COLCHESTER DUPLICATE BRIDGE CLUB

CONTROL OF COVID VIRUS TRANSMISSION DURING CLUB SESSION - RISK ASSESSMENT (19th August 2021)

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| **What are the hazards** | **Who might be harmed and how** | **What controls are required** | **Any additional requirements** | **Action to be taken by** | **Action to be taken when** |
| 1. **ON ARRIVAL**
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| **Transmission of virus via inhaling droplets** |
| Insufficient social distancing | Club members | Ensure no crowded entry Assignment of seating on entry |  | Committee memberDirector | On arrivalOn entry |
| **Transmission of virus via surface contamination** |
| Touching Venue surfaces | Club members | Thorough cleaning of Hall |  | Hall cleaners | Prior to arrival |
| Touching other members’ coats | Club members | Segregation of clothing  | Staggered retrieval at end of session | Committee member | On entry/exit |
| Infected members contaminating surfaces  | Other Club members  | Immediate use of hand sanitizer on entry | Signage to emphasize members must maintain good personal hygiene throughout proceedingsSignage to emphasize members should not attend if they develop COVID symptom | All players | On entry |
| 1. **DURING PLAY**
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| **Transmission of virus via inhaling droplets** |
| Insufficient information or instruction  | Club members | Verbal briefing re all aspects of arrangements in place | Risk Assessment and other relevant information on notice board | Director | Before commencement of play |
| Insufficient social distancing | Club members | Tables spaced as far apart as reasonably practicableDisposable face masks availableOrderly movement between roundsEnsure good room ventilation during session | Masks to be worn at table on request of players | Committee memberPlayersDirectorDirector | On setting upDuring playBetween roundsDuring session |
| **Transmission of virus via surface contamination** |
| Touching contaminated Bridge sundries  | Club members | Boards pre-dealt before sessionBridgemates only to be touchedby NBidding boxes to move with E/WAntiseptic hand wash to be available on every table for use prior to every table movement | Boards to be untouched for a week before redealing and Dealer to prepare boards a week before they are played Bridgemates to be untouched between weekly sessionsBoxes to be untouched between weekly sessions | DealerScorerCommittee membersCommittee members | Prior to sessionPrior to sessionPrior to session |
| Touching computer | Scorer | Only the scorer to use the computer |  | Scorer | During session |
| Touching catering equipment | Club members | Players to bring own refreshments if required and remove any waste materials | Any waste materials to be taken away by user | Players | Prior to, and after, session |
| Handling cash | Treasurer | Exact table money (£3/head) preferred |  | Treasurer | Before play starts |
| Use of toilets | Club members | Hand wash, antiseptic wipes and paper towels in all toilets  | Verbal instruction will be given re use of toilets during induction | Director | Prior to play |