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| **Activity:** | RALLY DAY | | **Club:** | GWENT YFC |
| **Name of assessor:** | JEMMA RODGERS | | **Date:** | 26.06.2021 |
| **Venue:** | LLANARTH HALL | | **RA no:** |  |
| **Activity supervisors**  **and signatures**  Sign once read and understood | 1. ABIGAIL WILLIAMS  2. AMY TAMPLIN  3. KATIE MATTHEWS | | 1.  2.  3. | |
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| **Hazards** | **Control Measures Before Event** | **Complete**  **(Name and Date)** | **Control Measures During Event** | **Complete**  **(Name and Date)** |
| **Venue** – Llanarth Hall | * Review the venues C-19 secure plans. * Check its suitable for activity and you understand your responsibilities. | JR 22.06.2021 | * Implement venues procedures   (Print out venues C-19 secure plan and attach) |  |
| **Social Distancing**  Number of people attending.  VENUE CAPACITY INDOORS 15 | * Advised of number by llanarth hall * Organised event based around information given from venue * Members been advised of rules | JR 22.06.2021 | * Organiser has attendee list and partcipants * Turn people away if too many people show |  |
| **Social Distancing** During Activity | * Pre planning: signage to be prepared for the event * Inform members of social distancing guidelines | JR 22.06.2021 | * Adequate signage * Activity briefing * Face coverings if 2m can’t be maintained * Communicate procedure on the day * Track and trace forms to be completed by everyone attedning |  |
| **Social Distancing**  Arrival / Departure | * Consider staggering arrival/ departure depending on space * Communicate procedure * People to stay in cars if not hanging around | JR 22.06.2021 | * Appoint person to manage * …………………………………… * …………………………………… |  |
| **Hygiene**  Facilities | * Ensure adequate hand washing facilities (warm water, soap, towels or dryer) * Hand sanitiser available * Adequate signage * Bins | JR 22.06.2021 | * Continue to check/clean facilities. * Sanitiser stations * Antibac spray for equipment * Masks to be warn * No sharing of tools/equipment |  |
| **Hygiene**  Respiratory | * Catch it, kill it, bin signage * Bins available * Ventilation of room * Tissues provide or participants to bring own * Indoors – face coverings * Communicate above | JR 22.06.2021 | * Put up relevant signage inside and outside areas being used by members * Bins * Ventilation indoor – all windows and doors to be left open throughout the competition day * Competitions that can be held outdoors should be |  |
| **Hygiene**  During activity | * Chose activity suitable for social distancing (no shared resources, bring own/supplied by club.) * Plan how to increase hygiene of specific activites.   No sharing of equipment | JR 22.06.2021 | * Supervisors briefed * Supervisors implement plan * Hygiene routine:   Items sanitised immediately after use |  |
| **Symptoms** during activity | * Those feeling unwell must not attend * Communicate this via social media & email | JR 22.06.2021 | * If someone falls ill during activity move them to a safe area isolated from others. * Follow hired venue instructions if applicable. |  |
| **Symptoms** 14 days after activity | * All participants must partake in written track and trace * Inform activity supervisor if a participant becomes unwell in the 14 days after activity. * Consider use of QR code | JR 22.06.2021 | * In charge of track and trace   GWENT YFC officers   * Avoid sharing pens if possible.   Dispose of track and trace 21 days after event. |  |
| **Clinically Vulnerable** | * Ask attendees to inform organisers if someone who is clinically vulnerable is attending. | JR 22.06.2021 | * Individually risk assess their involvement. * Agree a safety plan with individual   Inc. plan if applicable |  |
| **Venue and/or Activity diagram:** | | | | |