

GENERAL RISK ASSESSMENT

(Internal Use Only)



Building:	Refectory	Unit:	Estates – OU Club – Chess Club	Department:	OU Club
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Title:	Milton Keynes & Open University Chess Club	Date of Assessment:	13/12/2021	Risk Assessor:	Chess Club Chairman
Risk Assessment Reference:	N/A	People involved in making this assessment:	Chess Club Committee		
Task/ Process:	Covid 19 Safe Club Activities	People at Risk:	Attendees and their families and other contacts.		

Hazard: <i>Give details of what could cause harm:</i>	Control Measures already in place: <i>Provide details of what you are already doing to reduce the risk of harm.</i>
<p>1. Coronavirus may be brought into a chess club event by one or more infected attendees and spread to one or more other attendees. As a result, all attendees, family and other contacts of attendees may become infected with COVID-19.</p>	<p>All attendees will be encouraged to take a lateral flow test before attending a club meeting.</p> <p>All attendees will be required to confirm on arrival in writing (via an “attendance list”) that they are either double-vaccinated against COVID-19, or have had a negative lateral flow test on the day of attendance. They will also be required to confirm that they are not experiencing any symptoms of COVID-19, that they should not be self-isolating or quarantining under the Government’s Coronavirus Guidance at that point in time, and that they have read and understood the requirements specified within this Risk Assessment. Anyone refusing or unable to confirm this will be required to leave immediately.</p> <p>All attendees are required to keep at least one metre apart from all other attendees as far as practicable at all times when in club premises. This is particularly relevant when spectating.</p> <p>Unless they are medically exempt from doing so, and have notified the club secretary of this at least 24 hours before attending, all attendees will be required to wear a face covering or mask, covering both mouth and nose, at all times they are indoors, including during their game. In order to facilitate this, the club will maintain a stock of disposable face masks.</p> <p>If any attendee appears to be displaying symptoms of COVID-19, they will have their temperature taken using a handheld non-contact device, and if they have a temperature of over 38 degrees Celsius, they will be asked to leave as soon as they are able to. If any attendee refuses to comply with these requirements, and refuses to leave the premises, all games will be stopped immediately and the club night will be abandoned.</p>

		<p>All attendees are expected to wash/sanitise their hands on arrival and at regular times during the evening, and to minimise direct contact with all surfaces.</p> <p>Players will be reminded that there is no need to shake hands either at the start or the end of the game. A simple acknowledgement such as a bow, elbow bump or appropriate hand signals is all that is required.</p>
2.	Coronavirus may be already present on surfaces we use (tables and chairs). As a result, all attendees, family and other contacts of attendees may become infected with COVID-19.	<p>Confirm with the venue before the club evening starts that they have sanitised all relevant surfaces.</p> <p>If they are unable to confirm this, or if there is any doubt, all tables and chairs to be used during the club evening will be sanitised by club officials before the club evening can start.</p>
3.	Coronavirus may be already present on the chess equipment we use (sets, boards and clocks). As a result, all attendees, family and other contacts of attendees may become infected with COVID-19.	<p>Government Guidance COVID-19: cleaning in non-healthcare settings outside the home, updated on 19 July 2021, states that “the risk of residual infectious virus is likely to be significantly reduced after 48 hours.” As the chess club only meets once a week, any virus present on equipment at the end of one club night is therefore very unlikely to be still present at the start of the next club night. So no specific action is considered necessary.</p>
4.	Attendee may develop coronavirus symptoms or test positive for the disease shortly after a chess club event. As a result, all attendees, family and other contacts of attendees may become infected with COVID-19.	<p>Anyone who develops symptoms or who tests positive within 10 days of attending a club event will be required to inform the chess club secretary and chess club chairman. The chess club secretary will inform all other people who attended on the relevant nights. All people affected will be told they need to comply with current Government Guidance regarding self-isolation.</p> <p>In the event of a reported incident, the club will notify the OU Club Committee. It will also provide such information to the NHS Test and Trace service and any other bodies that may be recommended or required under Government Guidance at that point in time.</p>
5.	Non-compliance with the COVID-19 recommendations of the game’s governing body, the English Chess Federation (ECF).	<p>The requirements set out in paragraphs 1-4 above comply with the current ECF OTB Covid 19 Risk Assessment document (issued July 2021). The ECF’s guidance will be reviewed on a regular basis, and this club’s risk assessment will be updated in line with changes to the ECF’s guidance, taking account also of the Open University’s own requirements at any particular point in time.</p> <p>Any change to this club’s risk assessment document will be communicated to all club members and to the secretaries of other clubs that may have players visiting this club, by email.</p>

