

ACTION CHECKLIST

As the Venue Operator/Owner 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
1	PREPARATION	
1.1	Have you read the latest Government guidance on Local COVID Alert Levels available here ?	
1.2	Have you read the latest Government guidance on social distancing available here ?	
1.3	Have you read the UK Government Guidance on indoor sport? Available here	
1.4	Have you read and understood the ECB COVID-19 Guidance for Cricket Indoors? Available in the ECB Resource Hub here .	
1.5	Have you shared your operation plan and COVID-19 Risk Assessment with your insurer and insurance advisor?	
	THE VENUE	
2	Risk Assessment	
2.1	Have you conducted a COVID-19 Risk Assessment for your venue?	

2.2	Have you shared the results of your COVID-19 Risk Assessment and control measures with your employees, volunteers, coaching organisers and participants?	
2.3	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?	
3	Ventilation	
3.1	Have you assessed maximum occupancy at a ratio of 9.29 m ² (100 sq ft) per person?	
3.2	On mechanical systems have you set these to exchange with external fresh air?	
3.3	On mechanical systems, can you increase the existing ventilation rate by fully opening dampers and running fans on full speed?	
3.4	Can you operate your mechanical ventilation system for 24 hours a day?	
3.5	Have you serviced your equipment and increased the frequency of filter changes?	
3.6	If necessary, have you maximised natural ventilation by opening windows and doors (note fire doors should not be fixed open unless this is with a fire-safe fire door holder)? Look at whether you can open all your doors and windows prior to the session.	
3.7	Have you considered thermal comfort during cold periods and how this can be maintained with natural ventilation?	
3.8	Have you considered the management of other hazards associated with keeping doors open including water ingress, condensation, slips trips and falls, control of noise pollution and safeguarding implications?	
4	Social distancing, occupancy and circulation	
4.1	Have you calculated the maximum capacity for the venue including consideration for the type of activity to be undertaken? See ECB Example Layouts for England here	
4.2	Have you provided guidance and clear signage around the venue?	
4.3	Have you considered those with disabilities, including those using wheelchair and mobility aids?	

4.4	Have you identified and risk assessed safe locations for padding up?	
4.5	Have you made the necessary adjustments for the operation of strength and conditioning facilities and equipment?	
4.6	Have you developed a circulation plan to maintain social distancing and minimise touch points as people move through the building and when queuing inside and outside of the building?	
5	Cleaning and Hygiene	
5.1	Have you carried out a thorough clean of all areas, all surfaces and all potential contact points before opening?	
5.2	Have you developed a cleaning plan as per the guidance document?	
5.3	Have you got a toilet checking and cleaning programme in place?	
5.4	Have you got signage on handwashing technique and have you provided soap for hand washing?	
5.5	Have you assessed handwashing queues and whether or not suitable hand sanitiser can be provided to support this?	
5.6	Have you assessed optimum locations for hand sanitiser stations and where these should be located?	
5.7	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?	
5.8	Have you planned to carry out an all surface clean daily pre- and post-opening?	
5.9	Have you identified common touch points (such as door handles, sanitiser stations) and created a plan to clean these frequently (e.g. hourly)?	
5.10	Have you trained your staff, provided suitable materials and PPE to clean surfaces after each training session?	
5.11	Have you provided suitable training, materials and PPE for your staff or volunteers to carry out cleaning to your plan?	
5.12	Do you have a cleaning plan for changing rooms where these are required for padding up?	

6	Legionella	
6.1	Has a competent person risk assessed your water systems and taken the required measures to control the risk of Legionnaire's Disease? (See the guidance from the HSE here)	
7	Toilets	
7.1	Are toilets checked and cleaned regularly?	
7.2	Have you assessed peak occupancy for each of your toilet areas and communicated this to users?	
7.3	Do you have social distancing markings to remind people of the maximum occupancy?	
7.4	Do you have in place reminders for essential hand hygiene practice?	
7.5	Do you have sufficient ventilation to create negative pressure?	
7.6	Have you provided disposable paper towels, and have you considered safe waste disposal?	
8	Hand Cleaning	
8.1	Assess where people on site will need to sanitise their hands and ensure sufficient sanitiser is available	
9	First Aid	
9.1	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 .	
9.2	Have you checked that your first aid kits are stocked, in date and available during activities?	
9.3	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?	
9.4	Have you checked that your Automated External Defibrillators (AEDs) are working, serviced and available during activities?	

10	COVID-19 Cases on site / Symptomatic Persons	
10.1	Have you made and communicated a plan on what to do if someone develops COVID-19 symptoms at your venue including the identification of a suitable isolation area?	
10.2	Do you have a Symptomatic Persons procedure?	
11	Treatment Rooms	
11.1	Have you risk assessed your existing treatment room for safe operation under COVID-19?	
11.2	If you have relocated your treatment area have you considered COVID-19 risk factors, patient privacy and ease of cleaning?	
12	Venue Set-up and Clear-up	
12.1	Have you risk assessed venue set-up and clear-up procedures and communicated clearly protocols and responsibilities to the Coaching Provider or Club?	
12.2	Have you risk assessed your staff/volunteers carrying out these procedures and provided training and PPE where necessary?	
13	Communication	
13.1	Has your venue communicated how it is to operate, its instructions and expectations clearly?	
13.2	Has it implemented a clear and effective signage plan?	
14	Registration	
14.1	Registration - do you have a process to keep a temporary record of attendees and their contact details for 21 days? Has this been coordinated with the Coaching Provider or Club?	
15	Access & Disabled Persons	
15.1	When designing how people will circulate around the facility have you considered those who may require reasonable adjustments?	

16	Update 1: October 2020	
16.1	[Removed in Update 2 – see Part 17 below]	
16.2	[Removed in Update 2 – see Part 17 below]	
16.3	[Removed in Update 2 – see Part 17 below]	
16.4	[Removed in Update 2 – see Part 17 below]	
16.5	[Removed in Update 2 – see Part 17 below]	
16.6	Have you determined who will need to wear face coverings and when?	
16.7	Have you produced, and are you displaying, your venue NHS QR Code poster at entrances to your facility?	
16.8	[Removed in Update 2 – see Part 17 below]	
17	Update 2: December 2020	
17.1	Have you read the latest Government guidance on Local COVID Alert Levels available here ?	
17.2	Have you assessed the current Local COVID Alert Level for your venue? Search by postcode here .	
17.3	Have you determined what these restrictions mean for your venue and the planned activities there, and do you need to amend your risk assessments and plans?	
17.4	Have you taken the applicable group size restrictions into account in your planning of activities? See the main guidance document for details.	
17.5	Have you communicated updates and requirements to venue users including Coaching Providers and Clubs?	

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