available during activities?	
18.4	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?	
18.5	Have you checked that your Automated External Defibrillators (AEDs) are working, serviced and available during activities?	
19	Pre-registration and Arrival	
19.1	Have you developed a pre-registration process as per the guidance that encourages the use of electronic data sharing – avoiding the use of paper, that communicates pre-arrival information including symptoms checks, instructions that those who should be self-isolating should not attend, preferred modes of transport to the venue?	
19.2	Have you helped parents and carers to identify drop-off and collection procedures and locations? Have you informed them that there are no changing rooms or showers available and that they may not be able to spectate but provided the opportunity to identify people who may require the presence of their parent or carer as the result of a special need or disability?	
19.3	Have you insisted that players arrive and leave the venue dressed in their own kit and that no changing facilities or showers will be made available?	
19.4	Have you reminded participants that unless stated otherwise they will need to provide their own equipment and in particular a ball, helmet, abdominal protector and batting gloves?	
19.5	Have you prepared your briefing for the beginning of each session on COVID-19 control measures and compliance?	
20	PPE and Cleaning Materials	
20.1	Have you carried out an assessment of PPE requirements (masks/visors for coaches, disposable gloves for bowling machine use, etc.) and an assessment of cleaning materials (suitable wipes, hand sanitiser, etc.)?	
20.2	Have you supplied the required PPE and cleaning/sanitising materials?	
21	Planning and Delivering Coaching Sessions	

21.1	Have you completed an assessment of all equipment that will need to be cleaned between sessions and users and at the end of the day? This should include bowling machines, shared balls, catching training aids, education equipment such as computers and projectors. Cleaning should be carried out using appropriate cleaning and sanitisation materials – for guidance on cleaning see government advice .	
21.2	Are balls marked for ease of identification so balls can be allocated to individuals to limit sharing in-session? Do you have a procedure for cleaning these balls between sessions?	
21.3	Have you risk assessed planned coaching activities to ensure they maintain social distancing and avoid close contact? Have you considered others using the facility so that everybody's health and safety is protected?	
21.4	Have you put suitable floor markings in place to help encourage and facilitate social distancing?	
21.5	Have you identified when and where hygiene breaks will be required in your coaching session?	
21.6	Have you prepared and reviewed your coaching activities in line with the ECB guidance and advice on net ratios?	
22	End of Session	
22.1	Do you have a process in place so that all participants can sanitise their hands prior to leaving the venue?	
22.2	Do you have a process in place so that each junior participant is returned safely to their parent/carer?	
22.3	Do you have a process in place to sanitise all equipment, including necessary cleaning materials?	
22.4	Have you identified whether you or the venue will be responsible for cleaning communal areas, welfare facilities, reception areas etc and made a suitable post-session cleaning plan where required?	
22.5	Have you identified a process for cleaning all touch points in your area of responsibility after a session?	
23	Safeguarding	
23.1	Review your safeguarding procedures and understand what needs to be adapted for your revised environment and operating procedures. ECB safeguarding policies, procedures and standards must be maintained. Have any of your COVID-	

	19 arrangements had an adverse effect on your safeguarding procedures e.g. if you have propped open external doors, and does this create an unacceptable risk?	
23.2	Have you conducted a safeguarding risk assessment? For guidance see: https://www.ecb.co.uk/safeguarding	
23.3	Have you identified a suitable 'time out area'?	
24	Disabled Persons and Access	
24.1	Have you considered how those with disabilities will move around the facility?	
24.2	Have you assessed what reasonable adjustments may be required?	
24.3	Have you contacted the venue manager to understand if any adjustments have been made due to COVID-19 controls - does this impinge on the needs of a disabled person?	
24.4	If you have created an area to store kit or to pad-up or similar, does this present an obstacle?	
24.5	Can a disabled person move freely, safely and easily around all accessible areas?	
24.6	Have you considered those with disabilities who may be more susceptible to COVID-19 due to underlying health issues and how will you identify and control this?	
25	Post Event Review	
25.1	Have you conducted a post event review to identify what went well and what could be improved upon? If so, have you made plans for the necessary adjustments?	

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