

# Risk assessment template

## Version 5 – July 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 Spring pathway —

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963491/COVID-19\\_Response\\_-\\_Spring\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963491/COVID-19_Response_-_Spring_2021.pdf)  
<https://www.englishchess.org.uk/covid-spring-response-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.

Given that context, the template provides a basic set of good practice COVID precautions which organisers may want to consider in making their decisions for Steps Three and Four onwards.

The list of precautions/ mitigations is a draft list pending any more detailed guidance from HMG or DCMS on what precautions may still be required once Step Four starts (on or after July 19th). We will reference any more detailed HMG/ DCMS guidance as this becomes available and we expect to update the precautions list accordingly.

**Chess Club/ Event 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 to control the risks?	Proposed action (if appropriate) & owner	When should the action be done?	Done
<b>Transmission of Corona virus between players, spectators and/ or organisers while attending chess playing session:</b>						
1 General risks including Infected or vulnerable attendees, and venue and event risks						
1.1 Symptomatic infected players attending the venue/ event	Players, parents at junior events 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> <li>• Ask players to confirm they are symptom free as a condition of entry</li> <li>• Implement a registration system with a check on entry</li> <li>• Monitor whether players are still symptom free at multi-day events</li> </ul>	Consider: <ul style="list-style-type: none"> <li>• Temperature checks on entry</li> </ul>			
1.2 Asymptomatic	Players, parents at	Possible actions: <ul style="list-style-type: none"> <li>• Ask players to carry out a PCR</li> </ul>	Consider: <ul style="list-style-type: none"> <li>• Repeat testing for long</li> </ul>			

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infected players attending the venue/ venue	junior events or guests	or lateral flow test before the event and bring the results to the event	duration events			
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> <li>Consider asking for vaccine or COVID health certificate if allowed</li> </ul>				
1.4 Players contracting the virus and passing on 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>				
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>Provide clear instructions in advance to avoid players congregating at the control desk(s)</li> <li>Stagger arrivals/departures to avoid bottlenecks in entrance</li> </ul>	Consider: <ul style="list-style-type: none"> <li>Plan for smaller events or events at multiple locations</li> <li>Hybrid events where appropriate – eg team events with teams geographically separated</li> </ul>			

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		<p>ways/exit routes</p> <ul style="list-style-type: none"> <li>• Ensure sufficient space for parents in waiting areas</li> <li>• Consider containing player groups in event bubbles</li> <li>• Consider excluding spectators from the playing area or the event</li> </ul>				
<b>2 Through airborne transmission from infected person.</b>						
2.1 Players standing or walking without observing social distancing in car park	Player acquiring virus by airborne droplet	<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>			
2.2 Players clustering as they approach the playing hall	Player acquiring virus by airborne droplet	<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> </ul>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Ensuring players are aware</li> <li>• Appointing a “marshal” to ensure social</li> </ul>			

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		<ul style="list-style-type: none"> <li>Mandatory wearing of face masks</li> </ul>	distancing is maintained			
2.3 Players passing each other without distancing as they take their places	Player acquiring virus by airborne droplet	<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>				
2.4 Players passing each other without distancing as they leave	Player acquiring virus by airborne droplet	<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>				
2.5 Players breathing on each other at the table	Player acquiring virus by airborne droplet	<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</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> </ul>			

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		<p>time (currently two metres or one metre with mitigation)</p> <ul style="list-style-type: none"> <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>• Ventilation maintained throughout the event with ventilation breaks.</li> </ul>	<ul style="list-style-type: none"> <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>			
2.6 Players breathing on each other as they change opponents	Player acquiring virus by airborne droplet	<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</li> </ul>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• With the planned room layout, including a one-way path around</li> </ul>			

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		<p>numbers called at the start of each round</p> <ul style="list-style-type: none"> <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>the room from which players can access their table</p> <ul style="list-style-type: none"> <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>			
2.7 Parents or guests in close proximity in waiting areas	Parents or guests	<p>Possible actions:</p> <ul style="list-style-type: none"> <li>Ensure sufficient space in waiting areas outside of the playing area with ventilation arrangements as above</li> </ul>				
3 Through touching hard surfaces or equipment already touched by infected person.						
3.1 Venue Features: Door Knobs, light	Players, staff,	Things to consider:	Further things to think about:			

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switches, etc.	visitors, volunteers acquiring virus by touching contaminated objects or surfaces	<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>	<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>			
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>	Ensure that players are aware of procedures			
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> </ul> Only accepting cheques/ exact amounts, and quarantining cash for 72	Ensure that players are aware of procedures			



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		hrs				
3.4 Coats and Hats	Player acquiring virus by touching another player's contaminated clothing	<p>Consider:</p> <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>	<p>Consider:</p> <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>			
3.5 Toilets Toilets will be available during the session	Areas in toilets may be contaminated by one player and touched by another	<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</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>using toilet</p> <ul style="list-style-type: none"> <li>Instructing players to maintain social distancing if queueing</li> </ul>				
3.6 Players bringing the virus into the club on their hands	Players may contaminate surfaces or equipment	<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> </ul> <p>Providing hand washing facilities or hand sanitiser for all people coming into the club</p>	<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>			
3.7 Chess Club Equipment:  Tables and chairs	Player acquiring virus by touching contaminated furniture	<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> </ul>	<p>Consider:</p> <ul style="list-style-type: none"> <li>Planning the playing session well in advance, with room layout and instructions properly</li> </ul>			

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		<ul style="list-style-type: none"> <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>communicated to members</p> <ul style="list-style-type: none"> <li>Room layout and boards etc. should be in place in advance of players' arrival</li> </ul>			
<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>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>3.9 Chess Club Equipment:</p>	<p>Player acquiring virus</p>	<p>Possible action you may take:</p>	<p>Consider:</p> <ul style="list-style-type: none"> <li>Signage to remind</li> </ul>			

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Clocks	by touch	<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>players of the need to clean clocks regularly during the playing session</p>			
3.10 Chess Club Equipment:  Pieces	Player acquiring virus by touch	<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> </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</li> </ul>			

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		<ul style="list-style-type: none"> <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>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</p>			
<p>3.11 Chess Club Equipment:</p> <p>Table Numbering Signs</p>	Player acquiring virus by touch	<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>3.12 Chess Club Equipment:</p> <p>Scorecards and pens</p>	Player acquiring virus by touch	<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</li> </ul>				

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		<p>prior to the start of each playing session</p> <ul style="list-style-type: none"> <li>• Players to take scoresheets home</li> </ul>				
<p>3,13 Equipment: Other equipment</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>				