

**Risk Assessment Form**

Health, Safety and Welfare Management

# Wanstead & Woodford Chess Club

<b>Description of the task/activity:</b>	<b>Covid-19</b> Playing of chess in an enclosed space in a multi-purpose communal venue.	<b>Location:</b>	Wanstead House Community Association
<b>Name of person(s) completing assessment:</b>	Ian Hunnable, Mark Murrell, Philip Staniland & Peter Nickals	<b>Job title(s):</b>	Covid 19 sub-committee including the safeguarding lead.
<b>Date of this assessment:</b>	<b>28 August 2020</b>	<b>Date of signing:</b>	28 August 2020
<b>Date of next Review:</b>	Review required if there is a significant change or Government guidance changes.		<b>E-signed by the above. Approved by WWCC Committee on 29 August 2020</b>

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Residual Risk Rating (H/M/L)	Are additional controls required (Yes/No) If yes highlight action plan here
<b>Being infected by the Coronavirus</b>	<b>Members, guests and other users of Wanstead House</b>  Risk from environmental exposure (including aerosol), exposure to infected persons, transmission from touching contaminated objects		Wanstead House Community Association ("WHCA") has taken measures to control the hazard within a multi-user environment supported by contractual compliance obligations on users of the House.  These include: <ul style="list-style-type: none"> <li>• Closure to the general public</li> <li>• Ban on attendance in event of Covid-19 symptomology or symptoms of conditions likely to involve higher incidence of coughing or sneezing</li> <li>• Restriction on numbers attending with contractual attendance limits</li> <li>• Track and trace obligations for hirers including use of the car park</li> <li>• High alcohol based sanitising stations at entrance and in common areas</li> </ul>		No.

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			<ul style="list-style-type: none"> <li>• Compulsory wearing of face covering in the indoor common areas</li> <li>• Sanitisation and ventilation of hired rooms before use</li> <li>• Regular sanitisation of door handles, hand-rails and other frequently touched areas.</li> <li>• Social distancing signage</li> <li>• Staggered arrival and departure times</li> <li>• Staggered breaks</li> <li>• Large waiting area to avoid passing on main stairway</li> <li>• Alternative exit in event of congestion</li> <li>• Protective screens for office and bar/café staff</li> <li>• Isolation room in event of display of covid-19 symptoms</li> </ul>		
<p><b>Being infected by the Coronavirus</b></p>	<p><b>Club Members and invited guests during club meetings</b></p> <p>Risk from exposure to infected persons (who may be asymptomatic)</p>		<p>The Club has taken measures to control the hazard including compliance with the Keeping Wanstead House Safe guidance issued by WHCA and satisfying the issued checklist for hirers.</p> <ul style="list-style-type: none"> <li>• Those suffering from medical conditions and at greater vulnerability have been advised to undertake their own evaluation of risk and seek medical advice where appropriate.</li> <li>• If someone becomes unwell with a new, continuous cough or a high temperature, they will be directed to go home and follow the <a href="#">stay at home guidance</a>.</li> <li>• If someone displays flu type symptoms creating a risk of a greater viral load transmission through sneezing or coughing they will be directed to go home to recover.</li> <li>• Pre-registration and sign in required</li> <li>• Social distancing of at least 1m in force</li> <li>• Enforced spacing between players whilst in play</li> <li>• Use of facial coverings mandatory</li> <li>• Avoidance of face to face situations without a barrier</li> <li>• Stewarding in place</li> </ul>		<p>No</p>

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<b>Being infected by the Coronavirus</b>	<b>Club Members and invited guests during club meetings</b>  Risk from environmental exposure including aerosol (out of winter)		The Club has taken measures to control the hazard including satisfying the checklist for hirers issued by WHCA <ul style="list-style-type: none"> <li>• Ventilated playing room (no air-conditioning)</li> <li>• Social distancing of at least 1m in force</li> <li>• Enforced spacing between players whilst in play</li> <li>• Use of facial coverings mandatory</li> <li>• Stewarding in place</li> </ul>		No
<b>Being infected by the Coronavirus</b>	<b>Club Members and invited guests during club meetings</b>  Risk from environmental exposure including aerosol (in winter)		The Club has taken measures to control the hazard including satisfying the checklist for hirers issued by WHCA <ul style="list-style-type: none"> <li>• Variable ventilation in playing room (no air-conditioning)</li> <li>• Social distancing of at least 1m in force</li> <li>• Enforced spacing between players whilst in play</li> <li>• Use of facial coverings mandatory</li> <li>• Stewarding in place</li> </ul>		(1) Consider trade-off between greater through ventilation to avoid build-up of concentration of potential contaminated air and greater risk of contracting winter ailment complications. (2) Consider use of side-by-side only playing arrangement
<b>Being infected by the Coronavirus</b>	<b>Club Members and invited guests during club meetings</b>  Risk from transmission from touching contaminated objects		The Club has taken measures to control the hazard including satisfying the checklist for hirers issued by WHCA <ul style="list-style-type: none"> <li>• Sanitise on entry to playing room</li> <li>• Use of personal board and set for duration of session</li> <li>• Sanitising of chess clock where change of user</li> <li>• Sanitising of playing table</li> <li>• Sanitise on exit from playing room</li> <li>• Wearing of face covering during session</li> <li>• Personal sanitising</li> <li>• At least 116 hours gap before reuse of equipment</li> <li>• Measures in place to minimise handling of cash</li> </ul>		Possibly  Consider potential for touching of hats, coats and bags of individuals by others and whether there is a practical way to minimise this other than by application of common sense. Review practices over first 4 sessions.

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## Wanstead & Woodford Chess Club – Rating Matrix

RISK RATING MATRIX		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

Matrix to calculate the likelihood and impact should the hazard be realised.

Risk Rating	Possible Action to be Taken
LOW (<5)	<ul style="list-style-type: none"> <li>• Club stewards/event organisers may accept risk</li> <li>• Manage by routine processes</li> <li>• Hazard to be reviewed and updated at least quarterly.</li> </ul>
MEDIUM (5-12)	<ul style="list-style-type: none"> <li>• Committee action required to control risk as soon as reasonably practicable</li> <li>• Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level according to degree of impact on attendees</li> <li>• Review arrangements for ventilation and room lay out on session by session basis.</li> <li>• Hazard to be reviewed and updated at least monthly to ensure risk level remains acceptable.</li> </ul>
HIGH (>12)	<ul style="list-style-type: none"> <li>• Immediate Committee action required to further control risk</li> <li>• Likelihood of need to cease club meetings</li> <li>• Notify insurers</li> <li>• Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level</li> <li>• Hazard to be reviewed and updated at least every month to ensure controls remain effective</li> </ul>