

## Risk assessment template

Company name: Rugby Village Bridge Club

Assessment carried out by: Nicky Bainbridge

Date of next review: 1<sup>st</sup> ~~June~~uly 20210  
March 20210

Date assessment was carried out: ~~28<sup>th</sup>~~-10<sup>th</sup> ~~June~~

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Transmission of Corona virus from Player to Player while attending bridge playing session (Draft2):</b>						
<b>1 Through touching hard surfaces or equipment already touched by infected person.</b>						
<b>1.1 Venue Features: Door Knobs etc</b>	Player acquiring virus by touch.	At present remaining closed. i.e. not running sessions.  However, wanting to reopen when	Ensure hard surfaces at the venue are as likely as possible to be virus free at start of session.  Clean surfaces likely to be touched. Prop	Club  Club	Beginning of session.	

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		government permits.	doors open as far as possible.			
<b>1.2 Venue Features: Catering Equipment</b>	Player acquiring virus by touch.	At present remaining closed. i.e. not running sessions.  However, wanting to reopen when government permits.	Ensure Players aware.  No catering.  Players asked to bring and take away any drinks and drinking vessels for their own use	Club	Before opening.	
<b>1.3 Cash Handling</b>	Player acquiring virus by touch.	At present remaining closed. i.e. not running sessions.  However, wanting to reopen when government permits.	Ensure Players aware.  No cash handling.  Players pay for the session by prior transfer of table fee or by dropping prepaid ticket into container. Tickets then quarantined for 72 hours.	Club	Before opening.  During Session  After Session	

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<p><b>1.4 Coats and Hats</b></p>	<p>Player acquiring virus by touch.</p> <p>One players Coats and Hats may be touched by another player.</p> <p>Contamination may pass between them</p>	<p>At present remaining closed. i.e. not running sessions.</p> <p>However, wanting to reopen when government permits.</p>	<p>There will be sixteen players. There are coat hooks in the porch of the room and in the corridor used to access the toilets. Some of the Coat hooks in the venue in will be marked out of use to keep hooks in use half a meter apart. This is likely to reduce the number of available hooks to five in the porch and three in the corridor.</p> <p>Eight plastic crates will be provided in the playing room. Each will be for use by one player for storage of coats, hats, handbags etc.</p> <p>Marshalling will ensure that players arrive in the room at intervals and do not crowd together when using hooks and crates.</p>	<p>Club</p>	<p>Before Session</p> <p>During Session</p> <p>After session</p>	

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<p><b>1.5 Toilets</b></p> <p><b>Toilets will be available during the session</b></p> <p>(Sixteen players using two facilities in two and a half hours with no supplied beverages)</p>	<p><b>Areas in toilets may be contaminated by one player and touched by another</b></p>	<p>At present remaining closed. i.e. not running sessions.</p> <p>However, wanting to reopen when government permits.</p>	<p>Place antiseptic hand wash in each toilet</p> <p>Place antiseptic wipes in each toilet</p> <p>Instruct players to wipe surfaces (BIN) and then use handwash thoroughly after using toilet</p> <p>Instruct players to avoid queues in contravention of social distancing.</p>	<p>Venue</p> <p>Club</p> <p>Club</p> <p>Club</p>		
<p><b>1.6 Players bringing the virus into the club on their hands</b></p>	<p><b>Players may contaminate surfaces or equipment</b></p>	<p>At present remaining closed. i.e. not running sessions.</p> <p>However, wanting to reopen when government permits.</p>	<p>Restrict attendance to fully paid up members of the club</p> <p>Instruct players not to attend if more likely than any other persons to be carrying the virus.</p>	<p>Club</p> <p>Club</p>	<p>Start of Session</p> <p>Before taking reservation</p>	

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<p><b>1.7 Players bringing the virus into the club on their hands</b></p>	<p>Players may contaminate surfaces or equipment</p>	<p>At present remaining closed. i.e. not running sessions.</p> <p>However, wanting to reopen when government permits.</p>	<p>Greet players with gel placed on their hands</p>	<p>Club</p>	<p>Start of session</p>	
<p><b>1.8 Bridge Club Equipment: Duplicate Boards and Playing Cards Preparation before Session</b></p>	<p>Player acquiring virus by touch.</p>	<p>At present remaining closed. i.e. not running sessions.</p> <p>However, wanting to reopen when government permits.</p>	<p>Ensuring equipment is virus free at start of session.</p> <p>An identical set of boards for each table will be dealt at least one week before use. Boards will be stored in bags.</p> <p>The bags will be transported to the venue handled using disposable gloves.</p>	<p>Club  Club  Club</p>	<p>Before each session.</p>	

