

### **NOTICE OF MEETING**

**A meeting of the WELFARE HALL MANAGEMENT COMMITTEE /TRUSTEES will be held on Monday next the 1<sup>st</sup> November, 2021 commencing at 7.00pm at the Welfare Hall, Woodlands Road, Loughor and to be held on a remote basis in accordance with the provisions of the Local Government and Elections (Wales) Act 2021 and by means of Google Meet. Press and Public are invited to attend online but should give prior notice to the Clerk at [clerk@llwchwrtauncouncil.gov.uk](mailto:clerk@llwchwrtauncouncil.gov.uk) and detail any question they wish to submit. The agenda will be as follows-**

1. Apologies for absence.
2. To receive disclosures of Personal Interests from Members under the Council's Code of Conduct.  
(Note: Members are requested to identify the item number and subject matter that their Personal Interest relates to. Where the Personal Interest is a Prejudicial Interest they must withdraw from the meeting while that item of business is discussed).
3. To confirm the Minutes of the Meeting held on the 4<sup>th</sup> October, 2021
4. To consider matters arising from the Minutes, if any.
5. To consider the Clerk's Report.
6. Any other matter which the Chair determines to be urgent.

Dated this 28<sup>th</sup> October, 2021.

**N G Havard  
Clerk to the Council**

**CYNGOR TREF LLWCHWR**

**LLWCHWR TOWN COUNCIL**

**Minutes of the Welfare Hall Management Committee/Trustees held on a remote basis in accordance with the provisions of the Local Government and Elections (Wales) Act 2021 and by means of Google Meet held on the 4<sup>th</sup> October, 2021.**

**Present:** Councillor I.James(Chair)  
Councillors A.Davis,S.Beynon,J. Bowen,Wendy Evans,Will Evans,H.Huelin,P.Parsons,  
C.Phillips,C.Richards,K.Roberts,R.V.Smith,W.Smith,D.Walters,and J.Williams.

(Remote Access: 8.18 pm – 8.23 pm)

**21. APOLOGIES**

There were no apologies for absence.

**22. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**23. MINUTES**

It was **RESOLVED** that the minutes of the meeting held on the 6<sup>th</sup> September,2021 be confirmed as a correct record.

**24. MATTERS ARISING**

With regard to Minute No.19 ( e)the Mayor clarified that he was still studying the Fire Regulations which is a lengthy document but hopes to make a Report in the November Meeting.

**25. REPORT OF THE CLERK**

(a)Payments

The following payment was authorised-

United	£56.79.
--------	---------

(b)Users of the Welfare Hall

The Clerk's Report and verbal update were **NOTED** and it was **RESOLVED** that permission would not be granted to hold the Concert/Show referred to in the Report.

(c)Receipts and Payments

The Clerk's Report was **NOTED** .

**26. URGENT ITEMS**

There were no urgent items.

**Chair**

**Agenda Item 5**

**LLWCHWR TOWN COUNCIL  
WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES**

**Date 1<sup>st</sup> November ,2021**

**Report of the Clerk**

**1-Payments**

The following payments need to be authorised-

Liftech(service/safety check of steplift) (incl.VAT)	£198.00
Swansea Council(trade waste)	£421.00
Projector lead	£12.43
PPL/PRS Music Licence(incl.VAT)	£121.79

The following payment has been made by Direct Debit

Virgin Media	£75.60
--------------	--------

**2-Users of the Welfare Hall**

A)Members at the last Meeting requested that the Clerk review the Council's current Covid-19 Precaution Policy in line with current Welsh Government Guidance.Members may wish to note that this review is being undertaken on the 26<sup>th</sup> October although it is believed the Welsh Government will review the Guidance themselves on the 29<sup>th</sup> October;it may be possible to give a verbal update.If Members approve any changes to the Policy then a copy of the amended document will be sent to all Users of the Hall.

Some of the principal points emphasised by the current Guidance-

i) “We all have to play our part in stopping the spread of the virus, even as restrictions are largely removed under Alert Level 0. Transmission of coronavirus is most strongly associated with close and prolonged contact in indoor places. The highest risks are in crowded and poorly ventilated spaces over extended periods.”

