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| LISVANE MEMORIAL HALL HEOL-Y-DELYN, LISVANE, CARDIFF, CF14 0SQ |
| [www.lisvanememorialhall.co.uk](http://www.lisvanememorialhall.co.uk/) email: [lisvanememorialhall@gmail.com](mailto:lisvanememorialhall@gmail.com)COVID-19 Risk Assessment for re-opening Lisvane Memorial Hall – Issue 5, 3 October 2021 |

**The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming on the gov.wales Coronavirus (COVID-19) Guidance pages**

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| People at Risk | Risk identified | Actions to take to mitigate risk | Notes |
| Caretaker and Trustees –  work activity and situations which might cause transmission of the virus and likelihood staff could be exposed. | Cleaning surfaces which have been infected by people carrying the virus.  Disposing of rubbish containing tissues and cleaning cloths.  Deep cleaning of premises if  someone falls ill with CV-19 on the premises. | Stay at home guidance if unwell; provide signage at  external entrances to building.  Contractors provide their own gloves and dispose of  cleaning rubbish. Provide guidance to Caretaker and Trustees as to cleaning and disposal of waste.  Hall will be closed and latest guidance sought. Possibly hire specialist contractors to clean. | For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently. |
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| Caretaker and Trustees –  who could be at risk and likelihood staff/Trustees could be exposed. | Trustees who are either  extremely vulnerable or over 70.  Mental stress from handling the new situation. | Email Trustees and Booking Secretary to ensure that they know that if they are over 70 or consider themselves vulnerable, then there is no obligation to carry out activities they consider risky and that we encourage them to tell us of any concerns they have.  Similarly, ensure Caretaker knows he can raise concerns. | Details of a person’s medical condition must be kept confidential, unless the contractor/trustee agrees it can be shared. |
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| Area at Risk | Risk identified | Actions to take to mitigate risk | Notes |
| Other Contractors and Occasional Maintenance workers. | Depends on their activity.  They could be exposed if a person carrying the virus has entered the premises or falls ill. | Ask Trustees who liaise with Contractors to ensure the Contractor/Maintenance Worker:   * has produced a risk assessment for their activity; * cleans areas and surfaces they will be working in before and after access; * is responsible for providing their own PPE.   Sanitiser and hand-washing facilities will be available. |  |
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| Hirers and attendees at their events. | Depends on the activity | Hirers to produce their own Risk Assessment.  The hall will be cleaned 6 days a week, but not necessarily between hires, hirer will need to take this into account when producing their Risk Assessment.  Hirers to bring their own cleaning products and PPE.  Hall will provide paper towel, bins and bin bags for cleaning waste.  Sanitiser will be available at entry and exit but hirer and/or attendees should bring their own for use during the session.  Hire Agreement amended. |  |
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| People at Risk | Risk identified | Actions to take to mitigate risk | Notes |
| All | It is discovered that someone with the virus has entered the premises or someone falls ill with symptoms of the virus on the premises. | A Trustee, the Booking Secretary or the Caretaker must  be informed immediately; whoever is contacted will ensure that all Trustees, the Booking Secretary and the Caretaker are informed.  The Committee Room has been designated as a space into which anyone will be moved who becomes unwell at the hall with suspected COVID-19 symptoms until transport home or to hospital is available. Tissues, a bowl for hand-washing and paper towels have been provided. Hot water is available in the Committee Room Toilet. Hirer must ensure everyone else leaves the building and then inform the Booking Secretary who will inform the caretaker and Trustees.  Trustees will ensure seek the latest guidance on quarantining and cleaning the Hall.  Signage provided in Committee Room re Safe Room. |  |
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| Car Park/paths/ patio/exterior areas | Social distancing is not  observed as people congregate  before entering premises.  Possible “pinch points” and  busy areas where risk is social  distancing is not observed such as in walkways at the front and side of the building.  People drop tissues. | Separate entrances and exits created and signage provided.  Avoid Main Hall and Small Hall hires (excluding cleaning time) starting at the same time. (Hirers to be allowed 15 minutes extra cleaning time (not part of the hire) at the start and end of their sessions.)  Ask Caretaker to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove. Litter may be collected by gardener; ensure gardener is aware of risk and takes appropriate precautions.  Council bin and collection for cleaning waste arranged. | Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. |
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| People at Risk | Risk identified | Actions to take to mitigate risk | Notes |
| Main Hall | Good ventilation can help reduce the risk of spreading coronavirus.  Frequently touched surfaces | The switch for the main hall ventilation system is in the kitchen. Signage provided in the kitchen.  Ensure there is sufficient time between hires for cleaning. | The system extracts air from the Hall and brings in fresh air. |
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| Stage | Frequently touched surfaces | If a Hirer wants to use the stage, then this must be included in their Risk Assessment. |  |
| Main Hall Kitchen | Frequently touched surfaces | If a Hirer wants to use the kitchen and freezer, then this must be included in their Risk Assessment  Hirer will need to access the kitchen to switch the air circulation system on and off. | Note: the freezer is in the Committee Room |
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| Committee Room | Frequently touched surfaces  Freezer | Close Committee Room  Provide Bowl, bin & paper towels  Provide Sign | This has been designated as the temporary quarantine area if someone falls ill on the premises. |
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| People at Risk | Risk identified | Actions to take to mitigate risk | Notes |
| Small Hall | Frequently touched surfaces | Provide paper towel, bins and bin bags for cleaning waste.  Cleaning waste, in bags, to be put in the Council bin which will be outside in the wall recess outside the Main Hall kitchen. All other waste to be removed by hirer. |  |
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| Small Hall Kitchen | Frequently touched surfaces | If a Hirer wants to use the kitchen then this must be included in their Risk Assessment. |  |
| Toilets (Main Hall, Small Hall, Disabled, Committee Room) | Frequently touched surfaces | Signage to say ‘one person at a time’ in the Toilets.  Signage to encourage 20 second hand washing.  Signage to say users can use hot-air hand-dryers and if tissues or paper towels are used these must be removed by hirer. |  |
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| Hirers cleaning cupboard – brooms etc. | Frequently touched surfaces |  |  |
| Store cupboards (Caretaker etc.) | Frequently touched surfaces | Public access unlikely to be required. Caretaker to decide  frequency of cleaning. |  |
| Storage Rooms (furniture/  equipment) | Frequently touched surfaces |  |  |
| Small Hall Boiler Room/Storage Room | Frequently touched surfaces | Public access unlikely. Caretaker to decide frequency of cleaning. |  |
| Boiler Room | Frequently touched surfaces | Public access unlikely |  |