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<b>1.9 Bridge Club Equipment:</b>  <b>Duplicate Boards and Playing Cards</b>  <b>Use During Session</b>	Player acquiring virus by touch.	At present remaining closed. i.e. not running sessions.  However, wanting to reopen when government permits.	<p>There will be one set of boards for each table. Boards will not move from table to table. Each board will only be used once, by the four players seated at the table at that time. Each hand of playing cards is only handled by one player.</p> <p>North will place each board on the table handling it by the North end. Each player withdraws, counts, sorts, plays and returns cards to the board, keeping the cards in their section of the table.</p> <p>Players will touch the unique side of the board containing their cards but will not touch any other part of it.</p> <p>North will handle the board by the North end to retrieve it and place it on the table and to return it to the bag after play.</p>	Club   Instructed players   Instructed players   Instructed players	Before each session.	

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<p><b>1.10 Bridge Club Equipment:</b></p> <p><b>Bidding Boxes</b></p>	<p>Player acquiring virus by touch.</p>	<p>At present remaining closed. i.e. not running sessions.</p> <p>However, wanting to reopen when government permits.</p>	<p>Bidding boxes will be quarantined, untouched at least one week before each session.</p> <p>Bidding Boxes will be placed on tables by people using fresh gloves.</p> <p>Ensuring equipment is only touched by one person during the session.</p> <p>Bidding boxes will only be used by one player during the session.</p> <p>North and South will stay in their seats and use the same bidding boxes throughout the session.</p> <p>East and West will take their bidding boxes with them each time they move.</p>	<p>Club</p>	<p>Before each session.</p>	

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<p><b>1.11 Bridge Club Equipment:</b></p> <p><b>Scoring Tablets</b></p>	<p>Player acquiring virus by touch.</p>	<p>At present remaining closed. i.e. not running sessions.</p> <p>However, wanting to reopen when government permits.</p>	<p>Scoring tablets quarantined, untouched at least one week before each session.</p> <p>They will be placed on tables using disposable gloves.</p> <p>Ensuring equipment is only touched by one person during the session.</p> <p>Instruct North only to enter scores, to show East / West for their agreement, and then to press “Yes” in their sight.</p> <p><u>Where a movement requires the North player to move, a new clean tablet is substituted for the “used” tablet at the table.</u></p>	<p>Club</p> <p>Club</p> <p>Club</p> <p>Club</p> <p><u>Club</u></p>	<p>Before each session.</p>	



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<p><b>1.12 Bridge Club Equipment:</b></p> <p><b>Table Numbering Signs</b></p>	<p>Player acquiring virus by touch.</p>	<p>At present remaining closed. i.e. not running sessions.</p> <p>However, wanting to reopen when government permits.</p>	<p>Table numbering signs will be quarantined, untouched at least one week before each session.</p> <p>They will be placed on tables using disposable gloves.</p> <p>Players will be instructed not to touch them.</p>	<p>Club</p>	<p>Before each session.</p>	
<p><b>1.13 Bridge Club Equipment:</b></p> <p><b>Scoring Laptop</b></p>	<p>Player acquiring virus by touch.</p>	<p>At present remaining closed. i.e. not running sessions.</p> <p>However, wanting to reopen when government permits.</p>	<p>The scoring laptop and router will be placed in the kitchen area, and players will be instructed not to touch them.</p>	<p>Club</p>	<p>Before each session.</p>	

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<b>2 Through inhaling droplets breathed out by infected person.</b>						
<b>2.1 Players standing or walking without observing social distancing in the car park</b>	Player acquiring virus by airborne droplet.	At present remaining closed. i.e. not running sessions.  However, wanting to reopen when government permits	Players will be instructed to park in alternate spaces in the car park and to remain 2m from Players not in their own household or bubble as they make their way to and from the club room in the annex.	Club	Before each session.	
<b>2.2 Players clustering as they approach the annex.</b>	Player acquiring virus by airborne droplet.	At present remaining closed. i.e. not running sessions.  However, wanting to reopen when government permits.	Players will be marshalled into a <del>socially distanced</del> <u>socially distanced</u> queue before entering the annex.	Club	Before each session.	

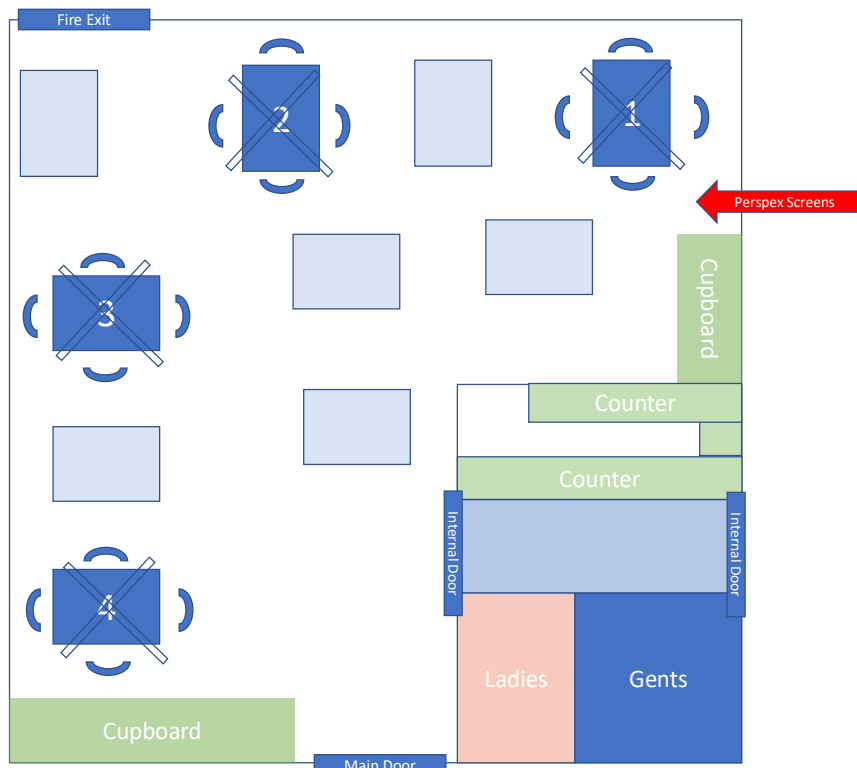
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>2.3 Players passing each other without distancing as they fill the tables.</b></p>	<p>Player acquiring virus by airborne droplet.</p>	<p>At present remaining closed. i.e. not running sessions.  However, wanting to reopen when government permits</p>	<p>Players will be marshalled into a socially distanced queue in table number and seat order.</p>	<p>Club</p>	<p>Before each session.</p>	
<p><b>2.4 Players passing each other without distancing as they leave the annex.</b></p>	<p>Player acquiring virus by airborne droplet.</p>	<p>At present remaining closed. i.e. not running sessions.  However, wanting to reopen when government permits.</p>	<p>Players will be asked to collect outdoor clothing etc, and leave the annex, socially distanced, by table number as instructed.</p>	<p>Club</p>	<p>Before each session.</p>	
<p><b>2.5 Players breathing on each other at the table</b></p>	<p>Player acquiring virus by airborne droplet.</p>	<p>At present remaining closed. i.e. not running sessions.  However, to reopen when government permits</p>	<p>Screens on the tables from corner to corner containing breath in the area immediately in front of each player. (See picture below). Screens will be wiped with antiseptic wipes before and after each session.</p>	<p>Club</p>	<p>Before each session.</p>	

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<p><b>2.6 Players breathing on each other as they move at the start of each round</b></p>	<p>Player acquiring virus by airborne droplet.</p>	<p>At present remaining closed. i.e. not running sessions.  However, wanting to reopen when government permits</p>	<p>Moves will be marshalled for maximum distance between the East/West pairs as they move. They will be instructed to give the North/South pairs distance. No rolling results screen as players may move to it and congregate by it.</p>	<p>Club</p>	<p>Before each session.</p>	
<p><b>3</b></p>						
<p><b>3.1</b></p>	<p>Players with no immunity to the virus may become seriously ill.</p>	<p>At present remaining closed. i.e. not running sessions.  However, wanting to reopen when government permits</p>	<p>All players will be asked to furnish copies of vaccination that has taken place at least 21 days before the session. This will reduce the chance that they become seriously ill.</p>	<p>Club</p>	<p>Before any player attends a session for the first time after 16<sup>th</sup> May 2021.</p>	

## Summary of actions and policies required by this assessment.

### Timing of sessions

- There will be two sessions a week, Monday and Thursday Afternoons allowing furniture to be “quarantined” for at least 72 hours between session



### Layout of the room/limitation of numbers of attendees

- The playing room capacity, normally ten tables, will be reduced to four tables.

