

## Essex Chess Association

### Risk Assessment for events involving children, young persons and adults in need

This form is for the use of

- a) ECA officials running an ECA event that may involve children, young people or adults in need
- b) ECA officials appointing a host organisation to run an ECA event that may involve children, young people or adults in need.

The purpose of the risk assessment is to identify areas of potential risk and measures to reduce risk to ensure that any ECA event is conducted in a safe environment for those who may be vulnerable, and that safeguarding is at the forefront of event organisation. The risk assessment is intended to be a narrative one.

#### ECA Pre-season welcome back to real chess festival – 4<sup>th</sup> September 2021 – Junior events held at Wanstead House operated by Wanstead House Community Association “WHCA”.

<u>Narrative Comment</u>	<u>Risk Level:</u> <u>Low, Mid, High</u>
<b>Suitability of host organisation</b> Essex Chess Association utilising the services of DBS checked organisers Essex chess clubs	Low
<b>Is there a need for a Working with Children Supervisor</b> No as a one-off event and parental supervision will apply unless a responsible adult is appointed in accordance with ECA Safeguarding Policy. It is however best practice to have vetted supervisors in place. See below.	Low
<b>Safe Recruitment and Selection</b> Experienced junior organisers have been engaged for the event	Low
<b>Building suitability</b> The Hall at Wanstead House is a self-contained building. Overflow accommodation in Redbridge room on the ground floor of the House is self-contained with parental supervision space outside and in the garden. Monitoring of single exit to the car-park required in event of junior use of the lawn. Parental supervision is ECA policy.	Low
<b>Health and Safety</b> WHCA is a multi-purpose community venue which has “covid secure” status, with some Step 3 precautions likely to be continued in September. See ECA covid19 risk assessment for the event. It is closed to the general public. Only ECA events are taking place on site on 4 September 2021. First aid equipment is available in the venue. Emergency contact numbers required for parents of all juniors.	Low

<b>Is public liability insurance in place</b> Both WHCA and ECA have public liability insurance.	Low
<b>Notice of Conditions of Entry</b> In email notifications and any entry form.	Low
<b>Guidance to Organisers and Officials</b> ECA Guidance for Organisers and Officials of ECA events involving children applies. Covid-19 hygiene protocols for setting up playing rooms and equipment (as per Covid-19 risk assessment) notification.	Low
<b>Arrangements for any recording of images</b> By ECA organiser only in accordance with ECA Privacy Notice.	Low
<b>Arrangements for recording attendance</b> Tournament entry for players. Evacuation register for officials and parents.	Low
<b>Arrangements for reporting safeguarding concerns</b> As per ECA Safeguarding policy with reporting form. Safeguarding Officer in attendance.	Low
<b>Arrangements for supervision</b> Parental and/or responsible adult supervision. Working with children supervisors appointed and confirmed for the event are Robin Slade (CJCC), Mark Murrell (WWJCCC) and Ben Harte (WWJCC).	Low.
<b>Arrangements for the processing of personal information</b> Entry information in accordance with ECA Privacy Notice. No special data is being processed.	Low.
<b>Arrangements for notification of collection &amp; processing of personal data</b> Event notification will address collection and processing of data in accordance with the ECA Privacy Notice.	Low.
<b>Any other matters</b> Covid-19 precautions – as per accompanying 4 August Covid-19 risk assessment (unchanged). No HMG covid-19 restrictions are currently in place for indoor events for those aged U18. Guidance document (19 July 2021) <a href="https://www.gov.uk/government/publications/covid-19-actions-for-out-of-school-settings">COVID-19: Actions for out-of-school settings - GOV.UK (www.gov.uk)</a> . Event arrangements compliant.	Low.
<b>Summary of risk for event</b> Areas of risk have been considered with appropriate measures taken and at event implementation actions identified.	Low.

Having undertaken the above assessment I am satisfied that the arrangements for the event meet the ECA's Safeguarding and Data Protection Policies.

E - Signed: MRAMurrell

Dated: 15 August 2021

Name: Mark R. A. Murrell

Position: ECA Safeguarding Officer

**Recommendations for action:** None, other than implementation of stated covid-19 hygiene measures, supervision of any outdoor activity and evacuation registers.