**CLERK’S NOTE-in view of these comments it is not proposed to amend the Policy with respect to ventilation**

ii) “The most effective way to minimise risks, especially serious illness, is to take up the offer of [vaccination](#)”

“People will be required to show the NHS COVID pass to prove they are either fully vaccinated or have a recent negative Lateral Flow Test to attend:

- nightclubs
- indoor non-seated events where over 500 people are mixing closely for prolonged periods
- outdoor non-seated events where over 4,000 people are mixing closely for prolonged periods
- any event of more than 10,000 people”

**CLERK’S NOTE-the above criteria would not seem to apply to the current Users of the Hall so it not proposed to refer to vaccination in the Policy.**

iii) “ keep your distance when you can  
wash your hands and wear a face mask, especially in crowded places”

**CLERK’S NOTE-in view of this Guidance it is not proposed to make any changes to the provisions in the policy relating to social distancing, face masks, sanitation and hygiene**

iv) It is still a legal duty to

- a) provide contact details to support contact tracing
- b) limit numbers of people at pinch points such as toilets

**CLERK’S NOTE-in view of this Guidance it is not proposed to make any amendments to the Policy in these areas.**

v) [Capacity](#)

“At Alert Level Zero, from August 7 2021, there are no legal limits on the number of people who can meet, including in private homes, public places or at events. In addition all businesses and premises may be open.

**CLERK'S NOTE-our Policy currently states a maximum capacity of 30 in the Hall-suggest this is revised upwards -120?**

However, the Welsh Government has kept a small but significant number of legal requirements to help reduce the spread of the virus and help protect the most vulnerable. Businesses, employers and other organisations have a duty to protect their employees and customers while on their premises. While there are some important steps we must all continue to take to help ourselves and others, three legal requirements remain at Alert Level Zero:

1. Businesses, employers and other organisations, including activity and event organisers, must undertake a bespoke coronavirus risk assessment of their premises and activities and take reasonable measures to minimise exposure to, and the spread of, coronavirus based on that bespoke risk assessment.

**CLERK'S NOTE-the Council's risk assessment is the Covid-19 precaution Policy**

2. Everyone must still self-isolate for 10 days if they test positive for COVID-19.
3. Every adult (18 or over) who is notified by a contact tracer that they have had close contact with someone who has tested positive for COVID-19 must self-isolate for 10 days, unless they have been fully vaccinated in the UK (You are considered to be fully vaccinated, if it has been at least two weeks (14 days) since you completed a full course of an approved vaccine against coronavirus more than 14 days before they had the close contact.

**CLERK'S NOTE-suggest we add these points 2 and 3 to our Policy.**

4. Adults and children over 12 must wear face-coverings in indoor public places, with the exception of hospitality settings such as restaurants, pubs, cafes or nightclubs, or for solemnisation of a marriage, formation of a civil partnership or an alternative wedding ceremonies"

The Policy is set out in Appendix 1 and Members are requested to confirm whether or not they would wish to make any other amendments apart from those listed above.

B)One new User has expressed an interest in hiring the Hall namely a new Yoga Group.The Loughor OAPS have still not returned their risk assessment.

The Hall is now fully open to Users subject to the Council's Precaution Policy and the Users own risk assessments.

The Council is therefore now receiving income and £688.00 has so far been received.

**3-Flooding at the Hall**

Members will wish to know that following a prolonged period of heavy rain on Monday the 4<sup>th</sup> October the basement area of the Hall utilized by Welsh Wood Crafts was flooded to a significant degree notwithstanding that the pump situated outside did operate but could not cope with the sheer volume of water. The water which was dirty and soiled receded but left a ring of scummy mud.

Welsh Water were called -the Caretaker was not present but was later informed that they had carried out some preliminary investigative work and were able to report that the water running down the side of the Hall was clear and free running. It is not clear if WW carried out any investigative work with respect to the pipes running underneath the Hall. It is also not apparent what responsibilities WW may have concerning such pipes and further inquiries may need to be made.

The Caretaker was concerned as to the nature and content of the soiled residue and in the circumstances the Mayor, Deputy Mayor and Chair of the Welfare Hall Management Committee/Trustees determined that a specialist firm of cleaners would be required to thoroughly deep clean and disinfect the basement area.

Accordingly Rainbow International were engaged utilizing emergency Contract powers under the Council's Financial Standing Orders .

