

Appendix 1: Club Preparation 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
1	Preparation	
1.1	Have you read the government guidance including: <ul style="list-style-type: none"> • Roadmap out of Lockdown – which outlines what can be done when. • Grassroots sports guidance for the public and sport providers. • Meeting with others safely (social distancing). • Face coverings • NHS Test and Trace: how it works • Maintaining Records for NHS Test and Trace 	
1.2	Have you read and understood this ECB guidance document?	
2	Organising cricket activities	
2.1	Have you developed a method for making all participants aware: <ul style="list-style-type: none"> • Of the need to self-assess for COVID-19 symptoms prior to leaving home and to not attend if symptomatic but to follow NHS and PHE guidance on self-isolation? • Of the increased risk associated with taking part in cricket activity? • Of the advice to comply with public health restrictions and avoid high-risk behaviour outside of the cricket setting? • Of the need to adhere to legal gathering limits before and after cricket activities and to act responsibly to limit transmission risk wherever possible? • That it is their choice to participate in a modified version of the game and the need for them to comply with COVID-19 measures? • That people with health conditions that put them at increased risk should consider the risks of participating in cricket activity? • The requirement to shield when applicable? • That social distancing and good hygiene practice should be maintained at all times at the venue? • The need to limit the time spent congregating at a venue before and after the cricket activity? • That changing rooms will be closed (with limited exceptions for disabled persons) and that they should arrive and go home in their kit? • That they should bring their own food (including tea) and drink and water bottles should be clearly marked with the owner's name and not shared? • The Rule of 6 (or as a group made up of two households) should be observed off the field? • That sharing of equipment must be avoided where possible? • Of the adaptations to playing conditions (such as hygiene breaks)? • That no sweat or saliva should be applied to the ball? 	

2.2	Have you developed a process for communicating and ensuring that spectators are not permitted (with limited exceptions – see the guidance)?	
2.3	Have you made reasonable adjustments for disabled participants in line with guidance on when and where cricket can be played and by whom?	
2.4	Are you compliant with recommended supervision ratios for Supervised Children’s Activity?	
2.5	Have you carried out DBS checks where applicable?	
2.6	Have you developed and communicated a protocol for parents?	
2.7	Have your coaches read and understood the guidance to coaches in this document?	
2.8	Have you taken measures to manage the use of practice nets safely?	
3	NHS Test and Trace	
3.1	Have you developed a legally compliant system for recording, managing and disposing of attendee contact data as required by NHS Test and Trace?	
3.2	Have you produced and displayed your NHS QR Code?	
4	On your Ground	
4.1	Have you referred to the latest GMA Guidance on grounds maintenance during COVID available here ?	
4.2	Have you checked that your machinery, sightscreens and covers are in good, safe working order and their service requirements are up to date? Document this in your COVID risk assessment.	
4.3	Have you checked the condition of your square, outfield and non-turf facilities (including nets) and repair any damage to make these safe for return to play?	
4.4	Have you risk assessed the safe occupancy numbers of your nets and installed appropriate signage? Have you communicated these limits in your documentation and signage?	
4.5	Have you risk assessed the safe occupancy numbers of your field of play and surrounding areas for both organised sport and other use scenarios, taking into full account supervision ratios, social distancing and legal gathering limits? Have you communicated these limits in your documentation and signage?	
5	People Management and Communication	
5.1	Have you made suitable adaptations to venue layout and signage for the legal gathering size limits to achieve compliance with these restrictions off the field of play?	
5.2	Have you assessed the different user groups (participants), their numbers and needs and developed a plan to move them to, within and from your venue safely?	
5.3	Have you assessed the time that different user groups will spend at the venue and managed the risk accordingly?	
5.4	Have you developed a communication plan?	
5.5	Have you tailored this to different user groups and adapted for young people or those with a disability?	
5.6	Have you used all your communication channels to reach different people effectively (social media, email, website etc.)?	
5.7	Have you corresponded with your league (where applicable) and opposition to let them know your COVID plans and how they need to act when they are at your venue?	

