

## **4/01/22. Wanstead & Snaresbrook Cricket Club- Risk Assessment ('RA') Protocol**

### **Introduction:**

1. This RA Protocol identifies the processes the club has agreed to assess and manage risk. It covers all aspects of risk including Covid-related and other infectious diseases.
2. The protocol forms an important feature of the Wanstead & Snaresbrook C.C. Safeguarding Policy. It has been prepared with regard to ECB 'best practice' and tailored to accommodate the club's management and decision-making processes. Continuous review is required by the Club Safeguarding Officer having regard to changing circumstances and best practice updates, including the ECB's "Anti- Discrimination Code" and "Equity, Diversity & Inclusion Plan".
3. This protocol and subsequent updates require approval by the club's Management Committee on the recommendation of the Club Safeguarding Officer. This protocol is to be published as a left-hand link on the web site ([www.wansteadcricketclub.com](http://www.wansteadcricketclub.com)) under the renamed heading "Risk Assessment"

### **Approval process:**

4. The Cricket Secretary (for adult activities), the Head of Junior Cricket (for junior activities) and other MC members for other events, will be required to sign off individual Risk Assessments after approval by the Club Safeguarding Officer.
  - Initial RA assessments will be carried out by Risk Assessors, trained members of the Safeguarding Team, using the attached questionnaire template as a guideline. Emphasis should be on the identification of potential risk, focusing on 'What are the Hazards Arising from the Proposed Club Activity', 'Who May be Harmed', 'What Measures are Proposed to Manage the Risk' and an 'Assessment of the Adequacy of the Proposed Measures'
  - Risk Assessors will be appointed by, and work under the supervision of, the CLUB Safeguarding Officer. This arrangement will enable the club to build on its RA experience to enable the Safeguarding role to advise and offer guidance on best practice.
  - Safeguarding Policy requires an independent internal review of the club's social media and other safeguarding policies and procedures.

### **Preparation of individual RAs before a proposed activity commences:**

5. Individual RAs will be required for each proposed activity or categories of activities which have identical or similar features. Typical examples are 'adult matches' at each home ground, 'junior matches' at each home ground, 'away matches', 'adult coaching', 'junior coaching', 'club functions including lettings', 'festivals' and 'community events including tours'. These identified activities have been subject of RAs during the last two years. Existing protocols already in place include a protocol on tours.
6. For away fixtures and events on other grounds the emphasis will be on the host to provide and make available an appropriate RA. This must be studied beforehand by the club's team captain, coach and any apparent deficiencies brought to the attention of the Risk Assessor.
7. A good starting point for the preparation of individual RAs for events not on the club's premises is to review the venues' RA, which will often/should impose RA obligations on us. A site map showing entrances and exits, windows and doors and emergency assembly points is often useful.
8. The importance of risk reduction measures intended to be put into place to minimize identified risk must be emphasised. The measures must be assessed for expected

effectiveness. It is also important to stress that, notwithstanding the existence of an RA prepared by a venue provider, we must ensure that our own minimum requirements on, for example, coaching ratios, safety numbers and facilities meet our standards.

9. Venue providers will often require us to provide a copy of our Public Liability insurance certificate and provide the names of coaches and relevant DBS information.

#### **Ongoing- on the spot- continuous evaluation:**

10. RAs do not eliminate risk; they seek an indication that risk can be managed to an acceptable level. **Continuous evaluation** by the captain or junior manager on the day is an essential feature of RA. Feedback is essential to confirm that outcomes are in line with expectations or, where they are not, to indicate what changes may be necessary to achieve acceptable outcomes.
11. An example of the steps required during continuous evaluation is an initial and ongoing inspection of the club house, changing rooms and toilets to confirm that they are acceptable or to seek help if they are not. Often unforeseen problems may arise, for example an item of equipment has not been put away or there is bird excrement on the pitch, which must be cleared, such is the versatility of the club's volunteers.
12. Evidence is required of every RA carried out on the spot by captains, managers/coaches etc. In so doing it is emphasised that RA is an ongoing, continuous process and that completion of a detailed questionnaire is not appropriate to maintaining a climate of continuous supervision throughout the activity where 'observation' is required in priority to 'continuous form filling'. It is envisaged that the club volunteer in charge will have read beforehand the specific RA and will make an electronic note of the nature of any concerns as the event progresses.

#### **Feedback- amendment- intervention:**

13. Often changes to the RA can be made to address safety shortcomings. These must be agreed with the Risk Assessment Officer, and the RA amended with the approval of the Club Safeguarding Officer.
14. Where the conclusion is that acceptable outcomes cannot be achieved the Club Safeguarding Officer will expect further consideration to be given as to whether the activity- or similar activities- should be allowed to continue. Intervention will be essential in reaching a decision. The Cricket Secretary or Head of Junior Cricket must be consulted in relation to such issues.

#### **The need for good communications:**

15. A requirement is that this protocol and individual RAs are available for inspection on the club website and for club members, employees, contractors and visitors/opponents to be notified of their existence and where to find the information.
16. Managing risk is in EVERYONE'S interest. It is important that every member, employee, contractor and parents and visitors are encouraged to be our 'eyes and ears' with a high level of awareness.
17. Members should be aware that concerns can be expressed in confidence through the Chat-box web facility

## **Attachment: Risk Assessment Questionnaire Template:**

### **Introduction:**

When answering the questions in this RA process emphasis should be on the identification of potential risk, focusing on 'What are the Hazards Arising from the Proposed Club Activity', 'Who May be Harmed', 'What Measures are Proposed to Manage the Risk' and an 'Assessment of the Adequacy of the Proposed

For major coaching programmes, for example summer Friday evening junior club nights, it is highly desirable to provide an outline coaching plan to indicate the objective and scope in terms of skill and age suitability.

### **Questions (answers in red type please)**

#### **Q.1 General:**

Q.1-1 please provide details of dates/location/address/ of proposed activity

Q.1-2 for away/third party venues, provide contact points (name, mobile/email)?

Q.1-3 what is the nature (object) of the proposed activity/group of activities, e.g. external facility hire for juniors, women's festival

Q.1-4. Do we have a copy of the site plan, have we 'walked the walk' and have clear indication of entry and exit routes?

Q.1-5. Is there adequate signage/ instruction?

Q.1-6 Have we seen the venues' public liability insurance certificate?

Q.1-7 What 'support' will be provided (e.g. caretaker/ first aid) when we are on-site?

#### **Q.2 Additional information on planned event:**

Q.2-1 Provide additional detail- approx. members' numbers, junior's ages, attendance dates /times of club members/opponents

Q.2-2. Adult coaches, names (do they have DBS's?)

Q.2-3 Any junior coaches (names, ages if available, say if final names still to be agreed)

Q.2-4. Will planned numbers, attendance registers and payment records be kept, please explain the process?

**Approval/Communication:**

Q.3-1 Will this RA be presented for approval by the club official in charge of the event and the Safeguarding Officer?

Q.3-2 Will this RA if satisfactorily completed be placed on the Website as a bespoke event or group or similar events e.g. adult home or away matches? Will members be informed of the event and any risk implications fully explained to them?

**Q.4. Pre-arrival**

Q.4-1. Will members be informed that they must report any Covid symptoms and not attend if in doubt (at the time of drafting this Q there are no Government requirements to present negative testing/ vaccination records or passport clearance, but this may change)

Q.4-2. Is the club captain/ junior manager aware that they are required to carry out a pre-event -on the spot RA's?

**Q. 5. Arrival:**

Q.5-1. Are there car parking facilities, if so, are they adequate?

Q.5-2. Is there an emergency contact point?

**Q.6. Basic indoor facilities:**

Q.6-1. Are there adequate washing/ toilets/ changing room facilities?

Q.6-2. Are the premises clean/ hygienic, suitable to use for tea/food? Will food be provided?

Q.6-3. First aid equipment – is there adequate first aid equipment/PP/?

Q.6-4. Is there a first aid room, waiting/ recovery room?

