COVID 19 RISK ASSESSMENT – LLANDENNY VILLAGE HALL

Event – *date and time*

Organiser – *name*

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

* maximum of 30 people inside and 50 people outside at any one time
* hand sanitisers available and to be used on entry and exit
* keep doors and windows open whenever possible; if not use anti-bacterial wipes to clean them after use; wipes available in Hall

KITCHEN

* hand sanitiser in kitchen to be used on entry and exit,
* all equipment used washed thoroughly in soapy water
* no more than 2 people at any one time and then only if Government social distancing rules can be applied
* 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 1 person at any one time

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 prior 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 in the past 14 days they should not attend.
* Anyone who attends and within 14 days after the event displays symptoms and receives a positive test result they should inform the organiser.