



Glamorgan County Cricket Club

Indoor School Risk Assessment September 2020

Assessment Completed by Dan Cherry – Head of Operations

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
The Venue		
	<p>1. Ventilation:</p> <p>Assess ventilation in your building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission as per the Welsh Government guidance available here.</p> <p>Assess the impact of natural ventilation on thermal comfort, moisture control, safeguarding, risk of slips, trips and falls, and noise pollution.</p>	<ul style="list-style-type: none"> • Ventilation and Occupancy Assessments
	What are the hazards?	<ul style="list-style-type: none"> • Poor ventilation in certain areas such as corridors • Issue with poor weather conditions e.g. rain coming through open doors creating slip hazards
	Who might be harmed?	<ul style="list-style-type: none"> • Facility users & staff
	Controls required	Action Taken by the Club
	Venitation and Occupancy Assessments	<ul style="list-style-type: none"> • Ventilation and Occupancy Assessments carried out by Wilson Owens Owens (July 2020)

Ensure Indoor Hall is well ventilated	<ul style="list-style-type: none"> • All doors to be opened by Security / Duty Supervisor prior to user arrivals and will ensure doors remain open
Work to the agreed safe capacities	<ul style="list-style-type: none"> • Capacities to be communicated to all users
<p>2. Social Distancing:</p> <p>Assess the maximum occupancy of your facilities at 2m social distancing and establish a suitable circulation system / one-way system. Use signage and floor markings to communicate this. The assessment should be in the context of operation (nets/open plan/indoor competition/classroom) and adjusted accordingly. You should use signage to communicate limits and facilitate social distancing and to advise visitors that they should wear a face covering in accordance with the rules in Wales.</p> <p>In Wales, gatherings for exercise are limited to 30 people and all reasonable measures must be taken to maintain social distancing. Where multiple activities are taking place at an indoor venue (e.g. within a multi-purpose leisure centre, allowable gatherings should not exceed 30 people in total within each separately controllable space in the venue. For example, simultaneous gatherings of no more than 30 people each would be allowable within a gym, a sports hall and a swimming pool inside a multi-purpose leisure centre, subject to the facilities operator being satisfied that customer flow can be managed to ensure people remain socially distant in transit within the building and in common areas.</p>	<ul style="list-style-type: none"> • Ventilation and Occupancy Assessments taken place (WOO / Griffiths Evans) • Capacities confirmed per lane and for the hall as a whole • Signage • Queuing systems • One-way systems
What are the hazards?	<ul style="list-style-type: none"> • Users not following social distancing protocols • Poor communication to users • Lack of understanding of new systems and policies • Lack of signage and briefings • Capacities exceeded
Who might be harmed?	<ul style="list-style-type: none"> • Facility users & staff
Controls required	Action Taken by the Club
Clear communication to users and staff	<ul style="list-style-type: none"> • Communicate and follow government guidelines on social distancing – 2m • Brief all users and install signage in relation to policy

		<ul style="list-style-type: none"> • Education document to be sent to all users • Code of conduct to be signed by all users
	Create one-way routes	<ul style="list-style-type: none"> • Identify and mark safe routes/one-way routes and entry/exit points as per map
	Undertake ventilation and occupancy assessments	<ul style="list-style-type: none"> • Ventilation and occupancy assessments undertaken and guidance followed
	PPE	<ul style="list-style-type: none"> • Appropriate PPE e.g. face covering to be worn at all times (other than when playing) • Stock and monitor levels of PPE

3. Circulation in the building: Consider how social distancing can be controlled when circulating through the building. Identify socially distanced circulation routes, where one-way systems are required and where queuing lanes will need to be controlled. Ensure that your circulation system does not impede either emergency exit/access routes for disabled people, including those using wheelchairs and mobility aids.		<ul style="list-style-type: none"> • One-way systems • Queuing systems • Signage
What are the hazards?		<ul style="list-style-type: none"> • Narrow corridors within building • Users not following protocols • Poor communication to users • Lack of signage and briefings
Who might be harmed?		<ul style="list-style-type: none"> • Facility users & staff
Controls required		Action Taken by the Club
Clear communication to users and staff		<ul style="list-style-type: none"> • Communicate and follow government guidelines on social distancing – 2m • Brief all users and install signage in relation to policy • Education document to be sent to all users • Code of conduct to be signed by all users
Create one-way routes		Identify and mark safe routes/one-way routes and entry/exit points as per map

