

**Risk Assessment Form**

Health, Safety and Welfare Management

# Wanstead & Woodford Chess Club

<b>Description of the task/activity:</b>	<b>Covid-19</b> Chess playing, education and training 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>20 June 2021</b> Spring Plan, Stage 3/4, indoor gatherings. Prior assessments: 16 Oct, 10 Sep, 28 Aug, 1 Dec & 17 Apr	<b>Date of signing:</b>	20 June 2021
<b>Date of next Review:</b>	Review required if there is a significant change or Government guidance changes.		<b>E-signed by the above.</b> <b>Approved by WWCC Committee on 20 June 2021</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 in the communal areas.</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 indoors (unless an exemption applies)</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 and formation of informal social groups</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>• Availability of free lateral flow tests for all adults</li> <li>• Covid-19 testing for school children</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> </ul>		<p>No</p>

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			<ul style="list-style-type: none"> <li>• For the playing of one or two-boarded chess, assignment to zone and group for the duration of the session with a maximum of 6 persons per zonal group during Stage 3</li> <li>• Additional accommodation used to maintain spacing whether one or two-boarded chess</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>		
<b>Being infected by the Coronavirus</b>	<p><b>Club Members and invited guests during club meetings</b></p> <p>Risk from environmental exposure including aerosol (out of winter)</p>		<p>The Club has taken measures to control the hazard including satisfying the checklist for hirers issued by WHCA</p> <ul style="list-style-type: none"> <li>• Fully 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>• For the playing of one or two-boarded chess, assignment to zone and group for the duration of the session with a maximum of 6 persons per zonal group during Stage 3</li> <li>• Additional accommodation used to maintain spacing whether one or two-boarded chess</li> <li>• Use of facial coverings mandatory</li> <li>• Stewarding in place</li> </ul>		No
<b>Being infected by the Coronavirus</b>	<p><b>Club Members and invited guests during club meetings (in winter)</b></p> <p>Risk from environmental exposure including aerosol</p>		<p>The Club has taken measures to control the hazard including satisfying the checklist for hirers issued by WHCA</p> <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> </ul>		Consider trade-off between greater through ventilation to avoid build-up of concentration of potential contaminated air and greater risk of

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			<ul style="list-style-type: none"> <li>• For the playing of two-boarded chess, assignment to zone and group for the duration of the session with a maximum of 6 persons per zonal group during Stage 3.</li> <li>• Use of facial coverings mandatory</li> <li>• Stewarding in place</li> </ul>		contracting winter ailment complications. Ventilation has not presented an issue during Sep to Dec.
<p><b>Being infected by the Coronavirus</b></p>	<p><b>Club Members and invited guests during club meetings</b></p> <p>Risk from transmission from touching contaminated objects</p>		<p>The Club has taken measures to control the hazard including satisfying the checklist for hirers issued by WHCA</p> <ul style="list-style-type: none"> <li>• Sanitise on entry to playing room</li> <li>• Board and set for personal use for duration of session if required</li> <li>• Sanitising of chess clock &amp; 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>• For the playing of one or two-boarded chess, assignment to zone and group for the duration of the session with a maximum of 6 persons per zonal group during Stage 3</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> <li>• Hats, coats and bags of members during our sessions since September through the application of common sense have not given rise to issues of touch by others, with sufficient room space available.</li> </ul>		No.

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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
<b>LOW</b> (<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>
<b>MEDIUM</b> (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>
<b>HIGH</b> (>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>