RISK ASSESSMENT

(post 19/07/21)

CLACTON CONTRACT BRIDGE CLUB

CONTROL OF COVID VIRUS TRANSMISSION DURING CLUB SESSION

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| **ON ARRIVAL** | | | | | |
| What are the hazards | Who might be harmed and how | What controls are required | Any additional requirements | Action to be taken by | Action to be taken when |
| **Transmission of virus via inhaling droplets** | | | | | |
| Insufficient social distancing | Club members | Supervised parking and staggered entry  Assignment of seating on entry |  | Committee member  Director | On arrival  On entry |
| **Transmission of virus via surface contact** | | | | | |
| Touching Venue surfaces, fixtures, fittings etc | Club members | Thorough cleaning of Hall | Consider cleaning checklist to confirm cleaning | Hall cleaners | Prior to arrival |
| Touching other members contaminated outdoor clothing | Club members | Segregation of clothing onto hooks or stand | Staggered retrieval at end of session | Committee member | On entry/exit |
| Infected members contaminating surfaces | Other Club members | Immediate use of hand sanitizer on entry | Signage to emphasize  members must maintain good personal hygiene throughout proceedings  Signage to emphasize members should not attend if they develop COVID symptom |  |  |
| **DURING PLAY** | | | | | |
| What are the hazards | Who might be harmed and how | What controls are required | Any additional requirements | Action to be taken by | Action to be taken when |
| **Transmission of virus via inhaling droplets** | | | | | |
| Insufficient information or instruction | Club members | Verbal briefing re all aspects of arrangements in place | Risk Assessment and other relevant information on notice board | Director | Before commencement of play |
| Insufficient social distancing | Club members | Tables spaced as far apart as reasonably practicable  Disposable face masks available if desired  Orderly movement between rounds  Ensure good room ventilation during session |  | Committee member  Director | On setting up |
| **Transmission of virus via surface contamination** | | | | | |
| Touching contaminated Bridge sundries | Club members | All setting up to be undertaken wearing gloves  Boards pre-dealt before session  Bridgemates only to be touched  by N  Bidding boxes to move with E/W  Antiseptic hand wash to be available on every table for use prior to every table movement | Dealer to wear gloves and decontaminate boards  Bridgemates to be decontaminated before session  Boxes to be decontaminated before session | Committee member  Scorer  Scorer  Committee members | Prior to session |
| Touching computer | Scorer | Only the scorer to use the computer |  | Scorer |  |
| Touching catering equipment | Club members | Refreshments to be provided for members in disposable tableware | Caterers to wear disposable gloves during preparation and provide table service. All waste materials to be collected in refuse bags and disposed of accordingly | Committee members |  |
| Handling cash | Treasurer | Exact monies to be deposited in a sealable bag. The money will not be processed for 72 hours |  | Treasurer |  |
| Use of toilets | Club members | Hand wash, antiseptic wipes and paper towels to be provided in all toilets | Verbal instruction will be given re use of toilets during induction | Director | Prior to commencement of play |

Assessment by:

Date:

Review date: