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| **PREMISES:** | **Neuadd Goffa Rowen Memorial Hall** | **SECTION:** | **General** | **TASK/OPERATION:** | **Operation in a Covid Safe Manner** |
| **DATE:** | **24/8/21** | **ASSESSOR:**  | **Penny Wingfield** | **DATE FOR RE-ASSESSMENT:**  | **Continuous review due to evolving situation** |

**When the hall is open to the public face masks must be worn. When it is being used by a private group the group can decide whether to require facemasks or not.**

**2m distancing is no longer a legal requirement but may be a sensible strategy for risk reduction for some groups.**

| **AREA OR PEOPLE AT RISK** | **RISK IDENTIFIED** | **ACTIONS TO MITIGATE RISK** | **NOTES** |
| --- | --- | --- | --- |
| Cleaning staff  | * Possible exposure to virus if a person carrying the virus has entered the hall or fallen ill in the hall
 | * Conduct a personal Risk Assessment with staff
* Provide suitable PPE
* Enforce the message that no one with symptoms is to use the hall
* Designated area for dealing with anyone who becomes ill (RH dressing room)
* Communication system so that all users inform the hall management of any incidents and management inform the staff
 | * Sign required on dressing room
* Masks added to First Aid kit
* Contact number displayed in the hall
 |
| All hall users | * Virus is brought into the hall on someone’s hands
 | * Hand basin with soap and hand towels provided at the entrance
* Sanitiser also provided at the entrance
* Signage to encourage handwashing
 | * Provide doormat to catch any water splash
 |
| All hall users | * Virus is brought into the hall by an infected person
 | * Signs to remind everyone to stay at home if they are ill
* All hall users to agree to refuse access to anyone with symptoms
* Designated area for dealing with anyone who becomes ill (RH dressing room), with PPE added to First Aid kit
* Hall users to inform management of any incidents.
 | * Contact number displayed in the hall
 |
| All hall users | * Virus is spread between people
 | * All hall users to keep a record of participants and to comply fully with Test, Trace and Protect
* Signs to remind people that masks must be warn when the hall is open to the public
 | * See next sections for particular areas of the hall
 |
| All hall users | * Virus is spread by contact
 | * Adequate soap and hand towel supplies in all toilets
* Hand sanitiser available throughout the hall
* Signage to encourage hand washing
* All hall users to keep a record of participants and to comply fully with Test, Trace and Protect
 | * See next sections for particular areas of the hall
 |
| Entrance | * Area used by a lot of people so higher risk of contamination
 | * Remove general notices to discourage lingering
* Hand sanitiser provided as an alternative to using the basin during busy periods
* Hirers of the hall to clean handles and switches as they leave
 | * Provide suitable wipes for easy cleaning
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| Toilets | * Possible close contact when opening solid doors
* Contact with many surfaces so higher risk of contamination
 | * Remove 2nd door in gents and ladies
* Provide engaged/vacant sign on outside of outer door
* Maintain supplies of soap and towels
 | * Monitor usage and consider whether more frequent cleaning is required
* Investigate putting powered fans to improve ventilation in the gents and ladies (disabled toilet has one)
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| Kitchen | * Contact with many surfaces so higher risk of contamination
 | * Anyone using the kitchen to provide and remove their own tea towels
* No food to be stored in the kitchen
* Groups using the hall regularly to store any clearly labelled drink supplies as agreed with the management
 | * Monitor usage and ensure standards are being maintained
* Consider changing these conditions if necessary
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| Main Room | * To be assessed separately for each group using the hall
* Use of tables and chairs to be assessed for each group
 | * All windows and doors can be opened
* Hirers of the hall to clean door handles, light switches, window catches and controls for the blinds at the end of their session
 | * Monitor usage and consider whether more frequent cleaning is required
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| Back Room | * To be assessed separately for each group using the hall
* Use of tables and chairs to be assessed for each group
 | * Hirers of the hall to clean door handle, light switches, window catches and controls for the blinds at the end of their session
 | * Monitor usage and consider whether more frequent cleaning is required
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| Playing Field | * Movement between the hall and the field can bring dirt into the hall
* The residents next to the field are sensitive to group usage of the field
 | * Anyone using hall and field to clean the hall floor as necessary afterwards
* Activities on the field to keep away from the houses
 | * Monitor usage and consider whether more frequent cleaning is required
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| Driveway | * Possible queues of people waiting to enter the hall
 | * Numbers attending any activities are limited
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| Village Newspapers | * Virus is spread between people or by contact
 | * Use the same table daily and leave it set up in the back room
 | * Provide spray and paper towels for cleaning tables
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