



GETTING YOUR CLUBHOUSE READY FOR STEP 4 JULY 2020

PLEASE NOTE: This guidance comprises information on preparing your clubhouse and grounds for when recreational clubs can return to playing cricket (Step 4 of the ECB Roadmap for the Return of Recreational Cricket) in Wales.

This guidance also includes information for those clubs that wish to open their bar and provide any food or drink facilities in accordance with Welsh Government guidance from [13th July in an outdoor setting](#). If you have a licence/certificate to sell alcohol you may need to consult with your licensing authority.

The guidance has been written to account for issues relating to clubs who manage or control entire facilities, but relevant sections can be applied by a club that partially manages or does not manage its own facilities.

The Action Checklist and COVID-19 risk assessment templates which have also been shared can be adapted to individual circumstances and used to inform discussions with your facility provider about safe opening (which may include discussions with Local Authorities or education providers).

Please keep referring to the ECB website [here](#) for the latest updates.

This guidance is based on Welsh Government guidance for social distancing in Wales which is available [here](#) and Welsh Government guidance for providers of outdoor facilities on the phased return of sport and recreation in England which is available [here](#).

As a club it is 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 Participants¹ involved in cricket or physical activity at your club.

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

As part of ensuring 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:

1. That the advice of the Welsh Government and Public Health Wales 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). A risk assessment template is provided at the end of this document.
4. That they continue to comply with their safeguarding obligations to children (under 18s) and adults at risk (including complying with ECB safeguarding guidance and rules).
5. That they have appropriate insurance in place.

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 re-opening of the clubhouse process begins, to ensure that appropriate insurance is in place and to ascertain whether any additional steps are required.

Remember COVID-19 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 Act 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:

- ECB Step 4 is not 'operation as usual' (that's ECB Step 5) but you will be opening up your facility to more people than you may have so far (whether you have been operating at ECB Steps 1, 2 or 3 so far).
- The Participant journey through your club and how people will move through your space.
- COVID-19 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.
- If you have been operating at ECB Step 3 some of the guidance will be familiar. Build on what you have already put in place – there is no need to start from scratch if you do not have to.
- You will need to manage people, buildings and grounds to provide an enjoyable, safe environment. We have provided a checklist and template to help you carry out a COVID-19 risk assessment for your club.

In addition to this document we have provided:

- An Action Checklist for you to follow.
- A COVID-19 Risk Assessment template for you to develop for your venue.

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

What will the game look like when it returns?

ECB Guidance on playing cricket at Step 4 will be released when Step 4 activity is permitted by Welsh Government. The core differences to normal play are yet to be confirmed but are likely to be:

1. Social distancing should be maintained where possible both on and off the field.
2. Regular cleaning of the ball and of players' hands in hygiene breaks during play.
3. People should be using outdoor space as much as possible.

4. No use of changing rooms – arrive ready to play.

This means that there are a number of changes that need to be made to help run games and manage people using the facility on and off the field of play.

Preparing your Ground – Pitches and Outfields

Start planning to get your ground ready for play – that means getting the grass to the right heights for play, making the ground safe and getting all the equipment ready. Updated advice on preparing your ground for return to play is available from the Grounds Management Association (GMA) [website](#).

Check that your grounds maintenance equipment is in good and safe working order. It is possible that annual servicing could have been missed during lockdown so make sure that your equipment servicing is up to date. You should check whether the Provision and Use of Work Equipment Regulations 1998 (PUWER) apply in your club's circumstances and act accordingly. The ECB has an interest free loan scheme for the purchase of replacement machinery if required, details are available [here](#).

Have a walk over the outfield and square, fix any holes or damage. Get playing equipment such as sight screens and covers ready, and if you have not done so already – get your practice facilities ready for use.

Non-turf pitches should be maintained in accordance with supplier's recommendations and lines painted as required for different age groups (refer to your Leagues or County Cricket Board for guidance on junior pitch lengths).

Be aware that England and Wales has only had about 50% of its average annual rainfall since lockdown. This means that many cricket squares need to be irrigated - avoid watering in the middle of the day and afternoon as this wastes water through evaporation and can cause grass stress. The best time to water is in the evening when temperatures are cooler, and water can soak into the ground overnight. For more advice on effective watering see the [GMA Website](#).

People Management and Communication

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 (seniors and juniors, home and away)
2. Officials (umpires and scorers)
3. Employees and Volunteers
4. Spectators (including parents)
5. Visiting teams and other visitors
6. Other external user groups
7. People with a disability
8. 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 how you manage them and your scheduling based on projected capacity.

Movement

As you adapt your plans and create your COVID-19 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 may 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.
 - You should keep a temporary record of who has been at the site and when in order to comply with Government guidance and to assist the NHS Test and Trace service – this is covered in more detail in the 'Social and Hospitality Spaces' section.

