

Risk assessment : Hampton Hill Chess Clubs U7-U18

Chess Club name: ChessMates chess club

Assessment carried out by: Verity Pettit

Date of next review: 01.09.21

Date assessment was carried out: 17.06.21

What are the hazards?	Who might be harmed and how?	What controls should be considered?	What further action should you consider taking to control the risks?	Who should carry out the action?	When should the action be carried out?	Done
Hazard of transmission of Corona virus or other infection from player to player while attending chess playing session:						
1 Through touching hard surfaces or equipment already touched by infected person.						
1.1 Venue Features: Door Knobs, light switches, etc.	Players, staff, visitors, volunteers could acquire virus by touching contaminated objects or surfaces	<p>Things to consider:</p> <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 into the club 	<p>Further things to think about:</p> <ul style="list-style-type: none"> Staff/volunteers regularly reminded to ensure cleaning procedures carried out Asking players, visitors, staff and volunteers to sanitise their hands on arrival, and then regularly throughout the playing session 	<p>Verity will ensure regular cleaning of the surfaces in the chess room such as door knobs.</p> <p>Materials to be used are: anti bac wipes, air-spray disinfectant, hand gel</p>	<p>This will take place before and after chess sessions.</p> <p>The children will be given gel to sanitise their hands on entry to the chess room every session.</p> <p>Hand gel will be provided.</p>	

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1.2 Venue Features: Catering Equipment	Player acquiring virus by touch while eating their food.	Consider: <ul style="list-style-type: none"> • Adequate space between children • Strictly no sharing of any food or drink. 	Ensure that players are aware of procedures.	Verity will ensure strictly no sharing of equipment or food or drink.	Verity will inform the children of the food arrangements and will remind the children at the start of term and during the term.	
1.3 Cash Handling	Player acquiring virus by touch if cash is accepted during any club or event.	Consider: <ul style="list-style-type: none"> • No cash handling • Parents paying for the session by prior bank transfer of fees 		Parents or players must pay any club fees electronically. No cash handling to take place.	Verity will invoice parents and players ahead of clubs and events.	

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1.4 Coats and Hats	Player acquiring virus by touching another player's contaminated clothing.	Consider: <ul style="list-style-type: none"> • Allocated coat pegs suitably spaced out • Plastic crates for storage of outdoor wear • Ask players to bring the minimal amount of outdoor clothing 	Consider: <ul style="list-style-type: none"> • Staggered arrival and leaving times so that players do not congregate around coats, etc. when arriving or leaving • Ask players to socially distance when arriving and leaving 	If children choose to bring a coat or hat, or if they choose to take off their sweatshirt, they will be asked to keep their clothing over the back of their own chair.	Verity will observe and advise as appropriate.	
1.5 Toilets Toilets will be available during the session	Areas in toilets may be contaminated by one player and touched by another	Possible action you may take: <ul style="list-style-type: none"> • Placing antiseptic hand wash by the door to re-enter the chess room • Check the toilet area has adequate hygiene facilities like paper towels and hand wash. 	<ul style="list-style-type: none"> • Instructing players to maintain social distancing if queueing. 	The children can visit the toilet on request. The children will be asked to wash their hands afterwards.	In every chess session, Verity will place antiseptic hand gel by the door for use on reentering the chess room.	

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<p>1.6 Players bringing the virus into the club on their hands</p>	<p>Players may contaminate surfaces or equipment</p>	<p>Possible action you may take:</p> <ul style="list-style-type: none"> • Providing hand washing facilities or hand sanitiser for all people coming into the club 	<p>Consider:</p> <ul style="list-style-type: none"> • Regularly reminding staff, volunteers and members not to attend if they are showing any symptoms 	<p>Verity will alert the school office if any child develops symptoms during school club time.</p> <p>Verity will alert the parents if any youth member develops symptoms during youth club time.</p> <p>Verity will keep a register of attendance for track/trace.</p>	<p>Children will be asked to sanitise hands before each session, individually in turn, queuing appropriately with social distancing as necessary.</p>	

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<p>1.7 Chess Club Equipment:</p> <p>Tables and chairs</p>	<p>Player acquiring virus by touching contaminated furniture</p>	<p>Possible action you may take:</p> <ul style="list-style-type: none"> • Wiping tables and chairs clean before start of each session • Encouraging players not to move furniture unnecessarily during the playing session • Wearing disposable gloves when arranging the furniture and equipment prior to the playing session • Keeping movement of players/changes of opponent to a minimum during the playing session 	<p>Consider:</p> <ul style="list-style-type: none"> • Planning the playing session well in advance, with room layout and instructions properly communicated to members and to the school office team • Room layout and boards etc. should be in place in advance of players' arrival 	<p>The room will be set up to enable social distancing to be possible.</p> <p>Each player will have a place allocated to them.</p> <p>Verity will encourage a one-way system within the room for movement in and out.</p> <p>Verity will wipe and spray the tables and chairs with antibac before and after each chess session.</p>	<p>The children will move around as little as possible during club time.</p>	

