

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

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

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