Undertake ventilation and occupancy assessments	Ventilation and occupancy assessments undertaken and guidance followed
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<p>4. Cleaning:</p> <p>If your facility has been in lockdown for some time undertaking a deep clean will provide a base level of hygiene.</p> <p>Formulate a cleaning plan to include:</p> <ul style="list-style-type: none"> • What should be cleaned and when • Who is responsible for cleaning each area • Any special cleaning requirements i.e. deep clean • a schedule of frequent touch spots and how frequently they should be cleaned • The provision of visible records of cleaning e.g. a toilet cleaning schedule • What can be removed from an area to facilitate cleaning 	<ul style="list-style-type: none"> • Cleaning Plan with AQS
What are the hazards?	<ul style="list-style-type: none"> • Poor hygiene conditions • Lack of trained staff • Lack of equipment and cleaning supplies • Signage not in place
Who might be harmed?	<ul style="list-style-type: none"> • Facility users & staff
Controls required	Action Taken by the Club
Clear communication	<ul style="list-style-type: none"> • Briefings to all users • Signage
Enhanced cleaning protocols	<ul style="list-style-type: none"> • Main hall to be fogged on a daily basis • Extra cleaning to be scheduled and cleaners to be on site for toilet areas and high touch point areas • Agreed stock of supplies ready
Additional training	<ul style="list-style-type: none"> • Staff to be trained in cleaning procedures
Limit touchpoints	<ul style="list-style-type: none"> • Remove all items that are not required in usable spaces
No shared equipment	<ul style="list-style-type: none"> • All users briefed to bring their own equipment

<p>5. Provision of cleaning materials.</p> <p>As well as providing your staff with suitable equipment for an enhanced cleaning plan have you provided:</p> <ul style="list-style-type: none"> • Hand washing facilities with warm water, soap, disposable towels and bin. • Suitable hand sanitiser in locations around the facility to maintain frequent hand sanitisation. • Suitable wipes and hand sanitiser for Hygiene Breaks, if required 	<ul style="list-style-type: none"> • Cleaning Plan with AQS • Ensure stock levels are maintained • Sanitiser breaks
<p>What are the hazards?</p>	<ul style="list-style-type: none"> • Lack of equipment and cleaning supplies • Lack of training
<p>Who might be harmed?</p>	<ul style="list-style-type: none"> • Facility users & staff
<p>Controls required</p>	<p>Action Taken by the Club</p>
<p>Increased level of hand sanitising stations</p>	<ul style="list-style-type: none"> • Hand sanitiser stations located around the Indoor School • Working with AQS/Pyramid Hygiene to ensure stock levels are maintained
<p>Removal of hand dryers in toilets</p>	<ul style="list-style-type: none"> • Install hand roll dispensers in toilets • Ensure all hand dryers are turned off • Signage in place
<p>Hygiene breaks</p>	<ul style="list-style-type: none"> • Hygiene/sanitiser breaks every 30 minutes • Ensure stock of wipes and sanitser are maintained

<p>6. Legionella:</p> <p>If the water system has not been flushed on a weekly basis and a cleaning regime been in place, then treatment may be required. See Government guidance here</p>	<ul style="list-style-type: none"> • Maintenance contract in place with ChemAqua which includes monthly visits • Maintenance team undertake weekly flushing and record this
<p>What are the hazards?</p>	<ul style="list-style-type: none"> • Legionella bacteria • Risk of users/staff contracting legionnaires disease
<p>Who might be harmed?</p>	<ul style="list-style-type: none"> • Facility users & staff
<p>Controls required</p>	<p>Action Taken by the Club</p>

Legionella checks on a regular basis	<ul style="list-style-type: none"> • ChemAqua on site once a month to undertake checks around the Stadium
Regularly running all taps / showers etc.	<ul style="list-style-type: none"> • Maintenance running all water on a weekly basis
All records up to date	<ul style="list-style-type: none"> • Club files all paperwork and carries out regular reviews