Q.6-5. Are there fire extinguishers, and do they clearly indicate the type of fire they should be used for?

Q.6-6. Are fire extinguishers regularly serviced/are fire drills carried out?

Q. 6-7 Are there fire doors?

Q.6-8. Is the standard of buildings and their maintenance adequate?

Q.6-9. is the plumbing adequate and properly maintained (is there a focus on plumbing/ legionnaires disease prevention particularly after lock down return)?

Q.6-10. Is heating and lighting adequate and properly maintained? (adequate lighting is particularly important where hard ball nets are planned)

Q.6-11 **KEY Q:** Is ventilation inadequate (this is particularly important for indoor activities to reduce the spread of infectious disease; answers should indicate whether ventilation systems recycle stale air or whether they are modern with adequate extruders or whether reliance will be placed on natural ventilation in which event is it adequate, we should make sure all relevant doors, windows open)?

#### **Q.7. Basic outdoor facilities?**

Q.7-1. Having regards to the standard/ age of the planned activity, is the pitch/ outfield quality/ boundaries safe and unlikely to result in additional unacceptable risk?

Q.7-2. is there a risk from ground chemical poisoning?

Q.7-3. Is there a risk of injury from ground equipment?

Q.7-4. Is there a risk of injury from poor /dangerous weather conditions including lightening, inadequate or dangerous seating/inadequate spectator area, inadequate shelter, inadequate player equipment, injury concern from stray dogs? (note these are standard pre- match considerations, the captain/junior manager should be encouraged to address some of these concerns prior to arriving at the venue.

#### **Q.8. Proposed activities assessment**

Has a proper assessment been made of appropriate social distancing, having regards to all factors including:

Q.8-1. maximum safety numbers (having regard to visitors as well as players)?

Q.8-2. Coaching ratios (say what is planned if practicable)

Q.8-3. Will parents/ partners/ guests/ younger siblings be required to stay or ask to leave?

Q.8-4 Will parent/ visitors be appropriately socially distanced?

**Q.9 Hand and equipment sanitization**

Q 9-1. Will hand sanitizer be provided?

Q.9.2. Will players bring their own equipment, or will it be provided, what cleaning arrangements are planned?

**Q.10. KEY Qs**

Q 10-1 What key issues should be brought to the attention of the Safeguarding Officer

Risk Assessor/name of person completing this Q\_\_\_\_\_

Date\_\_\_\_\_

Prepared 04/01/2022

**Risk Assessment Questionnaire Template: Wanstead Youth Centre. Elmcroft Road Avenue, E11 2DB**

**Introduction:**

When answering the questions in this RA process emphasis should be on the identification of potential risk, focusing on 'What are the Hazards Arising from the Proposed Club Activity', 'Who May be Harmed', 'What Measures are Proposed to Manage the Risk' and an 'Assessment of the Adequacy of the Proposed

**Questions (answers in red type please)**

**Q.1 General:**

Q.1-1 please provide details of dates/ location/address/ of proposed activity

Arrangements have been made to book this facility for the coaching of our younger boys and girls on Saturday mornings commencing 15/01/2022 to 23/04/2022 excluding 16/04/2022, the bank holiday weekend.

The coaching program is designed to cover basic cricket skills using a soft ball. It is not suitable for players who are experienced with hard ball cricket but for those players who have played a little hard ball cricket or who are ready to develop to the hard ball game. For these players who we access are suitable it is proposed to arrange hard ball nets during March or April at another location. Arrangements are also being made for hard ball nets for other age groups at other locations by age group managers

We should arrive at 9.00. The proposed Saturday morning timetable is  
9:30 to 10:30 – boys and girls in years 5 and 6 (not for players fully competent in hard ball cricket)  
10:40 to 11:30 – boys and girls in years 3 and 4  
11:45 to 12:30 – boys and girls in years 1 and 2

'Vision', who manage the site on behalf of London Borough of Redbridge, Culture and Leisure, will invoice us later during the course. Regular maintenance work is carried out by the Borough's contractors. They will require a copy of our public liability insurance certificate, the names of our DBS checked coaches and a copy of this Risk Assessment

The resident manager (Monday-Fridays) is Micky Peacock [Micky.peacock@visionrcl.org.uk](mailto:Micky.peacock@visionrcl.org.uk)/ 020 8989 1711, he is very experienced and supportive.

