

Bedford	Chess	Club
Activity	Risks	Action
Weekly club meetings	Injury or damage from trip hazards arising from misplaced equipment, whilst moving equipment, or setting up or replacing tables.	Constant vigilance by members. The last member to leave should always check that all tables have been replaced and equipment returned to the cabinet.
Weekly club meetings, home or away matches and participation by virtue of club membership in individual competitions	Injury or damage caused by any member to any other person or property. Harassment, bullying or abuse of any other person by a member.	Constant vigilance by other members. The committee will exclude from membership any person considered to present a risk.
Away matches	Driver fails to pick up or bring back member of team as arranged. (It is reasonable to assume that all drivers will have motor insurance.)	Team Captains to ensure arrangements are clear.
Away matches	Injury or damage caused to members by hazards in unsuitable premises or by persons present at or near them.	Team Captains to satisfy themselves that no unacceptable risks are posed.
On-line postings	Harassment, bullying or abuse of any other person by a member.	Constant vigilance by other members. The Committee will exclude from membership any person considered to present such a risk.
On-line postings	Non members obtaining members' e-mail, telephone and any other contact details.	Password required for access to contact details on web-site.
Storing and transporting equipment	Theft or damage.	The last member to leave should always check that all equipment has been returned to the cabinet and that the cabinet is locked. When taking equipment away from the usual club premises for any reason the Chairman or Secretary should be notified and equipment

		should be returned at the first opportunity. (See below for junior club.)
Juniors taking part in main club activities	All the risks identified above are relevant.	In addition to actions already identified no child is to be left by his parent at the club until at least one other member is present and all children must be collected by a parent or other person expressly authorised by a parent. No child should be left in club premises without the presence of an adult member.
Junior chess club	All the risks identified above apply with increased likelihood and potential impact.	At least one DBS checked member will be present at each session and will bring and return equipment normally stored at a member's home. That person will satisfy himself of the safety of the premises used for the sessions.
Main or junior club meetings	Fire.	Evacuation using the stairs if not affected or fire door at far end of playing hall. Use the fire extinguisher just in front of the fire door. Telephone contact with emergency services.
Main or junior club meetings	Serious illness or injury.	First Aid packs are available in the bar and the office. Telephone contact with emergency services.
10 December 2022		