6.	Members unaware of new infection controls	The University will keep the chess club chairman informed of any changes to infection levels on campus and how this may impact on site attendance and playing rules.
7.	Infection - General	The University will ensure that adequate signage relating to safe playing of chess is available on the notice boards. This will include: Clear signage on movement around the facility including social distancing rules Entry and Exit routes Records of cleansing activities planned by the University The dispensing and availability of cleaning materials Disposal expectations of used cleansing material Positioning of sanitiser and wipes provided for players to use Cleaning expectations to be carried out by the players
8.	Infection – Site access and Socialising	Site access will be restricted to chess club members, potential members, pre-agreed opponents of club members, and carers of and responsible adults in charge of children or vulnerable adults. Attendees should exit the building no later than immediately following the end of the final game to finish (but after performing their cleaning activities). Socialising should be kept to a minimum, and undertaken in accordance with the one metre social distancing requirement in paragraph 1 above. Although social distancing is no longer a legal requirement, it remains an Open University requirement and an effective way of reducing the risk of infection.

Additional Control Measures: <i>Give details of other actions that need to be in place to reduce the risk of harm:</i>		Assigned to:	Due Date:
1.	Members to be advised of chess club COVID-19 requirements. Members to keep abreast of latest University, Government and English Chess Federation advice and guidance.	Chess Club Secretary	On issuing any revised risk assessment
2.	Brief all players annually as part of the membership renewal process on the risk assessment information ensuring that they are aware of the required reporting and activities to be undertaken when an incident occurs.	Chess Club Secretary	Annually – September
3.	Brief new players on risk assessment activities when joining the club.	Chess Club Secretary	On joining the club
4.	Cleaning and good hygiene, in conjunction with social distancing, continues to be the most effective method of reducing the risk of infection from COVID-19. Therefore, the club will take all steps to implement their own cleaning and hygiene protocols, whilst ensuring that individual members recognise that they have a part to play, by washing/sanitising hands, minimising direct contact	Chess Club Secretary	Annually – September

	with surfaces, and helping clean contact points where possible. Suitable cleaning material will be made available by the Cleaning team.		
5.	Attendees with mobile phones will be encouraged to download the NHS Covid App, and use it in silent mode to Check In to the club venue using the QR Reader. After they have done so, players playing a game under normal FIDE Laws of Chess will be required to have their mobile phone switched off during play in accordance with those laws. Players playing casual games or spectating may keep their mobile phone on, but all such phones must be on silent mode at all times in the venue.	Chess Club Secretary	On issuing any risk assessment

Other Documents associated with this Risk Assessment:	All documentation provided by the chess club as posted on their websites, which will include its risk assessment and club constitution. The attendance list will also incorporate an Incident Reporting section in the event of an incident arising during a club meeting.
How will this Risk Assessment be communicated?	Email to members as relevant government guidance changes regarding the COVID-19 pandemic, and also as part of the new member induction programme.
Signed (Risk Assessor):	
Date of Initial Completion:	14/09/2021
Date of Review:	13/12/2021

Other Information

The ECF guidance, which has been taken account of in this risk assessment, can be found at <https://www.englishchess.org.uk/ecf-covid-19-helpful-articles/>

What to do if a chess club member develop any COVID symptoms:

Should you or any members of your family suspect that they have contracted COVID 19, please email the chess club secretary (rcpfreeman@gmail.com) and chairman (james.alexander@open.ac.uk). You should provide information on any chess club members with whom you have been in-contact and also the date of your last visit to the chess club. The NHS Test and Trace reporting processes should also be followed with immediate effect. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

The chess club secretary or chairman will then inform the OU Club Committee, who will inform the relative OU structures and advise the chess club secretary and chairman of the next steps which are to be taken.

Club Environment:

Parking facilities provided by the host club - Members are asked to be considerate of other site users and to keep social distances at all times. Remember to be courteous and be kind always.

Whilst visiting a host chess club please follow all guidance for that club.

Approval:					
Signed		Print name		Date	
Declaration by University Affiliated Club Committee Representative: I confirm that this is a suitable and sufficient risk assessment for the activities identified above and that all residual risks can be reduced to as low as is reasonably practicable (green).					
Signed		Print name		Date	
Declaration by OU Club Committee Executive: I approve this assessment, confirm it is included within University insurance and accept the risks identified.					
Signed		Print name		Date	
Declaration by Head of Unit: I confirm that I am satisfied that all reasonable steps have been taken to ensure the Health, Safety & Welfare of employees.					