



UPDATED GUIDANCE FOR PERMITTED OUTDOOR CRICKET ACTIVITY IN WALES

FROM 13TH MARCH 2021

INTRODUCTION

Following the Welsh Government's announcement on Friday 12 March, the England and Wales Cricket Board and Cricket Wales are delighted to confirm that outdoor cricket facilities in Wales can reopen for the purpose of undertaking local exercise from Saturday 13 March.

The following activity is allowed from Saturday 13 March:

- You can use outdoor cricket nets with members of your household or support bubble, or with people from one other household, as long as the total number of people engaging in cricket activity is no more than 4 (excluding any carers or children under 11 from either of those households as they do not count towards the group size limit).
- One to one coaching can resume. The coach counts as one household meaning that the other participants (up to 3) must be from the same household as each other (excluding any carers or children under 11 from either households).
- Social distancing rules must be observed.
- Clubs should refer to Appendix 2 for guidance on the preparation of their ground and safe installation of nets.

All cricket activity must follow the Welsh Government requirement to stay local, usually within 5 miles.

Please maintain social distancing at all times and follow good practice around hygiene and hand sanitisation.

The key messages are:

- This guidance is for permitted outdoor cricket activity in Wales only: you can use outdoor cricket nets with members of your household or support bubble, or with people from one other household, as long as the total number of people engaging in cricket activity is no more than 4

(excluding any carers or children under 11 from either of those households as they do not count towards the group size limit).

- No indoor activity is permitted.
- 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.
- Participate in outdoor cricket activity safely (see Appendix 1): ‘Turn up – Train – Go Home’.
- 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 must stay closed other than for essential reasons, such as access to nets and grounds maintenance equipment, using the toilet or accessing First Aid or medical supplies. Toilet facilities can be opened if the venue wishes, 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.

Outdoor 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 outdoor facilities if they feel unable to meet the requirements.

We will also provide updates on the reopening of indoor cricket facilities and clubhouse facilities, and a return to competition when we have further information. If the public health situation in Wales continues to improve, we hope to have more information on the proposed timeline for the reopening of these facilities (and the resumption of organised recreational cricket activities) in the coming weeks.

The following appendices outline the advice to clubs on how to undertake 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.

APPENDIX

Appendix 1: Guidance on the return to use of outdoor cricket facilities in Wales

Appendix 2: Getting your grounds ready for permitted outdoor cricket activity

Appendix 3: Illustrative Club action checklist

Appendix 4: Illustrative Risk assessment template

Appendix 1: Guidance on the return to use of outdoor cricket facilities in Wales

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.

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 staying local, public transport and car sharing available [here](#).
- All participants should arrive ready to use the outdoor nets as changing rooms must remain 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 2 and Appendix 4).
- 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.
- Club representatives should make all participants aware of the minor increase in transmission risk associated in partaking in even socially distanced group activity.

- Club representatives should put in place a booking system for the outdoor space of their venue, to ensure there is clarity of who is using the facility at a given time and there is no breach of the 2 household/4 person exercise [rules](#).
- Welsh Government has confirmed that u11s and carers do not count towards group size limits. In addition, if you are meeting with members of your household or support bubble to participate in outdoor cricket activity, the four person rule does not apply. If you are meeting members of your support bubble to participate in outdoor cricket activity, you must not meet any other household at the same time.

During outdoor cricket activity / permitted use of outdoor nets

- Groups limited to a maximum of 4 participants from a maximum of 2 households (including coaches but excluding children under 11 and carers).
- Cricket activity must take place outdoors only.
- 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.

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>

Additional Advice for Clubs & Club Representatives

Preparation of the cricket venue

- Prior to re-opening, the club appointed Covid Officer should ensure that their facility has been properly maintained and is compliant with current 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 (see Appendix 2 and Appendix 4).
- When outdoor nets and outfielders are closed and there is general open access, prominent “closed” signage should be clear and visible to inform the general public that the facilities are not available for use.
- On the day of any 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:
 - Set up of public health operating procedures and access signage.
 - Set up 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](#).

During all cricket activity, an attendance register that supports NHS Wales Test, Trace, Protect efforts is required by law. Clubs must ensure that each cricket activity does not involve more than (a) 4 participants including players and coaches but excluding children aged under 11 and carers; and (b) two households.

Clubs must support Test, Trace, Protect efforts by keeping a temporary record of participants for [21 days](#). Clubs should also assist NHS Wales Test, Trace, Protect with requests for that data if needed. Many clubs already have systems for recording their participants, however, if you do not already do this, please do so in line with data protection legislation.

For the latest information in relation to NHS Wales Test, Trace, Protect and what your club needs to do in relation to this, please click [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.

Additional Advice for Coaches

These guidelines cannot cover every eventuality and coaches must conduct a risk assessment, ensuring all appropriate and reasonable measures are put in place to keep participants and coaches safe and to minimise the spread of COVID-19.

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 the Welsh Government, the venue and ECB, including guidelines regarding use of facilities and the requirement to stay local.
- 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.

Appendix 2: Getting your grounds ready for permitted outdoor cricket activity

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](#) – which outlines what can be done when
- [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 when permitted by Welsh Government guidelines.

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 Participants¹ 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:

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](#)

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

[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.

Preparing your Ground – Nets

If netting was removed at the end of last season it needs to be replaced. The safe and effective installation of netting is typically a task for two or three people. This is not work that is suitable for lone working and so a careful set-up plan is required that is compatible with the requirements of social distancing.

For the netting:

- If you have not already lowered or installed your netting this should be done in a safe manner. This includes safe working at height as many nets are over three metres tall. Particular care is required when using ladders – see <https://www.hse.gov.uk/work-at-height/using-ladders-safely.htm>
- Clubs should check whether or not they need to comply with the Work at Height Regulations (2005) [here](#).
- Carry out a health and safety risk assessment before starting any work and take steps to minimise any risks identified. If the fitting of nets cannot be carried out safely, then they should not be fitted.
- Check that the netting does not have holes – repair if necessary.
- Check that the netting is secured to the framework and tensioned correctly to prevent injuries to occupants within the net or adjacent nets.
- Erect batting screens and sight screens according to installer’s guidelines for safe use.

On the non-turf practice surface:

- Check that your carpets and bases are in a safe condition – look for rucks and tears in the carpet that could cause dangerous ball bounce or a trip hazard to users. Repair if necessary.
- Carry out maintenance to the carpet and base in accordance with the supplier’s manual for your net surface.
- Sweep up debris and remove before play.
- Check run-ups are safe.

Preparing your Ground – Pitches and Outfields

Grounds maintenance is permitted during COVID as long as there is a COVID risk assessment and reasonable control measures in place to limit the transmission of the COVID-19 virus.

Current advice on preparing your ground for play is available on the Cricket Grounds Management Toolkit on 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 on how to apply 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).

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.

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 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 will still be closed for general use and no changing facilities are available, clubs should make participants aware of this when booking. Toilet facilities can be opened if the venue wishes, but particular care should be taken by those using them and those cleaning them. Where they are open, ensure soap and water, or hand sanitiser is provided.

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.

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. People with a disability
4. Employees and Volunteers
5. 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.
- 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.

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

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 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 3: 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
1	Preparation	
1.1	Have you read the Welsh Government guidance including: <ul style="list-style-type: none"> • Welsh Government Alert Levels – which outlines what can be done when. • 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 	
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 4)	
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?	
2	On your Ground	
2.1	Have you referred to the latest GMA Guidance on grounds maintenance during COVID available here ?	
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)?	
3	People Management and Communication	
3.1	Have you determined whether there are restrictions on gathering sizes (e.g. no more than 4 people/ 2 households) in force and made suitable adaptations to venue layout and signage to achieve compliance with these restrictions?	
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?	
4	Record Keeping	
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?	
5	In your Buildings (where opened for occasional toilet use or for access to emergency/first aid equipment; full opening of buildings is not yet permitted)	
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 here .	
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 assessed the maximum occupancy of your rooms at 2 m Social Distancing, and established a suitable circulation system / one-way system?	
5.12	Have you used signage and floor markings to communicate this?	
5.13	Have you assessed and communicated your changing room closure / emergency use plans? Although 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)?	
5.14	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 (use personal vehicles, use temporary structures like gazebos and marquees etc)? Have you communicated this plan?	
6	PPE and First Aid	
6.1	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 .	
6.2	Have you checked that your first aid kits are stocked, in date and available during activities?	
6.3	Have you assessed the PPE (including face coverings) required by your first aiders and made that available in/with the first aid kits?	
6.4	Have you checked that your Automated External Defibrillators (AEDs) are working, serviced and available during activities?	
6.5	Have you assessed the requirement to supply / wear face coverings under any social distancing requirements in your buildings?	
6.6	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 4: Illustrative 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
People Management and Communication		
	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.	

Buildings	
	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 at 2 m Social Distancing, and establish a suitable circulation system / one-way system. Use signage and floor markings to communicate this.
	Consider your wet weather plans and describe what actions you will take to maintain social distancing in wet weather.
Hygiene and Cleaning	
	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.
What are the hazards?	Other venue hazards to be considered after temporary closure such as Legionnaire's Disease, fire, electrical safety etc.
Who might be harmed?	Facility users, staff, volunteers and visitors
Controls required	Action Taken by the Club
Preparing Your Buildings	
	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
First Aid		
	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
Preparing your Grounds		
	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.	
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.	