

# West Nottingham Chess Club Risk Assessment

**August 2021**

## **Introduction**

This risk assessment template has been provided for use by chess organisers to help assess potential risks for club or other chess related events with some potential mitigating actions for consideration.

Organisers should always review whether a proposed event is safe to run based on Government restrictions in force at the time and their own local circumstances. They must take responsibility for any event they decide to put on, with suitable risk assessments, mitigation arrangements and precautions.

Organisers should also note that there is an overriding requirement to follow government regulations and legal requirements in force at the time for the player and spectator group involved, including specific restrictions and regulations in force for the relevant steps in the government pathway.

In addition organisers will need to comply with the regulations for specific venue types, and organisers of adult and senior tournaments will be considering different regulations from junior organisers.

**Chess Club: West Nottingham**

**Assessment carried out by: Simon Scott**

**Date of next review: July 2022**

**Date assessment was carried out: 5/8/21**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What controls should be considered?</b>	<b>Proposed action (if appropriate) owner</b>	<b>When should the action be done?</b>
1.1 Symptomatic infected players attending the venue	Players, parents or guests	Possible actions: <ul style="list-style-type: none"> <li>• Clear signage confirming the symptoms of coronavirus and asking players not to attend if they are showing any symptoms</li> </ul>	Maintain clear signage at entry of symptoms	Before first session
1.2 Asymptomatic infected players attending the venue	Players, parents or guests	Possible actions: <ul style="list-style-type: none"> <li>• Ask players to carry out a PCR or lateral flow test before the event and bring the results to the event</li> </ul>	Maintain clear signage to remind people not to attend if in close contact with any confirmed cases	Before first session
1.3 Vulnerable players contracting the virus	Vulnerable attendees	Possible actions: <ul style="list-style-type: none"> <li>• Advise potential attendees of risks and precautionary measures in advance</li> </ul>	Advise potential attendees of risks and precautionary measures in advance	Before first session
1.4 Players contracting the virus after the event	Attendees and others they come into contact with	Possible actions: <ul style="list-style-type: none"> <li>• Maintain a register of players, parents and guests</li> <li>• Consider implementing track and trace at the event.</li> <li>• Attendees required to have the NHS track and trace app on their phone and scan their details</li> </ul>	Maintain a register of players, parents and guests	Updated at every session

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1.5 Attendance exceeds COVID-safe limits for the venue or parts of the venue	Attendees	Possible actions: <ul style="list-style-type: none"> <li>• Work with venue to observe agreed venue limits and precautions</li> <li>• Stagger arrivals/departures to avoid bottlenecks in entrance ways/exit routes</li> <li>• Ensure sufficient space for parents in waiting areas</li> <li>• Consider excluding spectators from the playing area or the event</li> </ul>	Request parents do not stay in venue during junior session  Separate and stagger playing tables, with one board per table	During every session  During every session
2.1 Players standing or walking without observing social distancing in car park	Player acquiring virus by airborne droplet	Possible action you may take: <ul style="list-style-type: none"> <li>• Arrangement of parking spaces</li> <li>• Social distancing signage</li> <li>• Floor signs to encourage social distancing</li> <li>• Mandatory wearing of face masks</li> </ul>	Remind players and parents of safe use of car park	Before first session
2.2 Players clustering as they approach the playing hall	Player acquiring virus by airborne droplet	Possible action you may take: <ul style="list-style-type: none"> <li>• Arrange for players to queue if necessary, with appropriate social distancing</li> <li>• Stagger arrival times</li> <li>• Mandatory wearing of face masks</li> </ul>	Encourage use of face coverings in venue  Ensure masks and hand sanitiser available	During every session
2.3 Players passing each other without distancing as they take their places	Player acquiring virus by airborne droplet	Possible action you may take: <ul style="list-style-type: none"> <li>• Marshalling players into a queue if necessary</li> <li>• Mandatory wearing of face masks whilst in the playing hall</li> </ul>	Encourage use of face coverings in rooms  Ensure masks and hand sanitizer available	During every session

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2.4 Players passing each other without distancing as they leave	Player acquiring virus by airborne droplet	Possible action you may take: <ul style="list-style-type: none"> <li>• Asking players to collect outdoor clothing etc, and depart socially distanced, by table number if instructed</li> <li>• Stagger departure times</li> </ul>	Encourage use of face coverings until departed Ensure masks and hand sanitiser available	During every session
2.5 Players breathing on each other at the table	Player acquiring virus by airborne droplet	Possible action you may take: <ul style="list-style-type: none"> <li>• Players will be advised to bring their own face mask, to be worn at all times in the playing venue</li> <li>• Clubs have a stock of disposable single use face masks to use as necessary</li> <li>• Ensuring layout of the playing tables fulfils social distancing guidance in place at the time (currently two metres or one metre with mitigation)</li> <li>• Action recommended in HMG Ventilation Guidance – <a href="#">HMG guidance - ventilation-of-indoor-spaces</a></li> <li>• Ensuring playing venue and waiting areas properly ventilated, with windows open and doors propped open. (Note that this should be done in line with HMG guidelines and without compromising safety or security).</li> <li>• Ensuring trickle vents or grilles are open and not blocked.</li> <li>•</li> </ul>	Encourage use of face coverings Ensure masks and hand sanitiser available Maintain good ventilation with open windows and doors where practical Tables are separated and staggered	During every session

