

# Risk assessment template

Chess 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 should be considered?	What further action should you consider taking to control the risks?	Who should carry out the action if adopted?	When should the action if adopted be carried out by?	Done
<b>Transmission of Corona virus from player to player while attending chess playing session:</b>						
<b>1 Through touching hard surfaces or equipment already touched by infected person.</b>						
<b>1.1 Venue Features: Door Knobs, light switches, etc.</b>	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>	Further things to think about: <ul style="list-style-type: none"> <li>Staff/volunteers regularly reminded to ensure cleaning procedures carried out</li> <li>Consider the use of checklist for cleaning points</li> <li>Asking players, visitors, staff and volunteers to wash or sanitise their hands on arrival, and then regularly throughout the playing session</li> </ul>			

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<b>1.2 Venue Features: Catering Equipment</b>	Player acquiring virus by touch	Consider: <ul style="list-style-type: none"> <li>• No catering</li> <li>• Players being asked to bring and take away any drinks and drinking vessels for their own use</li> </ul>	Ensure that players are aware of procedures			
<b>1.3 Cash Handling</b>	Player acquiring virus by touch	Consider: <ul style="list-style-type: none"> <li>• No cash handling</li> <li>• Players paying for the session by prior bank transfer of (entry) fees</li> <li>• Only accepting cheques/exact amounts, and quarantining cash for 72 hrs</li> </ul>	Ensure that players are aware of procedures			

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<b>1.4 Coats and Hats</b>	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>	Consider: <ul style="list-style-type: none"> <li>• Staggered arrival and leaving times so that players do not congregate around coats, etc. when arriving or leaving</li> <li>• Ask players to socially distance when arriving and leaving</li> <li>• Consider a "marshal" to make sure that social distancing is being observed</li> </ul>			

<p><b>1.5 Toilets</b></p> <p><b>Toilets will be available during the session</b></p>	<p><b>Areas in toilets may be contaminated by one player and touched by another</b></p>	<p>Possible action you may take:</p> <ul style="list-style-type: none"> <li>• Placing antiseptic hand wash in each toilet</li> <li>• Placing antiseptic wipes in each toilet</li> <li>• Ensuring disposable paper towels are available</li> <li>• Instructing players to wipe surfaces (BIN) and then use handwash thoroughly after using toilet</li> <li>• Instructing players to maintain social distancing if queueing</li> </ul>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Placing signage that explains current hand washing guidance in the rest room area</li> </ul>			
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<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>Possible action you may take:</p> <ul style="list-style-type: none"> <li>• Clear signage confirming the symptoms of coronavirus and ask players not to attend if they are showing any symptoms</li> <li>• Providing hand washing facilities or hand sanitiser for all people coming into the club</li> </ul>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Sending a questionnaire to players asking them to confirm they do not have symptoms</li> <li>• Regularly reminding staff, volunteers and members not to attend if they are showing any symptoms</li> <li>• Signage throughout the playing venue promoting hand washing</li> </ul>			

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<p><b>1.7 Chess Club Equipment:</b></p> <p><b>Tables and chairs</b></p>	<p>Player acquiring virus by touching contaminated furniture</p>	<p>Possible action you may take:</p> <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>• Discouraging players from storing coats etc. on chair backs</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>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Planning the playing session well in advance, with room layout and instructions properly communicated to members</li> <li>• Room layout and boards etc. should be in place in advance of players' arrival</li> </ul>			

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<p><b>1.8 Chess Club Equipment:</b></p> <p><b>Boards</b></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>Consider:</p> <ul style="list-style-type: none"> <li>• Signage to remind players of the new protocols that need to be in place</li> <li>• The extra space that will be needed between boards to maintain social distancing will reduce the number of players able to play</li> </ul>			

<p><b>1.9 Chess Club Equipment:</b></p> <p><b>Clocks</b></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>Consider:</p> <ul style="list-style-type: none"> <li>• Signage to remind players of the need to clean clocks regularly during the playing session</li> </ul>			
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<p><b>1.10 Chess Club Equipment:</b></p> <p><b>Pieces</b></p>	<p>Player acquiring virus by touch</p>	<p>Possible action you may take:</p> <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>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Location of hand sanitisers, making the cleaning of hands easier</li> <li>• For informal games, players being co-operative to avoid risk of contamination by touching only your own pieces</li> <li>• Any adjustments to playing protocols must be made within the laws of chess if a game is to formally graded. The use of two boards for the same game would be acceptable</li> </ul>			

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<p><b>1.11 Chess Club Equipment:</b></p> <p><b>Table Numbering Signs</b></p>	<p>Player acquiring virus by touch</p>	<p>Possible action you may take:</p> <ul style="list-style-type: none"> <li>• Table numbering signs being stored for at least 72 hours before each session or wiped clean after every session with a sanitising wipe</li> <li>• Disposable gloves being worn when putting table numbers on tables</li> <li>• Players instructed not to touch them</li> </ul>				
<p><b>1.12 Chess Club Equipment:</b></p> <p><b>Scorecards and pens</b></p>	<p>Player acquiring virus by touch</p>	<p>Possible action you may take:</p> <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>				

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<p><b>1.13 Chess Club Equipment:</b></p> <p><b>Other equipment</b></p>	<p>Player acquiring virus by touch</p>	<p>Possible action you may take:</p> <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>				
<p><b>2 Through inhaling droplets breathed out by infected person.</b></p>						
<p><b>2.1 Players standing or walking without observing social distancing in car park</b></p>	<p>Player acquiring virus by airborne droplet</p>	<p>Possible action you may take:</p> <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>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Adjustments necessary to take social distancing fully into account will be different for each venue. Clubs should individually assess their playing hall to ensure risk of Covid 19 infection is minimized, including entry and exit routes, and playing areas</li> </ul>			

<p><b>2.2 Players clustering as they approach the playing hall</b></p>	<p>Player acquiring virus by airborne droplet</p>	<p>Possible action you may take:</p> <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>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Ensuring players are aware</li> <li>• Appointing a “marshal” to ensure social distancing is maintained</li> </ul>			
<p><b>2.3 Players passing each other without distancing as they take their places</b></p>	<p>Player acquiring virus by airborne droplet</p>	<p>Possible action you may take:</p> <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>				

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<p><b>2.4 Players passing each other without distancing as they leave</b></p>	<p>Player acquiring virus by airborne droplet</p>	<p>Possible action you may take:</p> <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>				

<p><b>2.5 Players breathing on each other at the table</b></p>	<p>Player acquiring virus by airborne droplet</p>	<p>Possible action you may take:</p> <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>• Ensuring playing venue is properly ventilated, with windows open and doors propped open</li> </ul>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Planning the room layout, with the venue management, well ahead of the playing session, in accordance with the HM Government guidance in place at the time</li> <li>• Ensure room is laid out in accordance with the plan</li> <li>• If as is likely the number of playing boards is reduced, using a booking system to ensure numbers of players do not exceed maximum capacity</li> <li>• Playing games on two boards, facing the same direction with clock between players, moves called out as in blind chess (games played using this method are suitable for grading submission)</li> </ul>			
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<p><b>2.6 Players breathing on each other as they change opponents</b></p>	<p>Player acquiring virus by airborne droplet</p>	<p>Possible action you may take:</p> <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>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• With the planned room layout, including a one-way path around the room from which players can access their table</li> <li>• Effectively communicating the room layout and walkways in advance to members attending</li> <li>• HM Government guidance on use of community facilities is that players should only interact socially with two households in any location. Until the guidance changes, it may be necessary to restrict players to one opponent per playing session</li> </ul>			
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