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1.8 Chess Club Equipment: Boards	Player acquiring virus by touch	Possible action you might take: <ul style="list-style-type: none"> • Cleaning boards prior to the start of each playing sessions • Wearing disposable gloves when putting boards and other equipment on tables 	Consider: <ul style="list-style-type: none"> • The extra space that will be needed between boards to maintain social distancing will reduce the number of players able to play 	Verity will air spray and wipe all chess boards ahead of each chess session and after each chess session.	Verity will allow time to carry out the hygiene steps before and after each chess session.	

1.9 Chess Club Equipment: Clocks	Player acquiring virus by touch	Possible action you may take: <ul style="list-style-type: none"> • Quarantine clocks for 72 hours prior to use Preset time controls on clocks before the start of each playing session	Consider: <ul style="list-style-type: none"> • Cleaning clocks prior to the start of each playing sessions 	Verity will minimize the use of chess clocks in school. The U18 groups need the clocks, therefore these will be wiped and antibac airsprayed before and after each use.	When clocks are used, the players will use a gloved hand to move pieces and touch the clock. This is best tournament practice and good training	
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<p>1.10 Chess Club Equipment:</p> <p>Pieces</p>	<p>Player acquiring virus by touch</p>	<p>Possible action you may take:</p> <ul style="list-style-type: none"> • As with FIDE regs for blind players, use two boards and sets of pieces for each match • Provide each player with his own disposable glove for touching the pieces. • Provision of adequate hand sanitizing dispensers in the playing room for use throughout the playing session 	<p>Consider:</p> <ul style="list-style-type: none"> • Location of hand sanitisers, making the cleaning of hands easier • players being co-operative and careful to avoid risk of contamination 	<p>Verity will ensure players sanitise hands before and after chess sessions. Each player will have their own disposable glove, making their own moves with that hand only.</p> <p>Alternatively, two boards and pieces may be used and each player will replicate their opponent's moves, meaning no sharing of equipment.</p>	<p>Verity will brief the players at the start of each session</p> <p>Verity will air spray pieces ahead of each chess session and after each chess session.</p> <p>Verity will ensure the children are clear about how they should touch the pieces to maintain best hygiene.</p> <p>Disposable gloves are given to each player for their personal use and are disposed of immediately after each club session.</p>	

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<p>1.12 Chess Club Equipment:</p> <p>Scorecards and pens and puzzles</p>	<p>Player acquiring virus by touch</p>	<p>Possible action you may take:</p> <ul style="list-style-type: none"> • Instructing players to use their own pens • Adequate supply of scoresheets and puzzles so that each player has their own • Players to take scoresheets home 	<ul style="list-style-type: none"> • Puzzles can be completed out loud as a group as well as individually on paper 	<p>Verity will use verbal puzzles in group time where possible.</p> <p>When paper puzzles are used, each player must use their own pen.</p> <p>When games are notated each player must use their own pen.</p>	<p>One-off paper puzzles will be disposed of by Verity at the end of the session.</p> <p>Notation and puzzle booklets will be taken home by each player at the end of their session.</p>	

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<p>1.13 Chess Club Equipment:</p> <p>Other equipment</p>	<p>Player acquiring virus by touch</p>	<p>Possible action you may take:</p> <ul style="list-style-type: none"> • Demonstration boards to be used by one person only for the duration of the session • Hand cleansing prior to reading books or magazines, or using single purpose disposable gloves when reading. Quarantine literature for 72 hours after session 		<p>Verity will use the demonstration board. Any players invited to move the pieces will touch the pieces with their gloved hand.</p> <p>Only Verity will use the computer keyboard and mouse.</p>	<p>Verity will clean the computer keyboard and mouse before and after each session.</p> <p>Verity will clean the demoboard and pieces before and after each session.</p>	
<p>2 Through inhaling droplets breathed out by infected person.</p>						
<p>2.1 Players clustering as they approach the chess playing area and as they take their places.</p>	<p>Player acquiring virus by airborne droplet</p>	<p>Possible action you may take:</p> <ul style="list-style-type: none"> • Arrange for players to queue if necessary, with appropriate social distancing • Stagger arrival times 	<p>Consider:</p> <ul style="list-style-type: none"> • Ensuring players are aware of the importance of maintaining space between themselves. 	<p>Verity will ask the children to queue when necessary, with appropriate social distancing.</p>	<p>Verity will inform the children of the club safety rules.</p> <p>Verity will ensure numbers are kept to a safe level and are appropriate for the size of the playing room.</p>	