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2.6 Players breathing on each other as they change opponents	Player acquiring virus by airborne droplet	Possible action you may take: <ul style="list-style-type: none"> <li>• Masks to be worn at all times</li> <li>• Names and board numbers called at the start of each round</li> <li>• Where a session is less formal with more staggered start times, players should be instructed to maintain social distancing at all times</li> <li>• Ensure layout of the playing tables fulfils social distancing guidance in place at the time</li> </ul>	Encourage use of face coverings Ensure masks and hand sanitiser available Maintain good ventilation with open windows and doors where practical	During every session
3.1 Venue Features: Door Knobs, light switches, etc.	Players, staff, visitors, volunteers acquiring virus by touching contaminated objects or surfaces	Things to consider: <ul style="list-style-type: none"> <li>• Ensuring hard surfaces at the venue are as likely as possible to be virus free at start of session</li> <li>• Cleaning and disinfect objects and surfaces that are likely to be touched regularly. Propping doors open as far as possible</li> <li>• Providing hand washing facilities or hand sanitiser for all people coming into the club</li> </ul>	Ensure masks and hand sanitiser available	During every session
3.2 Venue Features: Catering Equipment	Player acquiring virus by touch	Consider: <ul style="list-style-type: none"> <li>• No catering</li> <li>• Players bring own food/ drinks</li> </ul>	Players to bring own water bottles. If kitchen facilities are in use, ensure the equipment and cutlery fully cleaned at end of sessions.	Updated at every session

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3.3 Cash Handling	Player acquiring virus by touch	Consider: <ul style="list-style-type: none"> <li>No cash handling</li> <li>Payments by prior bank transfer of (entry) fees</li> <li>Only accepting cheques/ exact amounts, and quarantining cash for 72 hrs</li> </ul>	Subs to be deposited in container so can be transferred safely at end of the session	During every session
3.4 Coats and Hats	Player acquiring virus by touching another player's contaminated clothing	Consider: <ul style="list-style-type: none"> <li>Allocated coat pegs suitably spaced out</li> <li>Plastic crates for storage of outdoor wear</li> <li>Ask players to bring the minimal amount of outdoor clothing</li> </ul>	Outdoor clothing to be retained by player or parent	During every session
3.5 Toilets Toilets will be available during the session	Areas in toilets may be contaminated by one player and touched by another	Possible action you may take: <ul style="list-style-type: none"> <li>Placing antiseptic hand wash in each toilet</li> <li>Placing antiseptic wipes in each toilet</li> <li>Instructing players to maintain social distancing if queueing</li> </ul>	Signage to remind players of hygiene routines Hand sanitiser available	During every session
3.7 Chess Club Equipment: Tables and chairs	Player acquiring virus by touching contaminated furniture	Possible action you may take: <ul style="list-style-type: none"> <li>Wiping tables and chairs clean before start of each session</li> <li>Encouraging players not to move furniture unnecessarily during the playing session</li> <li>Wearing disposable gloves when arranging the furniture and equipment prior to the playing session</li> <li>Keeping movement of players/changes of opponent to a minimum during the playing session</li> </ul>	Clean hard surfaces such as tables and chairs before returning to storage areas	During every session

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<p>3.8 Chess Club Equipment:</p> <p>Boards</p>	<p>Player acquiring virus by touch</p>	<p>Possible action you might take:</p> <ul style="list-style-type: none"> <li>• Storing boards for 72 hours prior to usage</li> <li>• Cleaning boards prior to the start of each playing sessions</li> <li>• Wearing disposable gloves when putting boards and other equipment on tables</li> <li>• Boards not to be moved during playing session</li> </ul>	<p>Disinfectant spray and wipes available when players switch boards/pieces</p>	<p>During every session</p>
<p>3.9 Chess Club Equipment:</p> <p>Clocks</p>	<p>Player acquiring virus by touch</p>	<p>Possible action you may take:</p> <ul style="list-style-type: none"> <li>• Quarantine clocks for 72 hours prior to use</li> <li>• Clocks to be laid out at start of session using gloves, and not moved unnecessarily until the playing session has ended</li> <li>• Preset time controls on clocks before the start of each playing session</li> <li>• Provision of adequate wipes and bins for players to clean clocks periodically during the playing session when necessary</li> </ul>	<p>Disinfectant spray and wipes available when players switch boards or side</p>	<p>During every session</p>

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3.10 Chess Club Equipment:  Pieces	Player acquiring virus by touch	Possible action you may take: <ul style="list-style-type: none"> <li>As with FIDE regs for blind players, use two boards for each match up, including calling out the moves</li> <li>Providing each player with his own set of pieces for the playing session. For informal games, relaxing normal playing conventions (eg removing your own pieces from the board when taken)</li> <li>When playing the same opponent informally with opposite colour, retain the same pieces but swap K &amp; Q around</li> <li>Provision of adequate hand sanitizing dispensers in the playing hall for use throughout the playing session</li> </ul>	Disinfectant spray and wipes available when players switch boards/pieces	During every session
3.12 Chess Club Equipment:  Scorecards and pens	Player acquiring virus by touch	Possible action you may take: <ul style="list-style-type: none"> <li>Instructing players to use their own pens</li> <li>Adequate supply of scoresheets on each table prior to the start of each playing session</li> <li>Players to take scoresheets home</li> </ul>	Players to use own scorecards and pens  If scoresheets needed, players to take their own from a pile provided	During every session
3,13 Equipment:  Other equipment	Player acquiring virus by touch	Possible action you may take: <ul style="list-style-type: none"> <li>Demonstration boards to be used by one person only for the duration of the session</li> <li>Hand cleansing prior to reading books or magazines, or using single purpose disposable gloves when reading. Quarantine literature for 72 hours after session</li> </ul>	Demonstration board to be used by owner only  Books to be available on request only	During every session