

CAERWYS TOWN HALL COVID-19 RISK ASSESSMENT

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff (1 x cleaner) and volunteers (the Trustees)	<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>Cleaner provided with protective overalls and plastic or rubber gloves; provide PPE for use in the event deep cleaning is required.</p> <p>Cleaner given PHW guidance</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>
Entrance hall and Main Hall	<p>Exposure to coronavirus on the premises.</p> <p>The spread of coronavirus by those who have been on the premises.</p>	<p>'Stay at Home if Unwell' guidance displayed at entrance to the main hall.</p> <p>Automatic hand sanitiser dispensers provided on entrances and exits. Additional cleaning materials made available to hirers.</p>	<p>Wall mounted hand sanitisers to be checked and filled whenever the hall is used.</p>
Toilets	<p>Exposure to coronavirus on the premises.</p> <p>The spread of coronavirus by those who have been on the premises.</p>	<p>Automatic soap dispensers provided in each toilet.</p>	<p>'Hand Washing' signage to be visible outside/inside toilets.</p> <p>Ensure soap is regularly replenished.</p>
Ventilation	<p>Exposure to coronavirus on the premises.</p> <p>The spread of coronavirus by those who have been on the premises.</p>	<p>Windows in the main hall all open.</p> <p>Emergency exit doors can be opened.</p>	<p>Users advised to ensure hall is adequately ventilated for their booking.</p>