

Risk Assessment Form

Health, Safety and Welfare Management

Wanstead & Woodford Chess Club

Description of the task/activity:	Covid-19 Supervised chess training for secondary school children in an enclosed space within a multi-purpose communal venue.	Location:	Wanstead House Community Association
Name of person(s) completing assessment:	Mark Murrell & Ben Harte	Job title(s):	Safeguarding Lead & Junior Organiser
Date of this assessment:	1 December 2020 Winter Plan & revised Tiers Prior assessments: 16 Oct & 11 Sep 2020.	Date of signing:	1 December 2020
Date of next Review:	Review required if there is a significant change or Government guidance changes.		E-signed by the above. Approved by WWCC Committee 1 December 2020

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
Being infected by the Coronavirus	Children attending junior club using the communal parts of WHCA 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"> • Closure to the general public • Ban on attendance in event of Covid-19 symptomology or symptoms of conditions likely to involve higher incidence of coughing or sneezing • Restriction on numbers attending with contractual attendance limits • Track and trace obligations for hirers including use of the car park 		No.

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			<ul style="list-style-type: none"> • High alcohol based sanitising stations at entrance and in common areas • Compulsory wearing of face covering indoors (unless an exemption applies) • Sanitisation and ventilation of hired rooms before use • Regular sanitisation of door handles, hand-rails and other frequently touched areas. • Social distancing signage • Staggered arrival and departure times • Staggered breaks • Large waiting area to avoid passing on main stairway • Alternative exit in event of congestion • Protective screens for office staff • Isolation room in event of display of covid-19 symptoms 		
<p>Being infected by the Coronavirus</p>	<p>Children attending junior club</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"> • Parents & guardians of 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. • If someone becomes unwell with a new, continuous cough or a high temperature, they will be isolated until collection by a parent or guardian is possible and directed to follow the stay at home guidance. • If someone displays flu type symptoms creating a risk of a greater viral load transmission through sneezing or coughing attendance will not be permitted. • Pre-registration required and attendance log kept. • Social distancing of at least 1m in force • Enforced spacing between playing tables 		No

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			<ul style="list-style-type: none"> • Use of facial coverings mandatory for adults and those of secondary school age, save for classroom set up presentations at greater distance. • Avoidance of face to face situations without a barrier • Limit on class size • Segregated working groups where possible during sessions • Supervision in place 		
Being infected by the Coronavirus	Children attending junior club 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"> • Ventilated playing room (no air-conditioning) • Social distancing of at least 1m in force • Enforced spacing between players whilst in play • Use of facial coverings mandatory, save for classroom set up presentations at greater distance. • Limit on class size • Segregated working groups where possible during sessions • Supervision in place 		No
Being infected by the Coronavirus	Children attending junior club 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"> • Variable ventilation in playing room (no air-conditioning) • Social distancing of at least 1m in force • Enforced spacing between players whilst in play • Use of facial coverings mandatory , save for classroom set up presentations at greater distance. • Limit on class size • Segregated working groups where possible during sessions • Supervision in place 		No

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Being infected by the Coronavirus	Children attending junior club 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"> • Supervision in place • Sanitise on entry and exit to playing room • Board and set for personal use for duration of session • Sanitising of chess clock & where change of user • Sanitising of playing table • Segregated working groups where possible during sessions • Wearing of face covering during session, save for classroom set up presentations at greater distance. • Personal sanitising • At least 116 hours gap before reuse of equipment • Hats, coats and bags of members during our September sessions through the application of common sense did not give rise to issues of touch by others, with sufficient room space available. 		No.
Being infected by the Coronavirus	Working with children supervisors and other adults at Junior Club		See Risk Assessment of 28 th August 2020 (for circumstances of the risk to adults where Rule of 6 for social gatherings is not applicable or not always possible). The introduction of the Rule of 6 restrictions in mid-September 2020 and the further tiered levels of increased risk status in mid-October did not result in any material changes in the advice of HM Government in respect of youth (to age 25) or children's activities in out of school settings (to age 18). The Winter Plan and revised Tiers effective from 2 nd December 2020 envisage activities for under 18s regardless of tier. The Club adopts practices for the workplace for its volunteers including ventilation, sanitisation, social distancing, use of face coverings and handling contaminated objects as set out in the 28 th August 2020 assessment.		No further measures.

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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.

Wanstead & Woodford Chess Club – Rating Matrix

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