### **Provision of Equipment**

- Designated container for collection of prepaid tickets will be provided
- Any prepaid tickets to be collected will be quarantined or disinfected.
- Club will organise table cloths, sixteen bidding boxes, and table number markers into two complete separate sets. One set to be used on Mondays and the other set to be used on Thursdays. Each set quarantined for a week before re-use.
- Club will organise duplicate boards into four sets of 24 boards. Each redealt and stored in quarantine for a week before it is used.
- Procure disposable gloves, hand sanitising gel and anti-septic wipes
- Club will organise scoring tablets into four sets of four. Each set will be cleaned recharged and stored such that each set has been quarantined for a week before it is used.

### **Check vaccination records of each player booking for the first time after 16<sup>th</sup> May 2021**

### **Brief players before the session**

- Players will be asked to stay away if particularly vulnerable to infection, if feeling unwell, if living with, or in a bubble with, persons feeling unwell, if presently instructed or advised to self-isolate.
- Admission will be available to fully paid up members only.
- Player numbers are strictly limited. Admission will be by previously confirmed reservation.

- Collection of pre-paid tickets will be only available by agreement in advance and only to pre-booked players (no casual collection)
- No cash will be taken during the session. Paying for admission will be either be by transferring individual table money, or by dropping a prepaid ticket into a designated container. Prepaid tickets will not be sold at the session.
- There will be no catering, Players should bring, and take away, any drinks and drinking vessels they require with them
- Explain spacing in the car park
- Explain provision for coats, hats etc.
- Explain provisions for toilet use
- Instruct players to maintain social distance at all time. Explain provision for marshalling upon arrival, during movements, and on leaving the venue
- Ask players to wear face coverings whilst moving into, out of and about the playing room and toilets
- Explain provision for handling boards, cards, bidding boxes and scorers. North only to touch scoring tablet. North only to take boards from the bag and return boards to the bag. East / West to take their bidding boxes when moving.

### **Selection of movement**

- Pairs movements with up to one hesitation table permitting five rounds will be used.

These moves will be marshalled to keep the maximum distance between the East/West pairs as they move. Players will be instructed to give the North/South pairs as wide a distance as possible.

### Set up events in Bridgewebs

- Set up as subject to reservation.
- Set up the reservation system
- Ask each player to confirm health status, understanding of instruction and acceptance of residual risk
- Monitor reservations



### Preparing the venue for each session

- Use any available cones to take alternate car park spaces out of use
- Mark queuing area by table number



- Prop doors open where possible, [to avoid touching](#)
  - [Open windows where possible to maximise ventilation](#)
  - Wipe down hard surfaces with antiseptic wipes
  - Scoring lap top and router will be set up in the kitchen area.
  - Some coat hooks will be marked “out of use”. Plastic containers for coats, hats etc will be placed around the room.
  - Check toilets for paper, sanitised hand wash and place antiseptic wipes
  - Receptacle for pre-paid tickets placed by the door.
  - Pre-paid tickets for collection, clearly labelled, placed by the door. (Better posted out)
- [Use largest available tables.](#) Tables will be positioned as far apart as possible, (See diagram above)
  - Each playing table will be covered with a cloth, screens will be positioned on each table, number cubes will be placed, and bidding boxes positioned on each side of the table, and bags of deals placed by the North seat. All done using disposable gloves.

- One set of boards will be placed, next to each North seat,
- Players withdraw, count, sort, play and return their own hands to their pocket in the board, keeping the cards in their section of the playing table.

### **Managing Events**

- On entry marshal queue
- Administer hand gel
- Move players by table number starting with Table 1 East/West moving to kitchen area
- At end of event marshal exit by table number

**This risk assessment was prepared using a template obtained from the site below.**

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive 10/19

### **Changes in Draft 2**

Two sets of bidding boxes etc and four sets of deals allowing quarantine to be extended to a week (government guidelines 72 hours as of June21st)

Addition of consideration of toilets

Addition of management of outdoor clothing

The phrase “using disposable gloves” adopted as standard

Participants referred to as “players” throughout

Section Numbering completed throughout

### **Changes in Version 3**

Add references to opening windows, face coverings, table size and player confirmation when accepting booking.

### **Changes in Version 4**

| [Add references to](#) requiring proof of vaccination taking place at least 21 days before session. Change movements to include up to one hesitation table.