

# ECB COACHING PROVIDER/CLUB CHECKLIST FOR CRICKET INDOORS IN ENGLAND

UPDATE 3: DECEMBER 2020



## ACTION CHECKLIST

As a Coaching Provider or Club you should consider using a pre-event checklist to ensure the venue is ready to host your event safely and it fully complies 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 organisation's responsibility to ensure that you are compliant and that you have met your duty of care and complied with all applicable laws and regulations.

Updated action requirements are added to the end of the checklist to avoid unnecessary duplication of any work done prior to the update.

No	Action	Completed
<b>1</b>	<b>PREPARATION</b>	
1.1	Have you read the latest Government guidance on Local COVID Alert Levels and tiers available <a href="#">here</a> ?	
1.2	Have you read the latest Government guidance on social distancing available <a href="#">here</a> ?	
1.3	Have you read the UK Government Guidance on indoor sport? Available <a href="#">here</a>	
1.4	Have you read and understood the ECB COVID-19 Guidance for Cricket Indoors? This is available in the ECB Resource Hub <a href="#">here</a> .	
1.5	Have you shared your operation plan and COVID-19 Risk Assessment with your insurer and insurance advisor?	

## COACHING PROVIDERS AND CLUBS

<b>COACHING PROVIDERS AND CLUBS</b>		
<b>2</b>	<b>Hiring Venues</b>	
2.1	Has the venue shared the outcomes of their venue COVID-19 risk assessment and talked you through their requirements for your activity?	
2.2	Has the venue shared their Health and Safety risk assessment and talked you through their requirements for your activity?	
2.3	Can the venue demonstrate they are confident that their ventilation and heating systems meet government requirements?	
2.4	Has the venue described their social distancing measures and protocols and are these in place?	
2.5	Has the venue demonstrated their registration process and queuing systems?	
2.6	Has the venue detailed what participant data will need to be shared with the venue operator?	
2.7	Has the venue detailed what venue information will need to be shared with participants?	
2.8	Has the venue detailed what first aid equipment and first aider services the venue will provide, and whether this is available during your sessions?	
2.9	Does the venue have a serviced Automated External Defibrillator (AED) and is this available during your sessions? (If there is no AED available have you accounted for this in your risk assessment?)	
2.10	Has the venue got a document cleaning plan and do you consider this adequate?	
2.11	Has the venue provided their hand cleaning/sanitisation requirements and have you confirmed what hand sanitiser you will need to provide?	
2.12	Have you specified with the venue what they will clean and what you will be expected to clean as the coaching provider/club?	
2.13	Can the venue demonstrate that before opening they have carried out all their routine maintenance and health and safety checks such as legionella, fire safety etc?	
2.14	Does the venue have current Public Liability Insurance with cover for coronavirus / COVID-19 risks – have they provided you with a copy of their certificate of insurance?	

2.15	What are the venue safeguarding policies and procedures and how will these overlap with your systems?	
<b>3</b>	<b>Risk Assessment</b>	
3.1	Have you reviewed and understood the venue's operating guidance (the outcomes of their COVID-19 risk assessment)?	
3.2	Have you undertaken your own COVID-19 risk assessment to cover your activities?	
3.3	Have you shared your COVID-19 Risk Assessment and control measures with your coaches, employees, volunteers and participants, parents/carers?	
3.4	Have you reviewed your risk assessment and control measures with your insurer and/or their representative to ensure that their conditions of insurance have been met?	
<b>4</b>	<b>Session length</b>	
4.1	Have you allowed sufficient time i.e. 10-15 minutes for registration, safeguarding and cleaning of equipment between sessions?	
4.2	Have you encouraged participants to arrive on time for start / drop off and collection?	
<b>5</b>	<b>First Aid</b>	
5.1	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 <a href="#">here</a> ?	
5.2	Have you reviewed first aid provision by the venue and coordinated requirements appropriately?	
5.3	Have you checked that your first aid kits are stocked, in date and available during activities?	
5.4	Have you assessed the PPE (including face coverings and disposable aprons) required by your first aiders and made that available in/with the first aid kits?	
5.5	Have you checked that your Automated External Defibrillators (AEDs) are working, serviced and available during activities?	
<b>6</b>	<b>Pre-registration and Arrival</b>	

6.1	Have you developed a pre-registration process as per the guidance that encourages the use of electronic data sharing – avoiding the use of paper, that communicates pre-arrival information including symptoms checks, instructions that those who should be self-isolating should not attend, preferred modes of transport to the venue?	
6.2	Have you helped parents and carers to identify drop-off and collection procedures and locations? Have you informed them that there are no changing rooms or showers available and that they may not be able to spectate but provided the opportunity to identify people who may require the presence of their parent or carer as the result of a special need or disability?	
6.3	Have you insisted that players arrive and leave the venue dressed in their own kit and that no changing facilities or showers will be made available?	
6.4	Have you reminded participants that unless stated otherwise they will need to provide their own equipment and in particular a ball, helmet, abdominal protector and batting gloves?	
6.5	Have you prepared your briefing for the beginning of each session on COVID-19 control measures and compliance?	
<b>7</b>	<b>PPE and Cleaning Materials</b>	
7.1	Have you carried out an assessment of PPE requirements (masks/visors for coaches, disposable gloves for bowling machine use, etc.) and an assessment of cleaning materials (suitable wipes, hand sanitiser, etc.)?	
7.2	Have you supplied the required PPE and cleaning/sanitising materials?	
<b>8</b>	<b>Venue Set-up and Clear-up</b>	
8.1	Have you communicated with the venue operator to clearly identify the venue set-up and clear-up procedures, protocols and responsibilities?	
8.2	Have you risk assessed your staff/volunteers carrying out these procedures and provided training and PPE where necessary?	
<b>9</b>	<b>Planning and Delivering Your Activities</b>	
9.1	Have you completed an assessment of all equipment that will need to be cleaned between sessions and users and at the end of the day? This should include bowling machines, shared balls, catching training aids, education equipment such as computers and projectors. Cleaning should be carried out using appropriate cleaning and sanitisation materials – for guidance on cleaning see <a href="#">government advice</a> .	

9.2	Are balls marked for ease of identification so balls can be allocated to individuals to limit sharing in-session? Do you have a procedure for cleaning these balls between sessions?	
9.3	Have you risk assessed planned coaching activities to ensure they maintain social distancing and avoid close contact? Have you considered others using the facility so that everybody's health and safety is protected?	
9.4	Have you put suitable floor markings in place to help encourage and facilitate social distancing?	
9.5	Have you identified when and where hygiene breaks will be required in your coaching session?	
9.6	Have you prepared and reviewed your coaching activities in line with the ECB guidance and advice on net ratios?	
9.7	Have you briefed and trained your coaching team on your COVID adapted coaching plan, including 'dry runs'?	
9.8	Have you scheduled regular update/briefing sessions with your coaching team to keep them updated with changes to your plans?	
9.9	Have you worked with the Venue Operator to identify safe areas for padding-up?	
<b>10</b>	<b>End of Session</b>	
10.1	Do you have a process in place so that all participants can sanitise their hands prior to leaving the venue?	
10.2	Do you have a process in place so that each junior participant is returned safely to their parent/carer?	
10.3	Do you have a process in place to sanitise all equipment, including necessary cleaning materials?	
10.4	Have you identified whether you or the venue will be responsible for cleaning communal areas, welfare facilities, reception areas etc and made a suitable post-session cleaning plan where required?	
10.5	Have you identified a process for cleaning all touch points in your area of responsibility after a session?	

<b>11</b>	<b>Safeguarding</b>	
11.1	Review your safeguarding procedures and understand what needs to be adapted for your revised environment and operating procedures. ECB safeguarding policies, procedures and standards must be maintained. =Have any of your COVID-19 arrangements had an adverse effect on your safeguarding procedures e.g. if you have propped open external doors, and does this create an unacceptable risk?	
11.2	Have you conducted a safeguarding risk assessment? For guidance see: <a href="https://www.ecb.co.uk/safeguarding">https://www.ecb.co.uk/safeguarding</a>	
11.3	Have you identified a suitable 'time out area'?	
<b>12</b>	<b>Disabled Persons and Access</b>	
12.1	Have you considered how those with disabilities will move around the facility?	
12.2	Have you assessed what reasonable adjustments may be required?	
12.3	Have you contacted the venue manager to understand if any adjustments have been made due to COVID-19 controls - does this impinge on the needs of a disabled person?	
12.4	If you have created an area to store kit or to pad-up or similar, does this present an obstacle?	
12.5	Can a disabled person move freely, safely and easily around all accessible areas?	
12.6	Have you considered those with disabilities who may be more susceptible to COVID-19 due to underlying health issues and how will you identify and control this?	
<b>13</b>	<b>Post Event Review</b>	
13.1	Have you conducted a post event review to identify what went well and what could be improved upon? If so, have you made plans for the necessary adjustments?	
<b>14</b>	<b>Update 1: 22 October 2020</b>	
14.1-14.8	[All Removed in Update 2 – see Part 15 below]	

<b>15</b>	<b>Update 2: December 2020</b>	
15.1-15.7	[All Removed in Update 3 – see Part 16 below]	
<b>16</b>	<b>Update 3: December 2020</b>	
16.1	Have you read the latest Government guidance on Local COVID Alert Levels available <a href="#">here</a> ?	
16.2	Have you assessed the current Local COVID Alert Level for your venue? Search by postcode <a href="#">here</a> .	
16.3	Have you determined what these restrictions mean for your activity and do you need to amend your risk assessments and plans?	
16.4	Have you taken the applicable group size restrictions into account in your planning of activities? See the main guidance document for details.	
16.5	Have you determined who will need to wear face coverings and when?	
16.6	Have you reviewed the updated advice on carrying out a risk assessment on your coaching activity and have you carried out that risk assessment and put reasonable control measures in place?	
16.7	Have you checked that the venue is displaying their NHS QR Code poster?	

Having reviewed your checklist, you should now review your COVID-19 risk assessment to record adjustments.