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 and the reasons why you have made them. You should have a record of what you explain to users and it may be useful to have people acknowledge that they understand this in certain situations for record-keeping purposes (see below).

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-19 Risk Assessment and an illustration of the new circulation layout at your site on your website, as a straightforward way of explaining the changes and the reasoning behind such changes 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.

When people arrive at your ground they may not have accessed or understood all of your information on what to do, 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.
- Establish a recognisable reference point for registration processes and ensure that it will not cause issues with queuing.
- Many clubs have a clock on the pavilion – this can be a common reference point for time when managing booking schedules and ensuring smooth transition.

Your COVID-19 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 a document confirming that they have been provided with and understand the relevant information – 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 COVID-19 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 temporary closure will need careful planning. There are a number of issues to consider and actions to be taken.

Cleaning

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 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. More details are included in the 'Social and Hospitality Spaces' section.

Ventilation

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

At its simplest, this may mean ensuring that you have windows and doors open, whenever possible.

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 you are in any doubt, consult a suitably qualified specialist.

Further advice can be found [here](#).

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
- Lift installations
- Water systems (see below)

Occupancy assessment, space arrangement and signage

Each room in your building should be assessed for maximum occupancy based on the latest Government guidelines for social distancing.

Maximum occupancy should be recorded and displayed as part of signage, along with markers for social distancing in any public area.

Seating, indoors and outdoors, should be spaced optimally (2m between people from different households or 1m with risk mitigation (such as face coverings or avoiding face-to-face contact) where 2m is not possible) and face-to-face configurations avoided in favour of back-to-back or side-to-side (see 'Social and Hospitality Spaces' for further detail). Welsh Government guidance on social distancing after 13 July 2020 is [here](https://gov.wales/coronavirus-social-distancing-guidance). <https://gov.wales/coronavirus-social-distancing-guidance>

Changing rooms – closed for step 4

Players must arrive changed and shower at home. Use of changing and shower facilities must follow Welsh Government advice on the use of indoor facilities. The latest Government guidance on the use of changing rooms can be found [here](#) and states that changing rooms and shower facilities must remain closed.

Changing rooms should be maintained with a cleaning regime and flushing of water systems, in order to be available for emergency use as a refuge (e.g. a serious injury or a suspected COVID-19 case requiring isolation).

Changing rooms must remain closed. If required, clubs should consider providing a safe, individual, private space for a player to use to put on protective equipment that cannot be worn outside of their kit (e.g. a box) or that cannot be put on in advance of arriving at the ground.

Scoreboxes

Where possible, scoreboxes should not be used. Instead, scorers should be stationed outside in a sheltered spot where social distancing can be maintained. Whilst ideally an electronic scoreboard will be remotely operated from a safe distance, many clubs will not have this facility.

Any option should be considered to avoid using an enclosed space without social distancing. This could include using a small portable scoreboard as an alternative to a full scoreboard, or in extremis having only one person inside the scorebox, potentially with less frequent updating if operation is usually a two-person job.

Inclement weather management

Outdoor space should be used as a preference to indoor space to minimise the risk of transmission, wherever possible.

During a rain break, players and officials will be asked to return to their vehicles. Inclement weather will increase the demand for indoor space, but maximum occupancy levels and social distancing must be respected.

Consider adaptations to your outdoor space to help with managing demand for indoor space, this could include using gazebos, open-sided marquees or wind breaks. Ground staff and players should develop a system for covering the pitch during rain delays whilst maintaining social distancing.

Social and Hospitality Areas

Clubs operating a food and/or drink service must use their hospitality facilities in line with [government guidance](#) on hospitality settings.

Many of the measures will apply to your social space and shared facilities (such as toilets) even if you are not selling food or beverages.

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

General principles

An outdoor approach to food and drink service will significantly reduce transmission risk. In order to facilitate this, you should check the terms of your premises licence and create a plan for arranging outdoor space and seating.

Care should be taken to avoid circulation conflicts with team areas and to ensure that anyone sitting outside will not be facing away from the pitch to reduce the risk of ball strike.

Indoor and outdoor seating and tables should be reconfigured to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable) between customers of different households or support bubbles. For example, increasing the distance between tables. Face-to-face configurations should also be avoided with side-to-side or back-to-back preferred.

One-way circulation is preferable (indoors and out) though it is recognised that this is not possible to achieve in every space.

Social distancing (2m between people from different households or 1m with risk mitigation (such as face coverings or avoiding face-to-face contact) where 2m is not possible) must be maintained through calculating maximum occupancy levels and clear signage, including floor marking, where appropriate.