<p>7. Toilets:</p> <p>Assess the safe number of occupants for each toilet facility and communicate this on the doors of the toilets. Develop a safe operating system for toilets. Assess the ventilation in toilets to ensure that airflow is out of the toilet area and building and not back into the toilet area. Make sure handwashing facilities are available and avoid use of mechanical driers. There should be a regular and frequent cleaning regime in place for toilets.</p>	<ul style="list-style-type: none"> • Set capacities • One in, one out system • Clear communication and signage • Regular cleaning
What are the hazards?	<ul style="list-style-type: none"> • Narrow corridors leading to toilets • Users not following protocols • Poor communication to users • Lack of signage and briefings
Who might be harmed?	<ul style="list-style-type: none"> • Facility users & staff
Controls required	Action Taken by the Club
Consider capacities	<ul style="list-style-type: none"> • One in, one out system to be in place • Signage in place • Briefings to users
Regular cleaning	<ul style="list-style-type: none"> • Cleaners to be on site • Cleaners to document each time toilets have been cleaned
Removal of hand dryers	<ul style="list-style-type: none"> • Install hand roll dispensers in toilets • Ensure all hand dryers are turned off • Signage in place

Narrow corridors	<ul style="list-style-type: none"> • Signage in place to alert users one in, one out only
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8. Hand cleaning: Make sure suitable hand sanitiser gel (at least 60% alcohol content) stations are located where required and are kept supplied and well stocked. Ensure that where hand washing is available, soap is kept supplied and well stocked.	<ul style="list-style-type: none"> • Hand sanitiser stations • Regular sanitiser breaks
What are the hazards?	<ul style="list-style-type: none"> • Poor hand hygiene • Users not following protocols • Poor communication to users • Lack of understanding
Who might be harmed?	<ul style="list-style-type: none"> • Facility users & staff
Controls required	Action Taken by the Club
Increased level of hand sanitising stations	<ul style="list-style-type: none"> • Hand sanitiser stations located around the Indoor School • Working with AQS/Pyramid Hygiene to ensure stock levels are maintained
Hygiene breaks	<ul style="list-style-type: none"> • Hygiene/sanitiser breaks every 30 minutes and all users told to wash their hands • Ensure stock of wipes and sanitiser are maintained

9. First Aid: Make suitable provisions for first aid in a COVID-19 environment. Include: <ul style="list-style-type: none"> • CPR instructions. • COVID-19 Symptomatic Persons isolation procedure see ECB Guidance for Cricket Indoors, available on the ECB Resource Hub here. • First Aid PPE. • Where Automated External Defibrillators (AEDs) are available they are serviced and functioning. 	<ul style="list-style-type: none"> • Isolation Room in place • Stock and supply of PPE • Increased training • Regular checks of first aid boxes and AEDs
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	<ul style="list-style-type: none"> That first aid and AED provision is agreed with the coaching organisers and that where provided all first aid equipment, first aiders and AEDs are available in all sessions. <p>See St John Ambulance guidance for first aid in a COVID-19 environment is available here</p>	
What are the hazards?		<ul style="list-style-type: none"> Lack of staff training Lack of PPE Lack of first aid equipment
Who might be harmed?		<ul style="list-style-type: none"> Facility users & staff
Controls required		Action Taken by the Club
COVID-19 symptomatic persons isolation procedure to be developed and agreed		<ul style="list-style-type: none"> COVID-19 symptomatic persons isolation procedure in place
PPE to be made available for first aiders		<ul style="list-style-type: none"> PPE ordered and available from the Community Office
Automated External Defibrillators (AEDs) are available they are serviced and functioning		<ul style="list-style-type: none"> AED located in the Legends Lounge Weekly function checks undertaken AED to be available for all sessions
Staff and organisers training		<ul style="list-style-type: none"> Staff and organisers to be made aware of all first aid procedures CPR procedures to be clearly explained

<p>10. COVID-19 Cases / Symptomatic Persons On-site:</p> <p>Create a plan for the scenario of someone presenting with COVID-19 symptoms at any point in your facility. This should include a dedicated isolation room, a cleaning protocol for that room, a case-assessment and action protocol and the provision of suitable PPE – refer to the Welsh Government Guidance.</p>	<ul style="list-style-type: none"> Isolation Room in place Medical protocols in place to deal with situation Staff training / briefing
What are the hazards?	<ul style="list-style-type: none"> Users not following protocols Poor communication to users & staff Lack of staff training Lack of signage and briefings

