

LLANRHOS OLD SCHOOL: COVID – 19 RISK ASSESSMENT 25.8.20

What are the hazards?	Who might be harmed and how?	Controls to manage situation	Additional controls/actions?	Action by whom?	Action by when?	Done & date
Possible spread of the Covid-19 virus	Any person who comes into contact with the premises, including, but not exclusively, Office Holders, Hirers, Attendees, Visitors (including vulnerable groups), Contractors, Service Providers	<p>See below but please note:- Guidance on aspects relevant to Covid-19 are constantly being reviewed and updated. It is the responsibility of individuals to keep up to date with information. The following websites are points of reference for further information or clarification:</p> <ol style="list-style-type: none"> 1. WELSH GOVERNMENT https://gov.wales/coronavirus 2. PUBLIC HEALTH WALES NHS WEBSITE https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/ 3. CONWY CBC COVID-19 WEBPAGE https://www.conwy.gov.uk/en/Resident/Coronavirus-Covid-19/Coronavirus.aspx 		Please see below:	Please see below:	
		<p>PLEASE NOTE – UNTIL FURTHER NOTICE Maximum number of attendees, including session leader/s is 20</p>				
Possible spread of the Covid-19 virus PREMISES	As above	<p>Premises Facilities – Sanitising</p> <ol style="list-style-type: none"> 1. Sanitising and Hand Washing <ol style="list-style-type: none"> a) Sanitiser Station on entry b) Hand washing facilities with soap and water in place c) Sanitisers in areas where washing facilities not readily available d) Signage to guide all office holders and users re sanitising and hand washing procedures (see guidance) e) Disposable paper towels available f) Office Holders encouraged to protect the skin by applying emollient cream regularly <p>Hirers’ Responsibilities (and Session Leader)</p>	Office Holders, Caretakers & Hirers to be reminded regularly of the importance of regular sanitising, replenishing sanitisers, paper towels etc	TBA	TBA	TBA

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		<p>b) Rubbish disposal – bins emptied as frequently as practicable into outside grey bin</p> <p>Hirers’ Responsibilities (and Session Leader)</p> <ul style="list-style-type: none"> • Hirers to provide their own refuse sacks (recyclable recommended) wherever possible, and transfer them to outside grey bin. • Hirers to provide their own Tea Towels if they require them • Hirers are responsible for sanitising the kitchen and toilet areas before exiting the premises. This is in addition to the Office Holder/s cleansing procedure 	provide Cleaning Guide to Caretakers			
<p>PERSONAL PROTECTION (PPE)</p>		<p>Premises Facilities – PPE</p> <p>4. Personal Protective Equipment</p> <p>a) Gloves - Where the Risk Assessment identifies it will be a requirement for office holders to wear gloves. An adequate supply will be provided, with advice on how to remove gloves carefully to reduce contamination and safe disposal. (If office holders have an allergy to specific glove composition, they must make the management aware in advance and not override the process)</p> <p>b) Hand washing – Office Holders should be advised that wearing of gloves is in addition to good hand washing practices, not a substitute for this practice</p> <p>c) Masks – Office holders must be aware of current guidance and wear masks if appropriate</p> <p>d) Disposal of PPE – Office Holders to receive guidance which must be acknowledged</p> <p>Hirers’ Responsibilities (and Session Leader)</p> <ul style="list-style-type: none"> • Hirers to provide their own PPE appropriate to their situation • Hirers to be aware of current guidance regarding the wearing and disposal of PPE 		TBA	TBA	TBA

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HIRERS	Any person who comes into contact with the premises, including, but not exclusively, Office Holders, Hirers, Attendees, Visitors (including vulnerable groups), Contractors, Service Providers	<p>5. Hirer's/Hirers' Risk Assessment</p> <ul style="list-style-type: none"> a) Until further notice, hirer should provide the Bookings Administrator with a copy of their Risk Assessment at least 7 days prior to commencement of their session b) Hirer/s should update this as and when any circumstances should change c) Contact Details of attendees should be available for each session 	Bookings Administrator to ensure Risk Assessments are in place prior to commencement of hire	TBA	TBA	TBA
MANAGEMENT COMMITTEE		<p>Management Committee Meetings</p> <p>6. Meetings and Facility Visits/Inspections</p> <ul style="list-style-type: none"> a) Meetings – these will take place either remotely (via audio visual software), or in the Old School observing social distancing guidelines as outlined b) Visits/Inspections – where a visit or inspection is required, social distancing will be observed. The Committee reserves the right to ensure hirers and users observe their responsibilities as outlined in this Risk Assessment and the agreed Risk Assessment submitted by the hirer 		Chairman or designated Office Holder		
Covid-19 Symptoms		<p>If an Office Holder becomes unwell with any of the recognised symptoms they must be advised to follow the current Government Guidelines If a Hirer or Attendee becomes unwell with any of the recognised symptoms, they must follow the 'Contact Track & Trace' procedure and Government Guidelines</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	Management Committee will offer support to Office Holders who are affected by Coronavirus	Management Committee		

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		Hirers' Responsibilities (and Session Leader/s) They must ensure they have the Contact Details in place and are familiar with the necessary procedures				
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