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<p>2.2 Players passing each other without distancing as they leave</p>	<p>Player acquiring virus by airborne droplet</p>	<p>Possible action you may take:</p> <ul style="list-style-type: none"> • Asking players to collect outdoor clothing etc, and depart socially distanced, • Stagger departure times 		<p>Verity will stagger the leave times allowing time and space for exit.</p>	<p>Verity will open the doors so that no one is unnecessarily touching door handles.</p>	
<p>2.3 Players breathing on each other at the table</p>	<p>Player acquiring virus by airborne droplet</p>	<p>Possible action you may take:</p> <ul style="list-style-type: none"> • Ensuring layout of the playing tables fulfils social distancing guidance • Ensuring playing venue is properly ventilated, with windows open and doors propped open 	<ul style="list-style-type: none"> • Planning the room layout, well ahead of the playing session, in accordance with the HM Government guidance in place at the time, and communicating this floor plan to the school office for tracing purposes 	<p>Verity will space out the playing tables and open windows or doors to ventilate the room.</p> <p>Verity will keep a copy of each sessions floor plan.</p>	<p>Verity will make it clear that movement around the room needs to be kept to a minimum at all times.</p>	

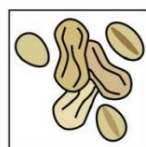
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Hazards relating to food or drink consumption during a chess club session:

1 Danger of allergy or choking from food or drink or other contact.

<p>1.1 Children eating and drinking during the chess club session</p>	<p>Players, staff, visitors, volunteers could be allergic to a product in anyone's food.</p> <p>Signs to watch out for are breathing difficulty, rash, sudden collapse.</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> Ensuring there is strictly no sharing of food or snacks or drinks Cleaning and disinfect objects and surfaces that are likely to be touched regularly. Providing hand washing facilities or hand sanitiser for all people coming into the club 	<p>Further things to think about:</p> <ul style="list-style-type: none"> Ensure parents and players have been directly asked whether there are allergies and extra needs the chess club should know about. Ensure a pediatric first aid trained member of staff is present at any chess club session, and that there is a clear procedure in place for if a situation arises. 	<p>Verity will ensure chess club staff are aware of known allergies.</p> <p>Verity will communicate the procedure for should an issue arise.</p>	<p>Every chess session should have a first aid manual to hand, along with parent contact details to hand.</p> <p>Every chess session will have a mobile phone for use in an emergency.</p>	
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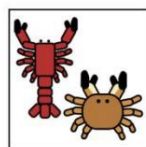
Main Food Allergens:



Peanuts



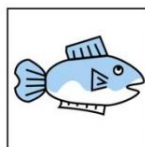
Nuts



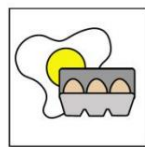
Crustaceans



Molluscs



Fish



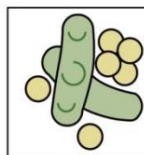
Eggs



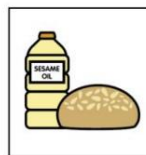
Milk



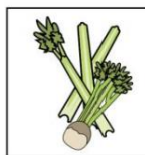
Cereals containing Gluten



Soya



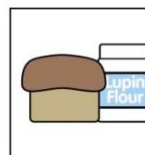
Sesame seeds



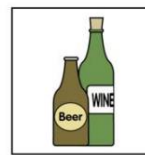
Celery



Mustard






Lupin



Sulphur Dioxide

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Hazards relating to food or drink consumption during a chess club session:

<p>1.2 Children eating and drinking during the chess club session</p>	<p>A player could choke on something they are eating or drinking.</p> <p>Signs to watch out for are coughing, breathing difficulty, obvious distress, inability to make sound, red face.</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Ensure trained first aider is present in chess club at all times. • Ensure there's a clear procedure for if a choking situation arises, both in school and in out of school settings. • Remind the children of the dangers of eating whilst talking with their friends 	<p>Further things to think about:</p> <ul style="list-style-type: none"> • Act fast and provide first aid, as choking is a true medical emergency. It is essential to assess the condition very fast and provide first aid immediately. • Call 999 if first aid measures are not working. <div data-bbox="1108 917 1601 1077"> <p>1. Cough it out Encourage the person to keep coughing</p>  </div> <div data-bbox="1108 1085 1601 1244"> <p>2. Slap it out</p> <ul style="list-style-type: none"> • Give up to five sharp blows between the shoulder blades. • Check their mouth.  </div> <div data-bbox="1108 1252 1601 1412"> <p>3. Squeeze it out Give up to five abdominal thrusts.</p>  </div>	<p>Verity will ensure a trained first aider is present at all chess activity and that there is a clear procedure to follow in case of need.</p>	<p>Every chess session will have a register of parent contacts.</p> <p>Every chess session will have first aid instructions.</p> <p>Every chess session will have a mobile phone for use in an emergency.</p>	
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Hazards relating to equipment and personal accidents during a chess club session:						
1 Danger of accidental harm during chess activity						
1.1 Falls and accidental injury	<p>Players, staff, visitors, volunteers could trip over discarded chess pieces, could slip on the floor, could bang head when picking up fallen pieces, could fall off chair by mistake.</p> <p>Furniture might be damaged and not known about causing sudden unexpected collapse</p>	<p>Things to consider:</p> <ul style="list-style-type: none"> • Visually check that tables and chairs in any venue appear in good working order • Ensure the layout of a chess room has adequate space and no trip hazards • Check that the floor hasn't got wet from dropped drinks or incomplete cleaning 	<p>Further things to think about:</p> <ul style="list-style-type: none"> • Ensure a first aider is present at all times to assist with injury. • Make it clear to children and young people that running around is not acceptable in chess club. • Request children keep drinks in safe places so that they are less easy to spill. • Ask the players to keep personal items such as bags and coats away from walkways. 	<p>Verity will ensure chess club staff are aware to check for hazards and take appropriate action.</p> <p>Verity will communicate with the children regarding safe practice in the room</p>	<p>Every chess session should have a first aid manual to hand, along with parent contact details to hand.</p> <p>Every chess session will have a mobile phone for use in an emergency.</p>	

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Hazards relating to venue during a chess club session:						
1 Health and Safety						
1.1 Health and Safety for the venue chosen for the chess activity. For example school, or external venue hired. Hazards include fire, flood, accidents.	Parents, Players, Staff, Volunteers might be injured in an accident, flood or fire.	Things to consider: <ul style="list-style-type: none"> The owners of the community space or school must provide ChessMates with a health and safety checklist that they expect all hirers to adhere to; this includes information about the building's fire risk assessment with evacuation instructions in case of emergency, location of the first aid box and the public liability insurance statement. 	Further things to think about: <ul style="list-style-type: none"> Ensure a first aider is present at all times to assist with injury. reduce the risk from fire and flood as much as reasonably possible and provide general fire precautions to deal with any possible risk that is left have an evacuation plan, tailored to the premises, to deal with an emergency and a safe meeting point. accident and incident reporting to the relevant services 	Verity will ensure chess club staff are aware to check for hazards and take appropriate action. Verity will communicate with the children regarding safe practice in the room and emergency practice if the need arises	Every chess session should have a first aid manual to hand, along with parent contact details to hand. Every chess session will have a mobile phone for use in an emergency.	

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Safeguarding children during chess club sessions:						
1 Over the board activity						
2 On-line activities						
<p>ChessMates has a clear child protection policy in place that says how we will protect children in chess club settings, both on line and in person.</p> <p>Please see separate Safeguarding policy document.</p> <p>Please see separate Zoom rules document.</p> <p>Please see separate Privacy document.</p> <p>These documents are available to view at the website; www.chessmates.club.</p>						

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Hazards relating to online chess club sessions:						
Safety online						
1.1 Ensuring appropriate behaviour during on line chess participation	Players or volunteers might use a chat box to say unkind messages about a chess game, might have inappropriate background items in a Zoom setting, might be alone in a Zoom setting, might make rude gestures on a Zoom call	Things to consider: <ul style="list-style-type: none"> • Switch off chat facility when it cannot be supervised efficiently enough during a busy club time. • Monitor chat and take appropriate action to deal with issues as they arise. • Have clear rules regarding appropriate attire and setting for joining zoom room. • Ensure parents and children are aware that a child should never be in a room alone during a Zoom club, their door must be open and an adult nearby. 	Further things to think about: <ul style="list-style-type: none"> • Ensure volunteers know the Zoom etiquette and rules and clearly communicate and monitor this. It is better to be late to join a meeting, rather than try and join the meeting on the school bus journey, for example. • never let anyone into a Zoom room unless their user name is clearly the person expected. It is completely unacceptable to allow an unidentified user id to be admitted, even if it is thought to be a club member. Their Zoom name must clearly identify them. • Make sure parents and players understand safe use of the chess playing platforms like Lichess and Chess.com 	Verity will ensure chess club staff, parents, volunteers and players are made aware and trained on safe use of Zoom and the chess software. Verity will communicate written policy regarding Zoom use to the parents and volunteers.	Verity will review all chat history after each session to ensure nothing inappropriate has been said, and where necessary will follow up to deal with any issue.	