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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Live Bridge sessions (teaching and social/casual bridge) | | **Date** | 31/08/20 |
| **Club / Society / Group** | Bridge Club | **Assessor *(Name, Role and position to qualify sign off of document e.g. Coach)*** | Christine Ray, teacher | |
| **Committee member (name and role)** | Gabija Poskaite, President | **Signed off** |  | |

**COVID-19 Notice**

**This risk assessment must be read in conjunction with the club or society’s COVID-19 Risk Assessment on their SUSU page. Should any information in this risk assessment conflict with the measures listed in the COVID risk assessment, then the COVID risk assessment takes precedence over this document.**

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| 1.  Falling | Light injuries | Members of the club | **1** | **2** | **2** | Keep floor areas and paths clear | **1** | **1** | **1** |  |
| 2.  Covid-19 | Viral infection | Members of the club and members of the public | **4** | **5** | **20** | Follow the prepared Covid risk assessment.  Invite members at high risk to take activities online rather than attend live sessions.  Very important to keep distance and hand hygiene.  Only one person handles the equipment 72hrs before the session. Hand hygiene is very important here!  Appropriate room bookings are the key to run the sessions smoothly!  Prioritize pre-dealt hands, no printed material, send the sheets by email, only one person using rooms’ computer.  Brief members before each session.  Forbid gathering around the board/table, assign seat for each attendant. Use projector provided so everyone can see clearly the lesson.  Consider using personal laptops for the game. | **2** | **3** | **6** |  |
| 3.  Fire | Possible death or injuries, breathing difficulties. | Members of the club | **1** | **5** | **5** | Familiarize with the fire exits when using a new building. Assign on committee member to be responsible. (Person who books the room). | **1** | **2** | **2** |  |
| 4.  FOOD | Covid19 infection, burns from hot drinks | Members of the club and members of the public | **2** | **3** | **6** | Remind that no snacking during the sessions to avoid cross-contamination. If snacks are necessary for health reasons etc. then remind to wash hands before eating. Don’t touch cards while eating! No sharing snacks. Sharing is NOT caring in this case. Drinks (water, soft drinks, hot drinks) are allowed. Take care with hot drinks. | **1** | **3** | **3** |  |

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| ***PART B – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | | **By whom** | **Target date** | **Review date** | **Outcome at review date** | |
| 2 | Get disinfection liquid for equipment, brief the committee before each session. | | President | Each session |  |  | |
| 3 | The one who books the rooms must check the location of fire exits, if won’t be present during the session, he/she must assign this task to another committee member. | | Committee | Each session |  |  | |
| 2 | Check that rooms are of good size, book few more if needed. | | President | Each session |  |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Gabija Poskaite | | Date: 31/08/2020 | | | Print name: | | Date: |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |