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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 |
| 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) |
| 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 |
| 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 |
| 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 |
| 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 |
| Driveway | * Possible queues of people waiting to enter the hall | * Numbers attending any activities are limited |  |
| 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 |