You should manage the entry of customers, and the number of customers, at the club so that all indoor customers are seated with appropriate distancing, and those outdoors have appropriate spaced seating or standing room. Managing entry numbers can be done, for example, through social distancing markings, having customers queue at a safe distance for toilets and bringing payment machines to customers, where possible. Signage should also remind customers of the need to practice good hygiene (including the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available) and to not enter the premises if they feel ill. You should encourage customers to use hand sanitiser or handwashing facilities as they enter the club premises.

You should make customers aware of, and encourage compliance with, limits on gatherings. For example, through appropriate signage. Indoor gatherings are limited to members of any two households (or support bubbles), while outdoor gatherings are limited to members of any two households (or support bubbles), or a group of at most six people from any number of households.

Beverage and food service

All food and beverage should be prepared and served in accordance with relevant food hygiene and other legislation. You should pay particular attention to your food hygiene procedures after lockdown and carry out any necessary action as required by law, your local authority and your certification processes. See the guidance provided by the Food Standards Agency [here](#).

Table service should be operated unless it is unavoidable for bar service to be used, in which case bar traffic should be minimised, with people discouraged from lingering at the bar (any stools should be removed or moved elsewhere).

You should consider mandating contactless payment or at least card payment to avoid handling cash – this approach is increasingly common in cricket clubs and it should be maximised where available. The location of card readers should be adjusted to comply with social distancing guidelines.

You should reduce the need for customers to queue, but where queuing is unavoidable, it should be socially distanced with floor marking in place. In addition, you should discourage customers from queuing indoors and use outside spaces for queuing where available and safe, for example car parks and existing outdoor services areas.

Whilst disposable glasses, plates and cutlery are an option to minimise risks, many cricket clubs will also be concerned with the environmental sustainability and the cost of this approach.

Disposable products will also create significant additional waste which can create a hazard if it is not disposed of carefully. It is possible to safely re-use glassware, cutlery and crockery, providing sensible precautions are taken:

- Only staff should collect and return empty glasses to the bar.
- Dish and glass washers should be serviced, use the appropriate detergents and operate at maximum temperature settings.

- To minimise customer self service of food, cutlery and condiments, cutlery and condiments should be provided individually (in sachets) on request and not laid at tables or placed at a station.
- Menus should be disposable where offered individually and should not be passed from customer-to-customer. A blackboard menu is an option but should be easily visible from all areas to avoid congregation.
- The ideal option is to offer a menu on your website and encourage customers to view it on their smartphone or device.

Toilet etiquette

Toilets should be checked and cleaned regularly with signage in place to remind people of essential hygiene practice.

You should consider the use of social distancing marking and the adoption of a limited entry approach, with 1 in, 1 out (whilst avoiding the creation of additional bottlenecks). In addition, you should keep the facilities well ventilated, for example by fixing doors open (excluding fire doors), where appropriate.

To facilitate good hand hygiene, you should consider making hand sanitiser available on entry to toilets (where safe and practical) and ensure suitable handwashing facilities, including running water and liquid soap are available.

Disposable paper towels are preferred for hand drying – safe waste management must be considered.

General cleaning regimes

Key touch points (such as doors, tills, counters and handwashing/sanitising stations) should be cleaned and sanitised at least every hour. If it helps, you can mark these with a small sticker (e.g. a coloured dot) for ease of identification by the person cleaning. Surfaces and objects should be sanitised at least every hour and between each customer use. For example, cleaning tables, card machines and chairs.

A thorough clean of every touched surface should take place before or after opening every day.

Registration of Participants

Under the Welsh Government guidance for the re-opening of businesses and venues you should assist the NHS Test, Trace, Protect Strategy by keeping a temporary record of your members, customers and visitors in a way that is manageable for your business, and assist NHS Test, Trace, Protect Strategy with requests. Guidance on how to keep data in line with the Information Commissioner's Office can be found [here](#).

This may not mean you have to adapt significantly, as many clubs will already have registers for social members and guests, and details of anyone involved in a match will usually be recorded in scorebooks (paper or digital).

You may have to adapt your procedures or processes to additionally record contact information as well as names in these processes.

PPE and First Aid

First Aid

As part of your duty of care (and under Health and Safety law if you have employees) you must make first aid provision available. St John Ambulance have provided an online

guide for carrying out first aid during the COVID-19 pandemic, 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-19 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.

Assess where people on site will need to sanitise their hands and place hand sanitiser there – for example:

- On the field of play (with umpires for hygiene breaks)
- On entering/exiting buildings
- In player/parent waiting areas particularly where players will be eating/drinking
- At registration desks

You don't need to spend lots of money on dispensers and sanitiser stations – a small table with pump bottle will be fine. The Health and Safety Executive (HSE) provide guidance on choosing hand sanitisers during the COVID-19 outbreak [here](#).

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

The Government provides useful advice on face coverings and face masks [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 they should travel home and manage their symptoms in accordance with Welsh Government guidance 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 in accordance with [COVID-19: cleaning in non-healthcare settings guidance](#).