

PREMISES:	Neuadd Goffa Rowen Memorial Hall	SECTION:	General Hire	TASK/OPERATION:	Operation in a Covid Safe Manner
DATE:	5/10/21	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
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 	
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"> • 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. 	
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 • Appropriate ventilation to be provided by opening doors and windows 	
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 	

AREA OR PEOPLE AT RISK	RISK IDENTIFIED	ACTIONS TO MITIGATE RISK	NOTES
		comply fully with Test, Trace and Protect <ul style="list-style-type: none"> Any tables used to be cleaned before being put away 	
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"> 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 	
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"> Maintain supplies of soap and towels 	<ul style="list-style-type: none">
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 without consent Groups using the hall regularly to store any clearly labelled drink supplies as agreed with the management 	
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">
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">