



## ECB Guidance Note on how Cricket Clubs and Construction Colleges

### can best work together to improve club facilities and support Students and College Staff

#### Introduction

Do you need help designing and/or building a new score box, laying a new patio, renovating a changing room or simply revamping a tired old pavilion, but the quotes you have sourced are way too expensive. Then why not get in touch with your local Construction College and see if they would be interested in helping.

Since 2009 a number of cricket clubs have embarked on a wide range of facility improvement projects with the help of Construction College students. Colleges are often keen to offer practical 'real life' opportunities and with students in need of assessment work, Colleges have been keen to work with clubs who can provide such opportunities.

This note has been designed to provide guidance for cricket clubs and construction colleges (or construction departments of other colleges) that wish to undertake a project together to improve the cricket club's facilities. It has been set out in three simple stages.

Before getting in touch with the college you should be realistic about the time it may take before a college can start work even if they agree to be involved and carry out the project. Due to the holidays, college assessments and other factors it will probably take six to nine months from the first meeting to when work starts.

In order to help this process and before any project plan is agreed between clubs and colleges both parties should first meet on site and "walk through the project". This will provide everyone with an opportunity to understand all the different elements that will be involved with the project, what is required in terms of materials and equipment, who will be responsible for ordering these, timescales, and who is responsible for managing the site.

### Stage One – Action Plan (A template action plan can be found in the appendix of this document)

In agreeing to work on a project together the club and the college should specify the following:

- The work to be undertaken by the college, and the outcome that is to be achieved (in as much detail as possible);
- Whether the club or the college is to have control and responsibility for the design of the project;
- Which personnel are to be engaged on the project from both the club and the college (including the number of college students and their respective abilities and qualifications);
- Who from the college will be responsible for supervising students carrying out work while they are on-site, and ensuring that the quality of work is maintained and all relevant Health and Safety standards and procedures are followed.
- Whether any site inspections are necessary to identify any hazards present (e.g. asbestos; chemicals; lead contaminated paint; sharps; vermin; existing utilities) and if so, who is responsible for arranging and paying for such inspections;
- Whether any specialist surveys are required and if so, who is responsible for arranging and paying for such surveys;
- Whether any work is to be carried out by other specialist contractors and if so, who is responsible for engaging and paying for those contractors;
- Whether any approvals are necessary (i.e. building; planning; listed building; conservation area) and if so, who is responsible for applying for and paying for such approvals;
- How to ensure the quality of materials used is managed and maintained;
- How all materials, tools and equipment will be stored safely and securely;
- What welfare facilities are to be provided by the club during the period of work (e.g. toilets and washing facilities);

**The college is to have control and responsibility for quality and selection of appropriate materials which will be purchased by the club unless agreed otherwise with the college**

### Stage Two – Work Plan

The club and the college should draw up a work plan, including a detailed design and specification as required, which should be signed by both parties. This will ensure that each party is aware of their respective responsibilities.

#### **The college should:**

- Appoint a nominated officer who will act as the main point of contact for the club;
- Devote sufficient time, expertise and resources to ensure that the work to be undertaken is carried out to the appropriate standard
- Provide sufficient college students to complete the work to be undertaken in accordance with the work plan;
- Provide college students that are sufficiently skilled for the jobs they will perform and ensure that all students are appropriately supervised whilst carrying out work on site
- Maintain a comprehensive insurance policy to cover its liability for a claim in connection with the work to be undertaken. The insurance should cover all necessary risks including (but not limited to): third party public and product liability; professional indemnity; and all usual employer's liability. The college should provide a copy of the insurance certificates to the club.

#### **The club should:**

- Appoint a nominated Officer who will be the main point of liaison for the college during the project
- Provide sufficient support to college staff and students to help complete the work to be undertaken in accordance with the work plan;
- Provide such information, advice, assistance, materials and facilities as agreed it reasonably requires to carry out the work and in accordance with the work plan;
- Maintain a comprehensive insurance policy to cover all risks in relation to all usual occupier's liability. The club should provide a copy of the insurance certificate to the college.



### Stage Three – Written Agreement

The club and the college should draw up a binding written agreement to be signed by both parties to set out their respective obligations and ensure adherence to such obligations.

Please note, this is not an exhaustive list. Whilst every effort has been made to make this guidance generic to suit all work to be undertaken, it is understood that all clubs and colleges should seek independent legal advice to suit their own circumstances prior to entering any written agreement.



### Action Plan

NB. A version of this Construction Colleges action plan in Microsoft Word is available at [ecb.co.uk/clubsupport](http://ecb.co.uk/clubsupport) > Do It Yourself Projects

Area of Work (Type of Project)	Who will be responsible for the Design Control (Club/College/Other)	No. of Club Personnel	No. of College Personnel	College Project Lead	Are there appropriate Method Statements in place (Yes/No)	Have you performed Risk Assessments (Yes / No)

Club Name:

College Name:

Club Lead Official:

College Lead Tutor:

Signed:

Signed:

Date:

Date: