

Risk assessment template

Bridge Club name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

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?	Done
<p>Transmission of Corona virus from player to player while attending bridge playing session:</p>						
<p>1 Through touching hard surfaces or equipment already touched by infected person.</p>						
<p>1.1 Venue Features: Door Knobs, light switches, etc.</p>	<p>Players, staff, visitors, volunteers acquiring virus by touching contaminated objects or surfaces.</p>	<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 in to 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 on arrival</p>			

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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 • Providing disposable cups and plates if catering supplied 	Ensure that players are aware of procedures			
1.3 Cash Handling	Player acquiring virus by touch.	Consider: <ul style="list-style-type: none"> • No cash handling. • Players paying for the session by prior bank transfer of table money 	Ensure that players aware of procedures			

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1.4 Coats and Hats	Player acquiring virus by touching another player's contaminated clothing	<p>Consider allocated coat pegs, plastic crates for storage of outdoor wear, asking player to keep coats, etc. with them.</p> <p>Will depend on the club's premises.</p>	<p>Consider staggered arrival and leaving times so that players do not congregate around coats, etc. when arriving or leaving.</p> <p>Ask players to socially distance when arriving leaving.</p> <p>Consider a "marshal" to make sure that social distancing is being observed.</p>			
1.5 Toilets Toilets will be available during the session	Areas in toilets may be contaminated by one player and touched by another	<p>Consider the following:</p> <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) and then use handwash thoroughly after using toilet • Instructing players to maintain social distancing if queueing. 	<p>Consider placing signage that explains current hand washing guidance</p>			

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<p>1.6 Players bringing the virus into the club on their hands</p>	<p>Players may contaminate surfaces or equipment</p>	<p>Consider the following:</p> <ul style="list-style-type: none"> • 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 in to the club 	<p>Consider sending a questionnaire to players asking them to confirm they do not have symptoms</p> <p>Regularly remind staff, volunteers and members not to attend if they are showing any symptoms</p>			

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<p>1.7 Bridge Club Equipment:</p> <p>Duplicate Boards and Playing Cards Preparation before Session</p>	<p>Player acquiring virus by touching contaminated cards or boards</p>	<p>Some examples you may want to consider:</p> <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. 	<p>If relevant, ensuring sufficient number of sets of boards and playing cards are available.</p>			

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<p>1.8 Bridge Club Equipment:</p> <p>Bidding Boxes</p>	<p>Player acquiring virus by touch.</p>	<p>Possible action you might take:</p> <ul style="list-style-type: none"> • Storing bidding boxes for 72 hours prior to usage. • Wearing disposable gloves when putting bidding boxes on tables. • Bidding boxes only being used by one player during the session. • East and West taking their bidding boxes with them each time they move. 	<p>Ensure sufficient sets of bidding boxes to enable 72 hours “quarantine” of bidding boxes between sessions.</p>			

<p>1.9 Bridge Club Equipment:</p> <p>Duplicate Boards and Playing Cards</p> <p>Use During Session</p>	<p>Player acquiring virus by touch.</p>	<p>Consider something along the following lines:</p> <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 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. 	<p>Ensure players are aware.</p> <p>Consider signage to remind players of the systems in operation.</p>			
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<p>1.10 Bridge Club Equipment:</p> <p>Scoring Tablets</p>	<p>Player acquiring virus by touch.</p>	<p>Consider the following:</p> <ul style="list-style-type: none"> • Scoring tablets/bridgemates to be stored for 72 hours prior to usage.. • Disposable gloves being worn when putting scoring tablets/bridgemates on tables. • Instructing North only to enter scores, to show East / West for their agreement, and then to press “Yes” in their sight. 	<p>Ensure sufficient number of scoring tablets/bridgemates to allow for 72 hour storage prior to session.</p>			

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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 being stored for at least 72 hours before each session or wiped clean after every session with a sanitising wipe. • Disposable gloves being worn when putting table numbers on tables. • Players instructed not to touch them. 	Ensure staff and volunteers are clear about procedures. Consider using a checklist.			
1.12 Bridge Club Equipment: Table covers	Player acquiring virus by touch.	Consider: <ul style="list-style-type: none"> • Laundering table covers between sessions; or • Steam cleaning table covers between sessions; or • Cleaning with disinfectant and allowing to dry between sessions 				

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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. • Staff/volunteers to use their own laptop if possible • Laptops to be wiped clean after every use 	Consider providing sanitising wipes for electronic equipment.			
2 Through inhaling droplets breathed out by infected person.						
2.1 Players standing or walking without observing social distancing in the car park	Player acquiring virus by airborne droplet.	Consider arrangement of parking spaces, social distancing signage or floor signs to encourage social distancing				
2.2 Players clustering as they approach the annex.	Player acquiring virus by airborne droplet.	Arrange for players to queue if necessary, with appropriate social distancing	Consider appointing a “marshal” to ensure social distancing is maintained			
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.				

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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.				
2.5 Players breathing on each other at the table	Player acquiring virus by airborne droplet.	<p>Consider using clear plastic screens on the tables from corner to corner. Screens will be wiped with antiseptic wipes before and after each session.</p> <p>Alternatively, or as well as, offer disposable face masks for players to wear at the table.</p>	Consider making tissues and bins easily accessible, and having enough supplies of face masks for players to change them if necessary.			
2.6 Players breathing on each other as they move at the start of each round	Player acquiring virus by airborne droplet.	<p>Consider marshalling moves for maximum distance between the East/West pairs as they move.</p> <p>Players to only move when instructed.</p>	Consider removing rolling results screens which may encourage people to congregate.			