

## CAERWYS TOWN HALL COVID-19 RISK ASSESSMENT

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
<b>Staff (1 x cleaner) and volunteers (the Trustees)</b>	<p>Cleaning surfaces infected by people carrying the virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p>	<p><b>Cleaner provided with protective overalls and plastic or rubber gloves; provide PPE for use in the event deep cleaning is required.</b></p> <p><b>Cleaner given PHW guidance</b></p>	<p>Request cleaner purchases suitable PPE and claims for reimbursement.</p> <p>Discuss with cleaner her awareness of the national cleaning guidance available.</p>
<b>Entrance hall and Main Hall</b>	<p>Exposure to coronavirus on the premises.</p> <p>The spread of coronavirus by those who have been on the premises.</p>	<p><b>'Stay at Home if Unwell' guidance displayed at entrance to the main hall.</b></p> <p><b>Automatic hand sanitiser dispensers provided on entrances and exits.</b></p>	<p>Suitable signage to be erected at entrance/exit and throughout the main hall</p> <p>Wall mounted hand sanitisers to be checked and filled whenever the hall is used.</p>
<b>Toilets</b>	<p>Exposure to coronavirus on the premises.</p> <p>The spread of coronavirus by those who have been on the premises.</p>	<p><b>Automatic soap dispensers provided in each toilet.</b></p>	<p>'Hand Washing' signage to be visible outside/inside toilets.</p> <p>Ensure soap is regularly replenished.</p>
<b>Ventilation</b>	<p>Exposure to coronavirus on the premises.</p> <p>The spread of coronavirus by those who have been on the premises.</p>	<p><b>Windows in the main hall all open.</b></p> <p><b>Emergency exit doors can be opened.</b></p>	<p>Users advised to ensure hall is adequately ventilated for their booking.</p>