

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	<ul style="list-style-type: none"> Possible exposure to virus if a person carrying the virus has entered the hall or fallen ill in the hall 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Sign required on dressing room Masks added to First Aid kit Contact number displayed in the hall
All hall users	<ul style="list-style-type: none"> Virus is brought into the hall on someone's hands 	<ul style="list-style-type: none"> Hand basin with soap and hand towels provided at the entrance Sanitiser also provided at the entrance Signage to encourage handwashing 	<ul style="list-style-type: none"> Provide doormat to catch any water splash
All hall users	<ul style="list-style-type: none"> Virus is brought into the hall by an infected person 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Contact number displayed in the hall

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		<ul style="list-style-type: none"> Hall users to inform management of any incidents. 	
All hall users	<ul style="list-style-type: none"> Virus is spread between people 	<ul style="list-style-type: none"> 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 worn when the hall is open to the public 	<ul style="list-style-type: none"> See next sections for particular areas of the hall
All hall users	<ul style="list-style-type: none"> Virus is spread by contact 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> See next sections for particular areas of the hall
Entrance	<ul style="list-style-type: none"> Area used by a lot of people so higher risk of contamination 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Provide suitable wipes for easy cleaning
Toilets	<ul style="list-style-type: none"> Possible close contact when opening solid doors Contact with many surfaces so higher risk of contamination 	<ul style="list-style-type: none"> Remove 2nd door in gents and ladies Provide engaged/vacant sign on outside of outer door Maintain supplies of soap and towels 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Contact with many surfaces so higher risk of contamination 	<ul style="list-style-type: none"> Anyone using the kitchen to provide and remove their own tea towels No food to be stored in the kitchen 	<ul style="list-style-type: none"> Monitor usage and ensure standards are being maintained Consider changing these

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		<ul style="list-style-type: none"> Groups using the hall regularly to store any clearly labelled drink supplies as agreed with the management 	conditions if necessary
Main Room	<ul style="list-style-type: none"> To be assessed separately for each group using the hall Use of tables and chairs to be assessed for each group 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Monitor usage and consider whether more frequent cleaning is required
Back Room	<ul style="list-style-type: none"> To be assessed separately for each group using the hall Use of tables and chairs to be assessed for each group 	<ul style="list-style-type: none"> Hirers of the hall to clean door handle, light switches, window catches and controls for the blinds at the end of their session 	<ul style="list-style-type: none"> Monitor usage and consider whether more frequent cleaning is required
Playing Field	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Anyone using hall and field to clean the hall floor as necessary afterwards Activities on the field to keep away from the houses 	<ul style="list-style-type: none"> Monitor usage and consider whether more frequent cleaning is required
Driveway	<ul style="list-style-type: none"> Possible queues of people waiting to enter the hall 	<ul style="list-style-type: none"> Numbers attending any activities are limited 	<ul style="list-style-type: none">
Village Newspapers	<ul style="list-style-type: none"> Virus is spread between people or by contact 	<ul style="list-style-type: none"> Use the same table daily and leave it set up in the back room 	<ul style="list-style-type: none"> Provide spray and paper towels for cleaning tables