5.8	Have you developed your signage, thought about where signage is needed and installed appropriately?	
5.9	Have you carried out briefings with your employees, contractors and volunteers and kept records to show that this has been understood and an opportunity to have questions answered has been given?	
6	In your Buildings	
6.1	Have you developed your cleaning plan?	
6.2	Have you carried out a thorough clean of all areas, all surfaces and all potential contact points before opening?	
6.3	Have you planned to carry out an all surface clean daily pre- and post-opening?	
6.4	Have you identified common touch points (such as door handles, gaming machines, sanitiser stations) and a plan to clean these frequently (e.g. hourly)?	
6.5	Have you provided suitable training, materials and PPE for your staff or volunteers to carry out cleaning to your plan?	
6.6	Have you maximised ventilation by opening windows and doors (not fire doors)?	
6.7	If you have an air conditioning system has it been set to exchange with external air and not recirculate?	
6.8	Have you carried out the necessary checks and actions to manage the risk of Legionella? See the guidance from the HSE here .	
6.9	Have you checked that routine maintenance has not been missed and certification is up to date (e.g. Gas safety, Electrical Safety and Portable Appliance Testing, Fire Safety, Lifts and Heating – Ventilation and Air Conditioning)?	
6.10	If services were isolated – have they been reinstated by a qualified professional?	
6.11	Have you assessed the maximum occupancy of your available rooms (room use limited as per Step 1B – see guidance above) to enable Social Distancing to be maintained, and established a suitable circulation system / one-way system?	
6.12	Have you used signage and floor markings to communicate this?	
6.13	Have you developed and communicated your changing room closure (save that it can be used by people with disabilities) / emergency use plans? Although changing rooms are not generally in use, are you still maintaining cleaning and regular maintenance to maintain safety, particularly if the changing room is to be used by those with disabilities, in an emergency or as an isolation room for suspected COVID cases)?	
6.14	Have you developed your toilet operating plan? Have you got a toilet checking and cleaning programme in place?	
6.15	Have you got signage on handwashing technique and have you provided soap for hand washing?	
6.16	Have you assessed handwashing queues and whether or not suitable hand sanitiser can be provided to support this?	
6.17	Have you assessed optimum locations for hand sanitiser stations and where these should be located?	
6.18	Have you assessed the quantities of hand sanitiser required (anticipate for Day 1, review for Day 2 and so on) and purchased enough to maintain supply?	
6.19	Have you considered how your scoreboard can be used safely?	

6.20	Have you got a plan for what you are going to do in wet or sunny weather (use personal vehicles, use temporary structures like gazebos and marquees etc)? Have you communicated this plan?	
7	Social and Hospitality Facilities	
7.1	To remain closed at Step 1B	
8	PPE, First Aid, Injuries and Emergencies	
8.1	Have you made sure that your first aiders have reviewed the advice provided by St John Ambulance on first aid during the COVID Pandemic – available here .	
8.2	Have you checked that your first aid kits are stocked, in date and available during activities?	
8.3	Have you assessed the PPE (including face coverings) required by your first aiders and made that available in/with the first aid kits?	
8.4	Have you checked that your Automated External Defibrillators (AEDs) are working, serviced and available during activities?	
8.5	Do you have a cleaning plan for any treatment or isolation facilities?	
8.6	Do you have a legally compliant record keeping system for recording the contact details of those receiving and providing close-contact care/interventions for the purposes of NHS Test and Trace?	
8.7	Have you assessed the requirement to supply / wear face coverings in your buildings?	
8.8	Have you made and communicated a plan on what to do if someone develops COVID symptoms at your venue?	
8.9	Do you have an emergency plan and are the appropriate people familiar with the guidance for first responders , in case of emergency situations?	
8.10	Have you supplied suitable cleaning wipes and hand sanitiser for the field of play and have you instructed match officials to provide suitable hygiene breaks?	
9	Risk Assessment	
9.1	Have you completed your COVID Risk Assessment and shared this with your participants? (See Appendix 2)	
9.2	Have you shared your operations plan and COVID Risk Assessment with your insurer and insurance advisor?	

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.