

Risk assessment template: Scottish Bridge Union

What are the Hazards?	Who might be harmed and how?	What controls to consider/are required?	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Transmission of Corona virus from player to player while attending bridge playing session:						
1 Through touching hard surfaces or equipment already touched by infected person.						
1.1 Venue Features: External handrail, door knobs, light switches, etc.	Players, staff, visitors, volunteers acquiring virus by touching contaminated objects or surfaces.	Things to consider: <ul style="list-style-type: none"> Ensuring hard surfaces at the venue are as likely as possible to be virus free at start of session. Cleaning and disinfect objects and surfaces that are likely to be touched regularly. Propping doors open as far as possible. Providing hand washing facilities or hand sanitiser for all people coming in to the club 	Further things to think about: Staff/volunteers regularly reminded to ensure cleaning procedures carried out Consider the use of checklist for cleaning points Asking players, visitors, staff and volunteers to wash or sanitise their hands upon arrival & before and after handling cards & rounds	Cleaner/staff/volunteers TD House convenor/Steward Steward/TD	Regularly	

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1.2 Venue Features: Catering Equipment	Player acquiring virus by touch.	Consider: <ul style="list-style-type: none"> • No catering • Players being asked to bring and take away any drinks and drinking vessels for their own use. 	Ensure that players are aware of procedures	Club Web alerts Players attending alerted TD Announces	Before and during attendance	
1.3 Cash Handling	Player acquiring virus by touch.	Consider: <ul style="list-style-type: none"> • No cash handling. • Contactless card reader or • Players paying for the session by prior bank transfer of table money 	Ensure that players aware of procedures	Reminders on Club web Players attending alerted	Before and during attendance	
1.4 Players personal effects & Coats and Hats	Player acquiring virus by touch	<ul style="list-style-type: none"> • Ask players to keep their possessions with them 	Consider staggered arrival and leaving times - see further suggestions on pre booking below. Ask players to socially distance when arriving and leaving. Consider a “marshal” to make sure that social distancing is being observed.	Reminders on Club web Steward/TD	TD announces at start of session	

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<p>1.5 Toilets</p> <p>Toilets will be available during the session</p>	<p>Areas in toilets may be contaminated by one player and touched by another</p>	<p>Consider the following:</p> <ul style="list-style-type: none"> • Placing antiseptic hand wash in each toilet • Placing antiseptic wipes in each toilet • Ensuring disposable paper towels are available • Instructing players to wipe surfaces (BIN the paper towels) and then use handwash thoroughly after using toilet 	<p>Place signage that explains current hand washing guidance</p> <p>Instruct players to maintain social distancing if queueing.</p> <p>Limit numbers at entry</p>	<p>Reminders on club Web Steward</p> <p>TD</p> <p>TD</p> <p>TD/Steward</p>	<p>During event</p>	
<p>1.6 Players bringing the virus into the club</p>		<ul style="list-style-type: none"> • Clear signage in club and webpage confirming the symptoms of coronavirus and ask players not to attend if they are showing any symptoms • Providing hand washing facilities or hand-sanitiser for all • Consider requiring double vaccination and, perhaps evidence • Consider checking temperature on entry 	<p>Regularly remind staff, volunteers and members not to attend if they are showing any symptoms</p>	<p>Board</p> <p>Steward</p>	<p>Prior to event and periodically</p>	

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<p>1.7 Bridge Club Equipment:</p> <p>Duplicate Boards and Playing Cards Preparation before and during Session</p>	<p>Player acquiring virus by touching contaminated cards or boards</p>	<p>Consider</p> <ul style="list-style-type: none"> • Storing cards for 72 hours before reuse • Wiping boards clean before duplication • Using disposable gloves when dealing. • Wearing disposable gloves when storing and when distributing boards to tables • Requesting that players sanitise hands before and after each board • Requesting that N only handles Boards throughout • North will place each board on the table handling it by the North end. Each player withdraws, counts, sorts, plays and returns cards to the board, keeping the cards in their section of the table • E/W move Boards 	<p>Ensure players are aware.</p> <p>Consider signage to remind players of the systems in operation.</p> <p>Provide sanitising wipes and tissues at each table.</p> <p>Provide disposable gloves for TD</p>	<p>Board inform on webpage</p> <p>Board to ensure supplies</p> <p>Steward</p> <p>Steward</p> <p>N/TD ensures compliance</p> <p>N</p> <p>E/W</p>	<p>Before Event</p> <p>During Event</p>	

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1.8 Bridge Club Equipment: Bidding Boxes	Player acquiring virus by touch.	Possible action you might take: <ul style="list-style-type: none"> • “Loaning” club bidding boxes to members to bring to the club whilst playing. • Wearing disposable gloves when putting bidding boxes on tables. • Bidding boxes only being used by one player during the session. • Storing Boxes for 72 hours before reuse 		Board TD Steward/ Volunteers	Before the event After event	
1.9 Bridge Club Equipment: Bridgemates		<ul style="list-style-type: none"> • Disposable gloves being worn when putting Bridgemates on tables and returning them. • Instructing North to be the only one to enter scores, to show them to East / West for their agreement, and then to press “Yes” in their sight. 	All Bridgemates wiped down before storing	TD Steward TD	During/after event	

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1.10 Bridge Club Equipment: Table Numbering Signs	Player acquiring virus by touch.	Things to consider: <ul style="list-style-type: none"> • Table numbering signs are permanently displayed on the walls. 	No further action required.	Steward/TD	Before Event	
1.12 Bridge Club Equipment: Table tops/ covers Chairs	Player acquiring virus by touch.	Consider: <ul style="list-style-type: none"> • Table tops cleaned between sessions • Moving pairs wipe down chairs between moves 	Wipes available at each table	Cleaner/Staff/ Volunteers Moving pairs	Between sessions During sessions	
1.13 Bridge Club Equipment: Scoring Laptop	Player acquiring virus by touch.	Consider: <ul style="list-style-type: none"> • Players told not to touch any laptops used for movement/ scoring. • Laptops to be wiped clean after every use 	Provide sanitising wipes for electronic equipment.	Board/ Steward TD		

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2.4 Players passing each other without distancing as they leave	Player acquiring virus by airborne droplet	<ul style="list-style-type: none"> Consider asking players to leave, socially distanced, by table number as instructed 		TD Web reminders		
2.5 Players breathing on each other at the table	Player acquiring virus by airborne droplet.	<ul style="list-style-type: none"> Follow government restrictions on mask wearing at all times 	Consider making tissues and bins easily accessible, and having enough supplies of masks for players to change them if necessary.	Board Steward TD enforces		
2.6 Players breathing on each other as they move at the start of each round	Player acquiring virus by airborne droplet.	<ul style="list-style-type: none"> Consider marshalling moves for maximum distance between the East/West pairs as they move. Players to only move when instructed. Ensure sufficient spacing of tables 		TD Steward		

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2 Through inhaling droplets breathed out by infected person						
2.7 Players congregating at noticeboards	Player acquiring virus by airborne droplet	Signage requesting Players not to view noticeboards		Board TD	Web During event	
2.8 Players clustering to see results screen at end of play	Player acquiring virus by airborne droplet	Do not display PC results on screen		TD		
2.9 Players inhaling virus due to inadequate ventilation.	Player acquiring virus by airborne droplet.	Consider partially or fully opening windows and opening doors to increase natural ventilation. Consider use of air extractor units (e.g. Xpelair window extractor fans) to increase natural ventilation by expelling air to outside of the building.	Consider carrying out a ventilation survey to measure current air movement within rooms, and to identify opportunities to improve further.			