Risk Assessment

Company name: Aberffraw Village Hall **Assessment carried out by:** Mike Mahon (Chair AVH Committee)

Date of next review: October 2020 **Date assessment was carried out:** 3rd August 2020, Updated 21/8/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
- Getting or spreading coronavirus - Covid-19 disease	- Anyone - By inhaling virus contaminated aerosols - By close contact or touching contaminated surfaces or items	1. Advisory Notices 2. Spacing event times 3. Separate Entrances & Exits 4. Social Distancing control/ user number restrictions 5. Hand sanitisers 6. Increased natural ventilation 7. Increased cleaning/ refuse & reporting 8. Workforce PPE 9. Close JOW room, kitchen, shower, stage 10. External Public Toilet closed 11. Hall Covid officer	1. Inform all users/ organisers of Hall Covid secure measures 2. Request Risk Assessments & Guidance from Event Organisers prior to approval of event – include:- - pre-booking to limit numbers - hygiene/handwashing - movement, social distancing - noise refraint - contact details of all users - bring own materials, pens, … - facemasks/gloves if required - informing/ action if symptoms 3. Event organisers request Personal Risk Assessment Levels & Return to Work form for employees/ volunteers, incl - gender, age, BAME, health	-AVH Committee -Event Organisers -Volunteers -Employees -Users	Prior to first Event	

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			(deter/ change role if over 70) 4. Named Organiser Covid-19 regulations officer/enforcer at each event + reporting ? temperature checks 5. Organisers ensure compliance with -Core Public Health Guidelines -Social Distancing Guidelines -Safe Work Plan Guidelines 6. Hirer may be requested to clean specifically used items/ surfaces before/after event 7. Try to reduce/ remove money handling – gloves / go digital. Pre-booking. 8. Organiser is required to isolate, remove, report anyone becoming unwell during an event in the hall 9. Training/informing:- -Hall Management Committee -Booking Secretary -Cleaner/caretaker -Volunteers			

Aberffraw Village Hall   **Health & Safety Measures to minimise risk of Coronavirus transmission/ Covid-19**   **MAIN HALL (JOW Closed)**

Note: Pre-Re-opening Checklist + Legionnaire's disease precautions

1. **Entrance**   Main front Door. Add signage ENTRANCE ONLY, Keep 2 metres apart. Inside – NO EXIT
              Notices Covid-19 … see below (page 3)   ?? Temperature checking of all entrants
   Exits   1 Right rear fire/external door and ramp – signed EXIT ONLY
                 2 Left rear fire/external door and ramp – signed EXIT ONLY

2. **Kitchen Area** – CLOSED. Notices to Hall users to bring own drinks/cups for events if needed

3. **Infection Control**
   Hand sanitisers inside ENTRANCE & EXITSx2 and in TOILETSx3+soaps. Identify items used per event for cleaning. Cleaner to top up.
   Remove soft furnished chairs, ?curtains, …, no access to Stage area. Organisers/users sanitize equipment/ chairs.

4. **Toilets**
   Internal Toilets: Queuing control. Covid-19 Hand washing Notices. Close stage + side toilets + shower. External Public Toilet – CLOSED.

5. **Cleaning**
   Between Events – Toilets, Surfaces (Tables & chairs), Door/Window Handles. Bag and bin 'personalised' items. Restock paper towels etc
   Specific equipment eg Bingo/Fitness/… Cleaning plus 1 week gap
   Notices as to when cleaning has last taken place   **Note**: If Covid-19 symptoms reported for building user – Close, Deep Clean + PPE

6. **EVENTS**
   a) All participants to provide name and telephone contact on each occasion – Test & Trace notices
   b) Event organisers (Bingo/Line Dancing/Yoga/Fitness/Table Tennis/Dog Training/Quiz/ … to provide Guidance & Risk Assessments

7. **Employees & Volunteers** …. Sign in on entry. Keep to social distancing, use hand sanitisers, handwashing. No eating. Personal Risk
   assessment & Return to Work Forms

ABERFFRAW VILLAGE HALL　　　**Covid-19 risk minimisation**　　　**Main Entrance Notice**

1. ENTRANCE ONLY

2. Whilst queuing KEEP 2 METRES APART

3. Do NOT ENTER if showing signs of　　**- new persistent cough**
　　　　　　　　　　　　　　　　　　- sudden loss or change of taste or smell
　　　　　　　　　　　　　　　　　　- high temperature (you may be requested for a temperature check)
　　　　　　　　　　　　　or if self-isolating or quarantining

　Be aware of own risk Mild (0-3) Moderate (4-6) Severe (7+) (male+1, 50-59y+1, 60-69y+2, 70-79y+4, >79y+8, BAME+1, Obesity+1,Health +1to4)

4. You MUST provide Full Name and Telephone number for TEST & TRACE. Report any new Covid symptoms in next 7 days.

5. Please use Hand Sanitisers. Avoid touching face.

6. Maximum persons inside at any one time (Bingo/sitting events 20-22, Exercise/other events 8-16)

7. Keep 2 metres apart from anyone not in your household

8. You are encouraged to wear facemasks where possible

9. Do NOT sing or shout or talk loudly

10. Keep windows and doors open to increase ventilation

11. On using Toilets – Queue 2 metres apart (only 1 on marked spot in hallway) - use soap and perform 20 seconds handwashing

12. Dispose of items in the correct bins

13. Please leave at least 2 metres apart via separate EXITS. Do not linger outside.

By Agreement with Aberffraw Village Hall Management Committee & Event Organisors, August 2020
(Please Note: Regulations may change at very short notice depending on National/Local decisions)

Hall needs to purchase

1. Additional bin / bags for 'personalised' items eg tissues, masks, drinks cans, … x2
2. Three whiteboard stands for notices
3. Tape for distancing marking
4. Hand sanitisers for entrance/exitsx2/toiletsx3 + refills
5. Bleach, additional disinfectant
6. PPE for workers/volunteers – gloves, masks, aprons
7. Person temperature checker
8. Additional cleaning time

Guidance

Re-opening Community Centres 30 July / 7 August https://gov.wales/safe-use-multi-purpose-community-centres-covid-19

WCVA Guidance for reopening https://mcusercontent.com/981f960ac676c2d3e8901559e/files/34ffca9c-8132-4c04-8f04-2531231746c9/Guidance_for_Community_Centres_reopening_in_Wales.pdf

Council Contact **Anglesey** 01248 7500577 / 01248 752852

HSE Risk assessment blank form https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm

HSE RA Covid 19 example (15 pages) https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf

Covid resilience funding https://gov.wales/coronavirus-covid-19-support-for-the-third-sector-html

See Aberffraw Village Hall website for Updates and further documents