

Risk Assessment Template

What are the Hazards?	Who might be harmed and how?	What controls are required?	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?	GBC Plans
Transmission of Corona virus from player to player while attending bridge playing session:						
1 Through touching hard surfaces or equipment already touched by infected person.						
1.1 Venue Features: External handrail, door knobs, light switches, etc.	Players, staff, visitors, volunteers acquiring virus by touching contaminated objects or surfaces.	<p>Things to consider:</p> <ul style="list-style-type: none"> Ensuring hard surfaces at the venue are as likely as possible to be virus free at start of session. Cleaning and disinfect objects and surfaces that are likely to be touched regularly. Propping doors open as far as possible. Providing hand washing facilities or hand sanitiser for all people coming into the club 	<p>Further things to think about:</p> <p>Staff/volunteers regularly reminded to ensure cleaning procedures carried out</p> <p>Consider the use of checklist for cleaning points</p> <p>Asking players, visitors, staff and volunteers to wash or sanitise their hands upon arrival</p>	Liz/Robert	Before each tournament	Clean table tops, handles, surfaces, toilets Couches not to be used Hand Sanitiser at each table and at entry. Signs as 1.6

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1.2 Venue Features: Catering Equipment	Player acquiring virus by touch.	Consider: <ul style="list-style-type: none"> No catering Players being asked to bring and take away any drinks and drinking vessels for their own use. 	Ensure that players are aware of procedures	Liz/Robert	Agreed before reopening	Tea/Coffee/ Cold drinks/ Biscuits as part of Bridge fee of £5. Table service only Signs as 1.6
1.3 Cash Handling	Player acquiring virus by touch.	Consider: <ul style="list-style-type: none"> No cash handling. Contactless card reader Players paying for the session by prior bank transfer of table money 	Ensure that players aware of procedures	Barry/Liz/ Robert	Card reader required before reopening. Stand alone machine to be purchased	As suggested Signs as 1.6

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1.4 Coats and Hats	Player acquiring virus by touching another player's contaminated clothing	Consider allocated coat pegs, plastic crates for storage of outdoor wear, asking player to keep coats, etc. with them. Will depend on the club's premises.	Consider staggered arrival and leaving times so that players do not congregate around coats, etc. when arriving or leaving. Ask players to socially distance when arriving and leaving. Consider a "marshal" to make sure that social distancing is being observed.	Stephanie	Before reopening	New Coat rail. Coats must not be hung in toilets to be positioned at current table 4 Signs as 1.6
1.5 Toilets Toilets will be available during the session	Areas in toilets may be contaminated by one player and touched by another	Consider the following: <ul style="list-style-type: none"> • Placing antiseptic hand wash in each toilet • Placing antiseptic wipes in each toilet • Ensuring disposable paper towels are available • Instructing players to wipe surfaces (BIN the paper towels) and then use handwash thoroughly after using toilet 	Consider placing signage that explains current hand washing guidance Instruct players to maintain social distancing if queueing.	Robert /Liz	Before reopening	Wipes etc bought Signs as 1.6

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1.6 Players bringing the virus into the club on their hands	Players may contaminate surfaces or equipment	<ul style="list-style-type: none"> Consider the following: Clear signage confirming the symptoms of coronavirus and ask players not to attend if they are showing any symptoms Providing hand washing facilities or hand sanitiser for all people coming into the club 	<p>Consider sending a questionnaire to players asking them to confirm they do not have symptoms and have received Covid 19 vaccine treatment.</p> <p>Temperature check players upon arrival at the club.</p> <p>Regularly remind staff, volunteers and members not to attend if they are showing any symptoms</p>	Barry	Before reopening	New Signs Details to be confirmed including asking people not to attend if unwell. Floor Arrows and Door Notices. Barry to arrange, consult with committee/ Robert

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1.7 Bridge Club Equipment: Duplicate Boards and Playing Cards Preparation before Session	Player acquiring virus by touching contaminated cards or boards	Some examples you may want to consider <ul style="list-style-type: none"> • Wiping boards clean before duplication • Storing cards for 72 hours before reuse. • Preparing boards to 72 hours before session or using disposable gloves when dealing. • Preparing a set of boards for each table. • Wearing disposable gloves when storing and when distributing boards to tables. 	If relevant, ensuring sufficient number of sets of boards and playing cards are available.	Robert	Before each tournament	As suggested except only one set of boards per tournament