Who might be harmed?	<ul style="list-style-type: none"> • Facility users & staff
Controls required	Action Taken by the Club
COVID-19 symptomatic persons isolation procedure to be developed and agreed	<ul style="list-style-type: none"> • COVID-19 symptomatic persons isolation procedure in place • Box 12 nominated as the Isolation Room • Box to be cleaned on a daily basis • Protocol to be followed at all times

<p>11. Treatment Rooms:</p> <p>Physiotherapy and other treatment rooms should be risk assessed for ventilation and social distancing. All treatment rooms should be cleaned to the appropriate standard in between individual treatment sessions. Where it is necessary to relocate treatment rooms assess whether the new location can also meet privacy, cleaning and accessibility requirements.</p>	<ul style="list-style-type: none"> • No treatment rooms available • Treatment room only available for Glamorgan contracted players
What are the hazards?	<ul style="list-style-type: none"> • Lack of PPE • Lack of cleaning • Poor ventilation
Who might be harmed?	<ul style="list-style-type: none"> • Facility users & staff
Controls required	Action Taken by the Club
Cleaning schedule	<ul style="list-style-type: none"> • Agreed cleaning schedule in place
Capacities	<ul style="list-style-type: none"> • Working towards safe capacities

<p>12. Registration areas:</p> <p>Coordinate with Coaching Organisers to ensure that participant and staff contact details are registered and kept for 21 days as per the requirements of Test Trace Protect. Informed consent to work, visit and participate in activities is required as part of this process.</p>	<ul style="list-style-type: none"> • Test Trace Protect protocol in place • Briefings to users • Health questionnaires / Opt in / Opt Out forms to be signed by all users
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What are the hazards?	<ul style="list-style-type: none"> Lack of understanding Users and staff not following protocols Poor communication to users
Who might be harmed?	<ul style="list-style-type: none"> Facility users, staff and the wider community
Controls required	Action Taken by the Club
Test Trace Protect protocol in place	<ul style="list-style-type: none"> All users to fill out health questionnaire on arrival to include personal details for Test Trace Protect
Communication with all user groups	<ul style="list-style-type: none"> Educational document to be sent to all users to make them aware of Test Trace Protect protocol Opt In/Opt Out Code of Conduct form to be signed

<p>13. Access & Disabled Persons:</p> <p>Ensure that your COVID-19 control measures do not adversely affect the accessibility of your facility and consider those who may require reasonable adjustments. You will need to achieve COVID-19 control measures that are compliant with COVID-19 guidance and the Equality Act 2010.</p>	<ul style="list-style-type: none"> Entry / Exit routes all level Increased lighting Signage
What are the hazards?	<ul style="list-style-type: none"> Poor lighting New routes may not be suitable for wheelchair access Lack of briefings to users
Who might be harmed?	<ul style="list-style-type: none"> Facility users & staff
Controls required	Action Taken by the Club
Review all operational procedures to ensure safe access for disabled persons	<ul style="list-style-type: none"> All entry and exit routes on level surfaces All walkways well lit Signage in place Access made available to disabled toilet with cleaning procedures in place Separate procedures for hand sanitisers

<p>14. Communication:</p> <p>Having completed this risk assessment and developed your control measures and operating procedures you will need to develop a communication plan to communicate these to:</p> <ul style="list-style-type: none"> • Your staff, volunteers and contractors • Coaching organisers • Participants and visitors <p>This should be an integral part of the process to allow staff, visitors and participants to provide informed consent to work at or visit your venue during the coronavirus pandemic.</p> <p>Consider whether you need to communicate with your local public health body where local lockdown / restriction arrangements are in place.</p>	<ul style="list-style-type: none"> • Education document • Training • Walkthrough videos and maps
<p>What are the hazards?</p>	<ul style="list-style-type: none"> • Poor communication to users • Lack of understanding of new systems/policies/procedures
<p>Who might be harmed?</p>	<ul style="list-style-type: none"> • Facility users & staff
<p>Controls required</p>	<p>Action Taken by the Club</p>
<p>Clear communication sent to all users of the centre</p>	<ul style="list-style-type: none"> • Education document sent to all users • Training and briefing for all staff and contractors • Walkthrough video created and sent to all users • Website information updated