

BISHOP AUCKLAND U3A

BRIDGE GROUP RISK ASSESSMENT

U3A Name: Bishop Auckland	
Interest Group: Bridge Group	
Date of Risk Assessment: 8 January 2024	Location: Bishop Auckland Golf Club, High Plains, Durham Road, Bishop Auckland
<p>Description of Activity: Weekly Bridge Session. There will be 4 to 7 tables of 4 players, a total of 16 to 28 people, The activity lasts for two hours. The room is well lit and ventilated. Members will be using Bridge equipment which has to be collected and returned to the store cupboard. Members have to move some furniture. 2 people from each table will be moving to the next table approx every 30 minutes.</p> <p>Please note that this Assessment only covers risks associated with Bridge Group members bridge-playing activities. It does not cover risks associated with Group Members' other interactions with the Golf Club, eg consuming and carrying food and drink.</p>	

Venue Related Hazards		Y/N/NA	Risk Mitigation/ Comments
1	Is the access suitable for the group attending the activity, especially anybody with limited mobility?	Y	
2	Is wheelchair access adequate?	Y	
3	Is the area free from obstructions and trip hazards?	N	<p>There are wall cupboards which protrude causing a head bump hazard. The Group will fully open the left hand door into the main lounge to prevent members being in a position where they may bump their heads.</p> <p>Because cleaners are still in the premises when we are there, all members should take care of wet, slippery floors, cable flexes and any other cleaning equipment.</p> <p>In the unlikely event that more than 6 tables are used, the room will be rather congested. Members should take extra care when moving about the room and from table to table.</p> <p>On arrival at the venue, Group Leader to check that it is free from trip hazards.</p>
4	Are there adequate means of escape in an emergency?	Y	
5	Are there appropriate direction signs to aid escape?	Y	

6	Is there a Fire Alarm?	Y	
Venue Related Hazards			Risk Mitigation/ Comments
7	Is there Emergency Lighting?	NA	Not applicable as we meet in daylight.
8	Is there a designated assembly point? Where is it?	Y	Car Park. Leave building by nearest exit (Main Entrance). If this is blocked, use Player's entrance or exit through Lounge. On arrival at the venue, Group Leader to check that routes to these exits are unobstructed and that Fire Extinguishers are in place
9	Is there an Emergency Procedure for the building? Do you have a copy?	Y	As above.
10	Is seating always laid out	N	
	Is it U3A responsibility before and after activity to lay out seating?	Y	Group members to move tables and chairs if necessary. Group members are only to move tables and chairs if they are physically capable of doing so.
11	Is there a kitchen?	NA	We do not use the kitchen.
	Is the kitchen adequate and hygienic?	NA	We do not use the kitchen.
	Are food safe cleaning materials available?	NA	We do not use the kitchen.
	Has the kettle been visually safety checked?	NA	We do not use the kettle.
12	Are the toilet facilities adequate and accessible?	Y	
13	Is equipment being brought to the venue?	N	Our equipment is stored at the venue. Group members collecting equipment from store and returning it are only to do so if they are physically capable of carrying it.
	Has it been checked?	Y	Equipment is checked when distributed. Any faulty equipment is not to be used.
14	Is there a First Aid box and where is it located?	Y	The Golf Club have First Aid kits behind the bar and in the Secretary's office and these are available for our use. The Golf Club's Designated First Aider is David Jobey who will be at the Golf Club on a Friday morning.

15	Does it have a sound system with an induction loop?	NA	We have no need of a sound system.
Venue Related Hazards			Risk Mitigation/ Comments
16	Personal Emergencies	Y	All members should bring a copy of their Emergency Details with them to each session. This should include the name(s) of contacts if there is an Emergency, Medication taken, Conditions and Allergies.
17	Incidents	Y	If an Incident occurs (eg. injury to person or damage to property) the Group Leader is to complete an Incident Report Form. If a Group Leader is not present, the Form is to be completed by a Group Member. A copy of the Incident Report Form is available on the Bishop Auckland U3A website. The incident is also to be reported to the Golf Club Administration.

COVID 19 Related Risks	Y/N/NA
<p>A) Consider the current Government and Public Health advice in relation to your location and the feasibility of carrying out this activity safely adhering to present social distancing requirements and permissible indoor and outdoor group sizes.</p> <ul style="list-style-type: none"> a. Government advice is to wear a mask in crowded places where you may come into contact with people you do not normally meet. As we are meeting people we normally meet, the wearing of a face mask is optional. b. Government advice is to Get Vaccinated. Group members are therefore asked to attend only if they have been fully vaccinated. c. Government advice is that ventilation can be improved by opening windows and doors. The door to the hall is to be propped open. The left hand door to the main lounge is to be propped open. d. Government advice is to stay at home if you have symptoms of COVID. Do not attend if you have COVID symptoms or if you have any other infectious illness, such as a cold or flu. 	Y
<p>B) Consider whether your activity involves the sharing of any equipment or shared spaces and make suitable arrangements to have antiviral cleaning products available.</p> <ul style="list-style-type: none"> a. All members will be touching furniture, boards, playing cards and other equipment. The equipment will have been in storage for 11 hours prior to usage. Members may wish to bring hand sanitiser with them and use as they consider necessary. The Golf Club has placed a bottle of hand sanitiser at the entrance. 	Y

C) Advise all wishing to take part that they should allow Group Leaders to take a Register with contact details of participants to share with the NHS Contact and Trace service if required. a. Group members are advised that a Register will be taken at each session. If it is necessary, this information will be supplied to the NHS Contact and Trace service, together with Group members' contact details which are stored on Beacon.	Y
COVID-19 Related Risks	Y/N/NA
D) Where necessary inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/ isolate any hazards. a. This will be done before the commencement of each session. b. When more than 6 tables are in use members will be close to each other when moving from table to table and about the room. Members should take especial care to minimise contact with each other and the potential for airborne infection. c. When collecting or putting equipment away you should observe social distancing. At the end of the session, each table is responsible for putting away the equipment from their table. To reduce the numbers doing this, each table should select one player to put the equipment away.	Y
E) Ensure that travel arrangements also meet the necessary requirements. a. This is not applicable as all Group members make their own arrangements to travel to the venue.	NA
F) Consider the general hazards related to this type of activity and the impact accommodating COVID 19 requirements may have on the way it is organised. a. All hazards have been considered above.	Y
G) Record outcome of these considerations in writing prior to the activity and share with participants so that they can complete their personal checklist in line with the information in your checklist. a. A copy of this checklist has been provided to all Group members.	Y

Before Activity Personal Checklist	Yes (tick)
A) All participants to review their own personal health and circumstances and refer to current Government guidance for different risk categories in COVID 19 and what measures are recommended for people over 70 and/or with various medical conditions.	
B) Consider the health risk category of anyone else you are isolating with in your household.	
C) Review the risk checklist for the activity above completed by the Group Leader and consider if you can take part without adverse risk to yourself or your household.	