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: • 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 open non fire doors and keeping self-closing 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 & facilitating sanitising throughout	Responsible person Responsible person TD	Regularly	

What are the hazards?	Who might be harmed and how?	What controls to consider/are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
1.2 Venue Features: Catering Equipment	Player acquiring virus by touch.	Consider: • Catering at break only • Sanitising/washing hands before and after eating • Players bringing own food/refreshments for consumption at break only	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: 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 Toilets **Toilets will be available during the session**	Player acquiring virus by touch	Consider the following: • Placing antiseptic hand wash in each toilet • Placing antiseptic wipes in each toilet • Ensuring disposable paper towels are available	Place signage that explains current hand washing guidance	Reminders on club Web Responsible person TD TD TD		

What are the hazards?	Who might be harmed and how?	What controls to consider/are required?	What further action do you need to take/consider to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
1.5 Players bringing the virus into the club		• Clear signage in club and web page confirming the symptoms of coronavirus and ask players not to attend if they are showing any Symptoms • Only allowing admission to Certificated vaccinated players. • Providing hand washing facilities or hand-sanitiser for all	Regularly remind staff, volunteers and members not to attend if they are showing any symptoms	Board/ responsible person	Prior to event and periodically	
1.6 Bridge Club Equipment: **Duplicate Boards and Playing Cards Preparation before and during Session**	Player acquiring virus by touching contaminated cards or boards	• Wiping boards clean before duplication • Operator sanitises hands before duplicating & players sanitise hands at arrival and before and after handling food • 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		Responsible person E/W		

What are the hazards?	Who might be harmed and how?	What controls to consider/are required?	What further action do you need to take/consider to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
1.7 Bridge Club Equipment: **Bidding Boxes**	Player acquiring virus by touch.	Possible action you might take: • Bidding boxes only being used by one player during the session. • Storing Boxes for 72 hours before reuse		Board TD	Before the event After event	
1.8 Bridge Club Equipment: **Bridgemates**	Player acquiring virus by touch.	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		During/after event	
1.09 Bridge Club Equipment: **Table Numbering Signs**	Player acquiring virus by touch.	Things to consider: Table numbering signs to be cleaned if not permanently displayed on the walls.	No further action required.	Responsible Person/TD	Before Event	

What are the hazards?	Who might be harmed and how?	What controls to consider/are required?	What further action do you need to take/consider to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
1.10 Bridge Club Equipment: **Table tops/ covers** **Chairs**	Player acquiring virus by touch.	Consider: • Table tops cleaned between sessions • Covers washed between sessions • Chairs cleaned between sessions	Wipes available at each table for players to use if wished	Cleaner/responsible person	Between sessions	
1.11 Bridge Club Equipment: **Scoring Laptop**	Player acquiring virus by touch.	Consider: • Players told not to touch any laptops used for scoring. • Laptops to be wiped clean after every use	Provide sanitising wipes for electronic equipment.	Board/ Responsible person TD		

What are the hazards?	Who might be harmed and how?	What controls to consider/are required?	What further action do you need to take/consider to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
2 Through inhaling droplets breathed out by infected person.						
2.1 Players breathing on each other at the table	Player acquiring virus by airborne droplet.	• Follow government restrictions on mask wearing at all times • Consider your approach with players unwilling or unable to wear masks	Consider having enough supplies of masks for players to change them if necessary.	Board TD encourages		
2.2 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.	Board		

JF 24/01/22