There are two particular obstacles to completing our booking, Covid generally and repairs to the hall floor resulting from flood damage. This is subject to agreement with the insurers who were expected to commence work before the Christmas break, but this has not happened.

Q.1-2 for away/third party venues, provide contact points (name, mobile/email)?

This is a third-party venue for indoor winter cricket coaching. Detail, see 1-2 above

Q.1-3 what is the nature (object) of the proposed activity/group of activities, e.g. external facility hire for juniors, women's festival

Winter coaching of cricket basics, with soft ball, for younger age groups. An outline coaching program will be posted on the website

Q.1-4. Do we have a copy of the site plan, have we 'walked the walk' and have clear indication of entry and exit routes?

Yes. Site plan is a bit scruffy, but we will have copies to hand out on arrival (in the reception area) and we will show juniors and parents entrance and exit routes.

Q.1-5. Is there adequate signage/ instruction?

Yes, there will be

Q.1-6 Have we seen the venues' public liability insurance certificate?

Yes

Q.1-7 What 'support' will be provided (e.g. caretaker/ first aid) when we are on-site?

A caretaker ( trained first aider) will be on site every Saturday morning.

## **Q.2 Additional information on planned event:**

Q.2-1 Provide additional detail- approx. members' numbers, junior's ages, attendance dates /times of club members/opponents

Following info in addition to 1-1. We expect a minimum of 16 junior boys and girls at each of the three sessions over the 15 weeks, and we have placed a safety cap of 20 juniors.

Coaching will be in two adjoining rooms, one for batting drills, the other for fielding and bowling and matches

Q.2-2. Adult coaches, names (do they have DBS's?)

Lead coaches are Len Enoch, Dave Ramdial and Fred Apps. Helen Quinlan will provide full admin support and coaching support.

Q.2-3 Any junior coaches (names, ages if available, say if final names still to be agreed)

It is expected that a number (perhaps two or three) junior coaches- years 13 and older- will support the program. Still to be agreed

Q.2-4. Will planned numbers, attendance registers and payment records be kept, please explain the process?

Yes, Jon Gritten is setting up a Slate procedure and he will brief Helen on how to run this

## **Approval/Communication:**

Q.3-1 Will this RA be presented for approval by the club official in charge of the event and the Safeguarding Officer?

Yes

Q.3-2 Will this RA if satisfactorily completed be placed on the Website as a bespoke event or group or similar events e.g. adult home or away matches? Will members be informed of the event and any risk implications fully explained to them?



Yes, this is the club's main winter coaching for younger members, the RA and program will be presented on the web with key RA issues to be observed

#### **Q.4. Pre-arrival**

Q.4-1. Will members be informed that they must report any Covid symptoms and not attend if in doubt (at the time of drafting this Q there are no Government requirements to present negative testing/ vaccination records or passport clearance, but this may change)

Following wording currently required:

- Please ensure you continue to do lateral flow tests as you would for school and do not attend ( but let us know) if you have a positive test or have any flu-like symptoms.
- Please ensure all parents wear masks once entering the building

Yes, in covering letter Jon will send out

Q.4-2. Is the club captain/ junior manager aware that they are required to carry out a pre-event -on the spot RA's?

This will be done by Len Enoch or in his absence Dave or Fred.

#### **Q.5. Arrival:**

Q.5-1. Are there car parking facilities, if so, are they adequate?

Adequate parking in road, immediately outside premises

Q.5-2. Is there an emergency contact point?

Yes, front site area

#### **Q.6. Basic indoor facilities:**

Q.6-1. Are there adequate washing/ toilets/ changing room facilities?

Yes

Q.6-2. Are the premises clean/ hygienic, suitable to use for tea/food? Will food be provided?

