COVID 19 RISK ASSESSMENT – LLANDENNY VILLAGE HALL

Event – Hall BBQ and Outside Games 4pm till 8.30pm Saturday *21st August*

Organiser – *Phil Tilley & David Roberts*

The following actions will be taken to mitigate COVID 19 risks when the Hall is in use for this event as per current Welsh Government guidelines: https://gov.wales/coronavirus

MAIN HALL

* keep doors and windows open, to ensure as much airflow as possible
* hand sanitisers available and to be used on entry and exit
* If due to weather people have to come inside then these should be sat down and an effort made to prevent mixing of people.
* Try and maintain a one way system whereby people enter through main door and exit via toilet fire door. Only a requirement if many people are coming and going due to bad weather
* Loud music not to be played anywhere inside the hall at any time. Speaking over loud music increases aerosol spray.

KITCHEN

* hand sanitiser in kitchen to be used on entry and exit,
* all equipment used washed thoroughly in soapy water
* no more than 4 people at any one time, if a person is to be in the kitchen for a long period and many others are coming and going face covering is advised
* all surfaces that are touched to be wiped afterwards with anti-bacterial wipes provided

TOILETS

* hand sanitiser in toilets to be used on entry and exit,
* no more than 2 people at any one time
* exit from toilet is to be through the fire door
* Swing door between hall and toilet to be held open at all time to assist airflow and allow people to see if crowding is occurring.

OTHER

* Attendance will be by prior registration only.
* Organiser will retain names and all contact details for the event for 21 days.
* Attendees will be reminded on entry to the event that if they or a member of their household is isolating, is awaiting a test result or has received a positive Covid test result and they have not been double vaccinated then they should not enter. The person on entry gate may ask for evidence of vaccination.
* Anyone who attends and within 14 days after the event displays symptoms and receives a positive test result they should inform the organiser.
* All helpers and volunteers are to be provided with a copy of the coronavirus guidance
* Queuing for food is to be minimised. This should be achieved by inviting people to the food collection area by table. A person will be appointed to manage flow to collect food.

Appendix - 1

Coranavirus reasonable measures action card extracts

The following are extracts from the government’s guidance on Coranavirus risk and risk mitigation. These should be read by all volunteers helping during the event. As guidance on community halls is not clear at this point in time, we are considering it similar to a hospitality venue such as a small pub. For customers read attendees and for staff read volunteer helpers.

**Specific risks in these venues**

Busy pubs, in particular, pose a significant risk of spreading coronavirus. This is why they have only been able to open subject to strict restrictions, in particular the requirement for table service. It is important that businesses which operate venues of this nature appreciate that the pandemic is not over, and that people mixing in these venues could lead to a significant increase in cases of coronavirus. Many of those who attend the venues will be aware of this and wary of the risk. Similarly, the Welsh Government will be closely monitoring the way hospitality venues operate.

While risks will vary from venue to venue, and will depend on the activities being undertaken at the venue and the number of people present, the following risks will be typical:

* close physical interaction, including queuing in close proximity to others before entry and while inside, for example at the bar, toilets and cloakroom;
* increased likelihood of mixing and face to face interaction, exacerbated by the influence of alcohol;
* raising of voices over loud music increasing risk of aerosol transmission;
* potential for poor ventilation, particularly problematic where people spending prolonged periods together (indoors) in these venues.

**Reduce the chance of coronavirus being present**

* Asking customers if they have been vaccinated, have recently been tested or if they have COVID-19 symptoms before they enter your premises.
* Informing customers and staff that anyone who is symptomatic, has tested positive, is awaiting a test result or has been asked to self-isolate by NHS Wales Test Trace Protect, must not enter your premises.

The best way of preventing spread of coronavirus in any premises is to reduce the risk of the virus being on the premises in the first place.

**Prevent crowding**

* Limiting numbers or controlling movement of people so that where possible customers can safely distance themselves from others. As examples use one way systems to walk around the premises and control the movement of people coming together in confined areas such as toilets and bars, and maintain distance between tables. Physical distancing between individuals and between groups remains an effective control measure in premises where there is mixing of different groups of people.
* Controlling entry and exit points to prevent people coming together.
* Adopting a table service system at busy times.
* If other ways of reducing risk are not practical, despite it not being a general legal obligation in these settings, requiring use of face coverings for customers and staff in certain areas.

**Limit your capacity**

* Where this is economically viable, reducing the number of people who may be inside your premises at any one time. Limiting numbers will reduce the extent to which close physical interaction will occur, in particular by reducing the potential for crowding.
* Spreading people evenly across the venue so that they don’t gather in disproportionate numbers in one room or space.

**Improve your ventilation or go outside**

* Enhancing airflow by opening windows and propping open internal doors (but not fire doors) where possible and consider maximum capacities.
* Encouraging use of outdoor space instead of staying indoors.

**Keep your premises clean**

* Minimising the number of surfaces and objects people can touch. For example, limit contact with menus, use apps to order and pay for food or drink, use contactless technology.
* Thorough and regular cleaning using disinfectant in high footfall areas and in high contact touchpoints such as counter tops, tables and door handles.
* Placing hand sanitisers in multiple locations, particularly at entry points and elsewhere at key touchpoints, and providing automated soap dispensers, water and paper towels in washrooms.

**Keep the noise down**

* Lowering the volume of any music played to reduce the need for people to shout or bring their faces close together to talk.

**Look after your staff**

* Implementing systems to minimise contacts between staff. For example, stagger staff shifts, break times and deliveries; set a maximum number for kitchens, staff rooms, changing rooms and areas such as smoking shelters.
* Providing staff with face coverings or other PPE.

**Help Test, Trace, Protect**

* Understanding the role the [**NHS Wales Test, Trace, Protect**](https://gov.wales/test-trace-protect-coronavirus)system has in monitoring and controlling the virus.
* [**Keeping records of staff, customers and visitors**](https://gov.wales/keeping-records-staff-customers-and-visitors-test-trace-protect) to support the NHS Wales TTP Service.

**Communicate**

You have a legal obligation to provide information to those entering or working at your premises about how to minimise the risk of exposure to coronavirus. This includes, in particular, information to all those present about their risk of exposure to coronavirus identified in the risk assessment and the measures to be taken at the premises to minimise this risk.

This could include announcements, clear signage (e.g. signs, floor tape or paint) for limits on the number of people present in a particular area or room, queuing systems and one way systems.

Appendix -2

Notes and guidance for anyone managing people coming to the event

* 1. If anyone turns up and has not got a prebooked ticket then make sure we have all names of people in their group and contact details of the main person
	2. Ask if they have had Covid or know of anyone in their group who have had it and/or are isolating
	3. Remind people that if they or anyone in their group contracts covid then they must advise us.
	4. Advise people of the flow of traffic into the hall and the toilets (only 2 people in the toilet area at any one time, only 4 people in the kitchen at a time). Flow in through main entrance, out through fire door by toilet.
	5. Advise people that they should not come and line up for food until invited to do so on a per table/group basis
	6. Encourage people to join in the games ☺
	7. Wish them a good evening and remind them that we appreciate their support (double cheesy)