



Procedures and Risk Assessment for Running Organised Play

Purpose of this document

This document aims to outline:

- Key risks regarding the transmission of the coronavirus when running game tournament.
- A comprehensive plan to mitigate for those risks, where reasonably possible.
- Procedures for the safe running of gaming events that may include people from different households or bubbles.
- An understandable and practical set of procedures for management, staff and customers to follow.

Preliminaries

We understand the current government guidelines state that 2 households/bubbles may socialise indoors using the '1m+' rule.

We also recognise the current guidelines for multi-purpose community facilities (which we believe are the most applicable for the kind of activities we run) state:

Users should continue to socially distance from those they do not live with wherever possible. If partaking in a formal activity, users of community facilities should limit their social interactions with anyone they do not live with outside of this activity.

By 'organised play' we specifically refer to playing card games that require participants to play over several rounds in a competition. This means, over successive rounds, it is possible people from more than two households/bubbles may play each other.

Before lockdown, organised play provided the majority of our income. While we have used the government's support to diversify, we still expect organised play to be a significant income stream.

Risk Assessment

General risks	Specific risks	Controlling the risk	Future Actions
Customers spreading Covid19 amongst each other	Transmitting Coronavirus through the air	<ul style="list-style-type: none"> - Customers must wear masks, unless eating/drinking - 'Pinch points' near the toilet and on the stairs will be controlled with a 'one in, one out' policy. This will be monitored by staff, who are stationed between these two pinch points. - While playing, customers will be within booths. 1 side is against the wall, 2 sides will be covered by Perspex. - Customers will be over 140cm from each other, with a screen between them. - Front doors and windows will be open to allow greater ventilation. - Customers will have to change seats between each round. To maintain appropriate distancing, this will be organised by the tournament organiser. They will have the responsibility to ask specific people to move, so no more than 2 people are moving at any one time. - Capacity is reduced to 20 throughout the whole store (from 40). - Booking in advance is compulsory, through our website. No one will be allowed in the organised play area without prebooking. 	Directors will use observation, unannounced visits, and CCTV to check compliance. If necessary, we will produce stricter measures, and 'ban' customers repeatedly ignoring precautions and discipline staff failing to comply. To be completed by directors.
	Transmitting Coronavirus through surfaces: Toilet	<ul style="list-style-type: none"> - Toilet surfaces will be cleaned with antibacterial wipes every 30 minutes. - Cleaning materials will be available for customers to use within the toilet. - Reminders of 20 second hand washing will be in the toilet. 	
	Transmitting Coronavirus through surfaces: Organised play area	<ul style="list-style-type: none"> - Customers will be required to use their own 'play mat' (a piece of fabric that covers part of the table used to play) - Customers will have access to antibacterial wipes to wipe the table between each round of play. 	

	<p>Transmitting Coronavirus through surfaces: Customer hygiene</p>	<ul style="list-style-type: none"> - Customers will not be allowed to enter if they have any Covid19 symptoms - Customers will sanitise their hands upon entering, and every time they move seats. - Customers will be wearing masks/face coverings at all times, except when eating or drinking. 	
	<p>Transmitting Coronavirus through equipment/objects</p>	<ul style="list-style-type: none"> - Customers will not pass any cards/pieces to each other. Where games require this, customers will be asked to bring pens and paper so they can write down a copy of the card for their reference. - All food/drink is served in biodegradable containers. Bins will be provided so customers can dispose of their own rubbish. - Customers will sanitise their hands before touching stock. 	
<p>Staff exposure to Coronavirus</p>	<p>Spreading coronavirus through the air.</p>	<ul style="list-style-type: none"> - Customers will be wearing masks, except while eating. - Staff will wear face shields, with the option of also wearing masks. - Staff will be behind a counter, with a Perspex screen - Staff will maintain 1m+ distance with other staff while working in the kitchen 	
	<p>Spreading coronavirus through surfaces</p>	<ul style="list-style-type: none"> - We minimise staff touching anything that customers have touched. - All food/drink is served in biodegradable containers so staff do not need to touch cutlery/crockery. - Bins will be provided so customers can dispose of their own rubbish. - Customers will 'scan' their own purchases. - When leaving the kitchen/counter, staff will wear disposable gloves. When returning to the kitchen, the gloves will be removed and hands will be washed. - Staff will wash hands every time the produce food/drink - Reminder of 20 second hand washing will be at the sink. - We will not accept cash - Ordering of food will be completed via a smart phone app 	

Track and Trace responsibilities

Covid19 spreading within the shop, then further.

- We maintain a record of participants for 14 days, following appropriate GDPR guidelines.



Organised Play: Procedures

Organised play space

1. Table format:
 - a. Tables where people play will have a screen separating them from passers-by and their opponent(s).
 - b. Players from different households/bubbles will always be at least 1.4m from each other, with a Perspex screen between them.
2. Setting up
 - a. The room will be set up in advance of anyone arriving to play
 - b. Staff will wash their hands before moving tables.
 - c. Prebooking will be a requirement by players, therefore the room will be set up to maximise distance between customers.
 - d. Windows and doors will be opened to provide increased ventilation

Customer Journey

1. Before arriving
 - a. Customers must prebook via our website
 - b. Customers will be made aware of all the conditions of playing, set out in this document, and will agree to the terms and conditions when booking.
 - c. Customers will be made aware failing to comply with these rules will mean they are unable to book for future events.
 - d. Customers arriving on the day hoping to play will be turned away, to discourage larger groups arriving at the same time.
2. On arrival
 - a. Customers will wear masks before entering.
 - b. Customers will sanitise their hands on entering.
 - c. Customers will be reminded, via posters, of the need for social distancing and to keep their mask on, except when eating or drinking.
 - d. Customers will be registered at the counter, before being allowed upstairs to the organised play space. Staff, who can see the stairs, will ensure there is no crossing on the staircase.
 - e. On arrival, customers will be seated in the right place for their first match.
3. While playing
 - a. Customers will use their own play mat to protect the table.
 - b. Customers will not hand anything to another player during the game.
 - c. Customers will always be separated by a screen
4. Between rounds
 - a. Games typically happen over multiple rounds, after each round people are drawn new opponents.
 - b. Moving between seats will be organised by the tournament organisers so no more than 2 people are moving at once.
 - c. Between each round, customers will wipe the table they have just moved to with antibacterial wipes.
 - d. Between each round, if they move seats, customers will sanitise their hands.
5. While eating
 - a. Customers will order via a Smartphone app, to limit movement.

- b. Customers will be asked to dispose of their own rubbish in bins provided.
6. Moving around the shop
- a. Customers in the organised play space will be subject to a 'one in, one out' policy
 - b. A sign at the top of the stairs will indicate if someone has left. It will be the tournament organiser's responsibility to ensure this is maintained.
 - c. Customers will wear a mask at all times when moving.
 - d. When returning to the organised play space customers will sanitise their hands.