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1.9 Bridge Club Equipment: Duplicate Boards and Playing Cards Use During Session	Player acquiring virus by touch.	Something along these lines : <ul style="list-style-type: none"> • 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. • 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. • Players will only touch the unique side of the board containing their cards but will not touch any other part of it. • 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. • South will use sanitising wipes to clean the table top and E/W seats between boards, as East and West players move tables. 	Ensure players are aware. Consider signage to remind players of the systems in operation. Provide sanitising wipes and tissues at each table.	Robert/ North East/West Barry	Before/During each tournament During each tournament	N places the board on the table. E/W move the boards at the end of the round, collecting and carrying Instruction card on each table

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1.11 Bridge Club Equipment: Table Numbering Signs	Player acquiring virus by touch.	Things to consider: <ul style="list-style-type: none"> Table numbering signs are permanently displayed on the walls. 	No further action required.	Robert	Before reopening	Reduce tables to 12. Renumber tables in order. Use BridgeWebs booking system for members.
1.12 Bridge Club Equipment: Table covers	Player acquiring virus by touch.	Consider: <ul style="list-style-type: none"> Cleaning with disinfectant and allowing to dry between sessions 		Liz	Before each Tournament	Spray clean and leave to dry
1.13 Bridge Club Equipment: Scoring Laptop	Player acquiring virus by touch.	Consider: <ul style="list-style-type: none"> Players told not to touch any laptops used for scoring. Laptops to be wiped clean after every use 	Consider providing sanitising wipes for electronic equipment.	Robert/Liz	Before each tournament	Sanitising wipes at each table

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2 Through inhaling droplets breathed out by infected person.						
2.1 Players standing or walking without observing social distancing.	Player acquiring virus by airborne droplet.	Consider arrangement of social distancing signage or floor signs to encourage social distancing		Barry	Before reopening	New table top extenders to extend size of tables Recommend all Players and Staff wear masks on Club premises. To be confirmed on August 12th
2.2 Players clustering as they approach the building.	Player acquiring virus by airborne droplet.	Consider marshalling players into a queue if necessary, with appropriate social distancing	Consider appointing a "marshal" to ensure social distancing is maintained	Barry/ Committee	Before reopening	Additional Signs see 1.6
2.3 Players passing each other without distancing as they fill the tables.	Player acquiring virus by airborne droplet.	Consider marshalling players into a queue if necessary, to fill places at the table.		Barry/ Committee	Before reopening Before reopening	Additional Signs See 1.6 One-way system for moving between tables. Committee member to act as Table Marshall

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2.4 Players passing each other without distancing as they leave.	Player acquiring virus by airborne droplet.	Consider asking players to collect outdoor clothing etc, and leave, socially distanced, by table number as instructed.		Robert	Before reopening	Open door at the end of the tournament
2.5 Players breathing on each other at the table	Player acquiring virus by airborne droplet.	Consider using face shields Alternatively, or as well as, ask players to wear disposable face masks at the table.	Consider making tissues and bins easily accessible, and having enough supplies of face shields and masks for players to change them if necessary.	Liz		Additional Bins?
2.6 Players breathing on each other as they move at the start of each round	Player acquiring virus by airborne droplet.	Consider marshalling moves for maximum distance between the East/West pairs as they move. Players to only move when instructed.		Committee	Before reopening	Additional Signs See 1.6
2.7 Players clustering to see results screen at end of play	Player acquiring virus by airborne droplet.	Consider not displaying PC results screen which may encourage people to congregate.		Robert	Before each tournament	Screens off, no results displayed Winners announced

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2.8 Players inhaling virus due to inadequate ventilation.	Player acquiring virus by airborne droplet.	Consider partially or fully opening windows and opening doors to increase natural ventilation. Consider use of air extractor units (e.g. Xpelair window extractor fans) to increase natural ventilation by expelling air to outside of the building.	Consider carrying out a ventilation survey to measure current air movement within rooms, and to identify opportunities to improve further.	Robert	Before reopening Before each tournament	2 Rensair units for the club. Rensair units switched on for 1 hour prior

Additional Info

Lewis Geneen appointed Club Covid Officer

When emailing members with reopening details, stress that everyone must have had 2 vaccines

Limit club tournaments to 12 tables

Reopen with 2 tournaments per week, Monday evening and Wednesday afternoon.