

LLANDEGFAN PARISH HALL COVID 19 RISK ASSESSMENT SCHEDULE

Assessment Criteria

Rating: **Potential Consequence Score 1-5**
 Likelihood of Happening Score 1-5
 Severity Level Score = Potential Consequence x Likelihood

Classification: **1-5 Low**
 6-10 Medium
 11-15 High
 16-25 Very High

Topic	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures taken to Reduce / Minimise & Control Risk
PARISH HALL COVID 19 REOPENING	Hiring & Collection of Fees	5	2	10	Medium	<ol style="list-style-type: none"> 1. Diary of Bookings updated daily. 2. Secretary/Treasurer to be the Main Source for taking bookings. 3. Visitor Book to be completed upon entry 4. Treasurer to send out monthly bills. 5. BACS payments, where possible. No cash payments to be exchanged.
	Hirer's Responsibility	5	2	10	Medium	<ol style="list-style-type: none"> 1. Hirer to bring own sanitiser, where appropriate. 2. Hirer to bring own equipment, where appropriate. 3. Hirer to bring own food and drink supplies, where appropriate 4. Hirer to take home and dispose of their own waste.
	Number Attending	5	2	10	Medium	<ol style="list-style-type: none"> 1. 15 permitted in total for all Fitness Activity Classes. 2. 30 permitted in total for any Wedding and/or Funeral Bookings 3. Other Meetings and/or Activities will be permitted in accordance with strict COVID19 rules and regulations.

						<ol style="list-style-type: none"> 4. 2 Limited in the Snooker Room at any one time under separate rules and guidelines as per COVID19 restrictions. 5. Doors to be Open at least 15 minutes prior to and locked immediately after every event to allow thorough cleaning and sanitising of equipment before the next booked event
	Kitchen Area	5	3	15	High	<ol style="list-style-type: none"> 1. Social Distancing Rules to apply – no more than 2 persons allowed in this area at any one time. 2. Kettle to be the only Apparatus to be used. 3. The Oven, Microwave & All Other Hall Utensils to be stored away temporarily.
	Toilet Area (Men's, Women's & Disabled Toilet).	5	3	15	High	<ol style="list-style-type: none"> 1. Social Distancing Rules to apply – no more than 1 person allowed in any Toilet area at any one time.
	Cleaning	5	2	10	Medium	<ol style="list-style-type: none"> 1. All Rooms & Equipment will be Cleaned & Sanitised after every meeting using the appropriate Cleaning equipment and materials. 2. Appropriate Sanitisers will be installed in every room. 3. A Deep Clean of the Building will be carried out once a week. 4. Sufficient Cleaning & Material Stock will be kept.
	Signage	5	1	5	Low	<ol style="list-style-type: none"> 1. Appropriate Social Distancing & Sanitiser Usage signage will be installed in every room.

	Entrance & Exit	5	2	10	Medium	<ol style="list-style-type: none"> 1. All Users to enter through the main door and leave via the Fire Exit Door in the Main Hall Room, if deemed appropriate.
	Security & Safety	5	2	10	Medium	<ol style="list-style-type: none"> 1. Daily External & Internal Inspection of Building will be conducted to check for any Damages. 2. Designate Trustees will be the main Key Holders to the building.