Yes, cleaned daily. No food will be provided or allowed; players will be asked to bring drink in marked bottle

Q.6-3. First aid equipment – Is there adequate first aid equipment/PP/?

Yes, there is on sight, but we will also bring our own

Q.6-4. Is there a first aid room, waiting/ recovery room/area?

Yes

Q.6-5. Are there fire extinguishers, and do they clearly indicate the type of fire they should be used for?

Yes

Q.6-6. Are fire extinguishers regularly serviced/are fire drills carried out?

Yes

Q.6-7 Are there fire doors?

Yes

Q.6-8. Is the standard of buildings and their maintenance adequate?

Yes

Q.6-9. Is the plumbing adequate and properly maintained (is there a focus on plumbing/ legionnaires disease prevention particularly after lock down return)?

Yes

Q.6-10 Is heating and lighting adequate and properly maintained? (adequate lighting is particularly important where hard ball nets are planned)

Yes. Only soft ball

Q.-6-11. **KEY Q:** Is ventilation inadequate (this is particularly important for indoor activities to reduce the spread of infectious disease; answers should indicate whether ventilation systems recycle stale air or whether they are modern with adequate extruders or whether reliance will be placed on natural ventilation in which event is it adequate, we should make sure all relevant doors, windows open)?

This is an old building, and we will rely on natural ventilation. We inspected and tested all windows and fire escapes, ventilation seemed more than adequate.

## Q.7. Basic outdoor facilities?

Q.7-1. Having regards to the standard/ age of the planned activity, is the pitch/ outfield quality/ boundaries safe and unlikely to result in additional unacceptable risk?

N/A

Q.7-2. is there a risk from ground chemical poisoning?

N/A

Q.7-3. Is there a risk of injury from ground equipment?

N/A

Q.7-4. Is there a risk of injury from poor /dangerous weather conditions including lightning, inadequate or dangerous seating/inadequate spectator area, inadequate shelter, inadequate player equipment, injury concern from stray dogs? (note these are standard pre- match considerations, the captain/junior manager should be encouraged to address some of these concerns prior to arriving at the venue.

N/A

#### **Q.8. Proposed activities assessment**

Has as a proper assessment been made of appropriate social distancing, having regards to all factors including

Q.8-1. maximum safety numbers (having regard to visitors as well as players)?

Yes

Q.8-2. Coaching ratios (say what is planned if practicable)

Yes, unlikely to be less than 1 2 5

Q.8-3. Will parents/ partners/ guests/ younger siblings be required to stay or ask to leave?

Parents of juniors up to the age of 9 will be requested to stay, parents/ other siblings/ guests will not be allowed to stay, pick up will be clearly indicated.

Q.8-4 Will parents/ visitors be appropriately socially distanced?

Yes, sufficient, and suitable seating

#### **Q.9 Hand and equipment sanitization**

Q.9-1. Will hand sanitizer be provided?

Yes, there are available dispensers

Q.9.2. Will players bring their own equipment, or will it be provided, what cleaning arrangements are planned?

We will provide all equipment, including balls. We will clean all equipment after each session.

## Q.10. KEY Qs

Q.10-1 What key issues should be brought to the attention of the Club Safeguarding Officer

The ongoing uncertainties of Covid

And potential lost sessions arising from floor repairs (please note, damaged floor areas in the hall will be screened)

Risk Assessor/name of person completing this Q \_\_\_ Len Enoch \_\_\_ ( please note, to be reviewed again before commencement of coaching program \_\_\_\_\_)

Date \_\_\_ 04 /01/2022 \_\_\_\_\_

Draft email from Jon to junior members

Winter coaching for younger boys and girls

I am delighted to be able to share our plans for winter cricket coaching for boys and girls from Year 1 to 6\*. Sessions will be on Saturday mornings, starting on 15th January at Wanstead Youth Centre (the bottom of Elmcroft Avenue, Wanstead, E11 2DB), although I must emphasise two potential problems that might disturb these plans. We must stay on top of Covid best practice which continues to present an uncertain environment. Secondly, the Youth Centre has informed us that some building works are required, and this might result in the hall being unavailable for some of the planned cricket activities. We have prepared a Risk Assessment under current conditions which is available on our website. Rather than wait we thought it preferable to inform you of our plans and assume that we can continue with them. Of course, we will keep everyone informed of any changes. Thank you for your patience.

Key details are as follows:

### **Timetable and Course Content:**

Saturdays 15th January 2022 through to 23 April 2022 (excluding 16/04, bank holiday week end)

9:30 to 10:30 – boys and girls in years 5 and 6 \*

10:40 to 11:30 – boys and girls in years 3 and 4

11:45 to 12:30 – boys and girls in years 1 and 2

The course will cover basic skills, a copy of the coaching plan and Risk Assessment will be posted on the website

\*Please note that this course is not suitable for children who are fully competent in playing hard ball cricket. It is suitable for children who are ready or may have already played some hard ball cricket but need to develop hard ball skills. We hope, depending on availability, to hire some additional facilities for players we assess are ready to develop hard ball skills; these additional sessions would be midweek in March or April, details to be advised.

### **What does it cost, booking and payment?**

£ 5 per session or £10 for any three week booking period, all payments must be paid in advance. The first three week booking period is 15/01/, 22/01 and 29/01, the second three weeks are 5/02, 12/02 and 19/02 and the third three weeks are 26/02, 5/03 and 12/03. Booking details for 19/03, 26/03, 2/04, 9/04, 23/04 will be announced later.

To book:

- Complete [this](#) form. (If you don't want to click on the link, copy and paste this address: [https://docs.google.com/forms/d/e/1FAIpQLSfvCFEQnnB8xTJnRURRxv2fmrsK5CERgsduQHtSx4k1ITgkg/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSfvCFEQnnB8xTJnRURRxv2fmrsK5CERgsduQHtSx4k1ITgkg/viewform?usp=pp_url))
- You will then be sent details of how to register on Slate (the club's online payment portal)
- Once registered on Slate, you will be sent a request to pay £5 for each session or £10/ £20 or £30 depending on how many three week periods you book.
- Then you pay! Once you've paid, your child's place is confirmed

### **Are places limited?**

Yes, and will be allocated on a first come basis. We expect places to go quickly. **Places will be reserved for club members up to 8pm on Sunday 8th January** when details will then be sent to non-members who have expressed interest.

Helen Quinlan (mobile) will be happy to answer any admin queries.

### **Coaches and other important information**

All sessions will use a soft cricket ball. Wear suitable footwear (trainers) and PE/tracksuit bottoms. There will be no changing facilities. Please bring a drink (for your child's sole use). No equipment is needed. Non-members must provide Helen with details of any relevant medical conditions we should know about.

Only one parent of children in Year 1 up to Year 4 must stay at the centre in line with club policy. No parents of older children are permitted to stay. Covid precautions will be taken.

Please ensure you continue to do lateral flow tests as you would for school and do not attend ( but let us know) if you have a positive test or have any flu-like symptoms.

Please ensure all parents wear masks once entering the building

Under no circumstances should children or their parents come if they have Covid symptoms and please let us know if symptoms develop while at the coaching session. We have a separate recovery/waiting room.

On arrival you will be provided with a site map, you can see there is an entrance and exit route through separate doors.

An important condition of participation is compliance with the club's Safeguarding Policy. This is published on the club's website ([www.wansteadcricketclub.co.uk](http://www.wansteadcricketclub.co.uk), follow the left-hand links). May I draw to your particular attention the members' and family charters.

Three of our most experienced coaches, Dave Ramdial, Fred Apps and Len Enoch will run the sessions with the help of support coach Helen Quinlan and our older juniors (our 'Young Coaches'), many of whom are doing Duke of Edinburgh leadership awards.

Len Enoch (07949 024006) will be happy to answer any questions on course content

We look forward to welcoming you to our junior winter school for our younger age groups

Regards, Jon Gritten, Head of Junior Cricket"