

	Name of Church Hall: St Augustine's Parish Hall	Address: Albert Rd, Penarth	Date: 13/8/2021	
	Activity:			
	Hazard Area	Detailed risk management arrangements	Type of action	Action by:
1.	Staff, volunteers, or attendees introducing Covid 19 into the building	<p>People should follow the self-isolation guidance and not come to the Hall if they are symptomatic, have tested positive for Covid 19 or have been identified by TTP as a close contact. Use standard signage.</p> <ul style="list-style-type: none"> • Inform by email – group leaders, party organisers, staff members • No financial penalty if groups/parties need to cancel at last minute • Signs to be displayed at entrance & in Hall regarding symptoms. 	Email Signs	RE RE
2.	Contracting or spreading coronavirus by not washing hands or not washing them adequately	<p>Ensure adequate hand washing facilities in toilets and kitchen Ensure adequate hand sanitising facilities at entrance Signs to be displayed in appropriate places</p>	Check facilities Signs	PW, RE RE
3.	Contracting or spreading coronavirus by not cleaning surfaces, equipment, shared items etc	<p>Advise Hall users to clean surfaces etc before and after use</p> <ul style="list-style-type: none"> • Group leaders • Party organisers <p>Thorough cleaning of frequently touched surfaces to be done regularly by Hall caretaker</p>	Email Cleaning	RE PW
4.	Contracting or spreading the virus by close contact	<p>Masks must continue to be worn except when:</p> <ul style="list-style-type: none"> • Eating or drinking • Exercising vigorously <p>Advise Hall users to maintain social distancing where possible.</p> <ul style="list-style-type: none"> • This will depend on the activity being organised but they should consider whether it is absolutely necessary for people to be close together for the activity • Ask people to be seated if possible (can be in small groups) and not mingle. 	Email, Signs Email, signs	RE RE

6.	Contracting or spreading coronavirus whilst serving food and drink	<ul style="list-style-type: none"> • No more than 2 people at a time to be in the kitchen • Group leaders and party organisers to restrict access to the kitchen to nominated individuals. • Group leaders should encourage participants to bring their own drinks or snacks. • If serving food/drink at the hatch, allow one person at a time to come up and encourage people to maintain social distancing. • If serving food buffet style, ensure only a few people go up at a time. • People should stay seated in small groups whilst eating or drinking. • Organiser should wear gloves to collect up plates/cups/rubbish. • Kitchen surfaces to be thoroughly cleaned by users afterwards. • Regular cleaning by Hall caretaker 	Email, Signs	RE
7.	Poorly ventilated spaces leading to risks of coronavirus spreading	Windows should be open when groups or parties are present Main doors (but not fire exit) to be open if possible and appropriate without encouraging unwanted visitors.	Cleaning	PW
8.	Contracting or spreading coronavirus during activities which spread droplets over a larger area e.g singing and certain musical instruments	<p>Group leaders and party organisers to be reminded</p> <ul style="list-style-type: none"> • Music should be played at a low level so there is no need to shout • Everyone should continue to wear face coverings, even when singing, except children under 11 or those who are exempt. • For vigorous exercise groups and singing groups, strict social distancing must still be maintained and the hall should have as much ventilation as possible. 	Email	RE

RE = Rachel Elder

PW = Philip Warner

Compiled By: Rachel Elder	Approved by: Incumbent: Mark Jones	Date: 13/8/21
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