The Company were contracted to remove all deposits, clean and sanitise floors to ensure all contaminants and potential bacteria were removed.

The work was carried out and the Clerk received the following e mail-

“ Dear Mr. Havard,

On behalf of the WWA, I would like to thank you for arranging the deep clean of the workshop area floors in the Welfare Hall after the recent flooding. From what we could see this evening, a thorough job seems to have been carried out.

Kind regards,

Steve Proud

Secretary, WWA.”

Rainbow Internationals fee of £1,041.23(including VAT of £173.54) has been met. The Council has a budget line of £4,000.00 for Repairs and Maintenance for this year. The Council expended monies on insulation works and the balance after the payment to Rainbow will be £1,000.00.

Unfortunately the pump outside the basement door had come inoperable due to the amount of residue and the Caretaker advised that it needed professional cleaning. The manufacturer declined but did recommend a specialist drainage firm Siddells to undertake the work. Accordingly Siddells were engaged utilizing the same emergency powers. This Company supplied a 2,000 gallon tanker to remove the waste as well as a jetter and CCTV.

The Company cleaned the pump and carried out some investigative work in respect of the pipes running underneath the Hall in the company of the Caretaker.

The investigation would appear to show a surface water pipe running underneath the floor of the Hall has cracked and in some places disintegrated-this may have resulted in possibly ground disturbance.The Caretaker believes this to be a serious matter and has resulted in a crack at the side of the door leading into the basement.

Siddells did promise the Caretaker that a Report would be forthcoming setting out the issues but this has not yet been received;a verbal update may be available.

Siddells fee of £439.00(including VAT) has been met.

There would appear to be a serious issue concerning drainage and further investigative work may be required.

In order to facilitate matters Members may wish to consider granting delegated powers to the Mayor,Deputy Mayor and the Chair of the Welfare Hall Management Committee/Trustees.

The Caretaker has also suggested that in order to prevent further flooding Members may wish to install a flood barrier at the door to the basement.

A Company called Nautilus supplies the door-the cost is approximately £420.00-installation by the Company may be extra.

The Clerk sets out a link to the Company's website.

[https://www.floodprotectionsolutions.co.uk/product/single-door-barrier-nautilus-200/?utm\\_source=bing&utm\\_medium=cpc&utm\\_campaign=FPS%20-%20Services%20and%20Products&utm\\_term=flood%20barriers&utm\\_content=FPS%20-%20Flood%20Barriers](https://www.floodprotectionsolutions.co.uk/product/single-door-barrier-nautilus-200/?utm_source=bing&utm_medium=cpc&utm_campaign=FPS%20-%20Services%20and%20Products&utm_term=flood%20barriers&utm_content=FPS%20-%20Flood%20Barriers)

Below are set out some illustrations and product description

"The Nautilus 200 flood barrier systems are watertight aluminium flood barriers which can be quickly and safely deployed before a flood.

0.6M HIGH X 1M WIDE

Manufactured to order, turnaround time usually is 2-4 weeks from receipt of order."

Members are requested to confirm whether or not they would wish to purchase the flood barrier;if so the Caretaker will need to take detailed measurements.Members may then wish to consider granting delegated powers as above to facilitate the purchase.



#### **4-Evac Chair**

The Clerk has received the following contract renewal Notice from the Company which refers to the emergency evacuation chair in the Chamber-

“

#### **Evac+Chair Maintenance Contract**

Dear Mr Havard,

Thank you for your business over the past year, we hope to continue providing you with our services and therefore invite you to renew the maintenance contract for the upcoming year.

As a Class 1 Medical Device It is important an Evac+Chair continues to be serviced yearly to ensure its safe operation. This requirement is included within the PUWER regulation.

To continue with the maintenance contract we simply ask you to complete and return the attached contract or provide a copy of your PO. Alternatively payment can be made using the bank details provided below. Please note the contract is payable prior the contract being activated and a delay in payment may affect the PPM visit.

The annual Contract fee is £90.00 and VAT.

Members are requested as to whether they wish to renew the Contract

#### **5-Receipts and Payments**

The current receipts and payments are attached.

**Dated this 28<sup>th</sup> October,2021**

**Clerk to the Council**

#### **APPENDIX 1**

#### **LLWCHWR TOWN COUNCIL**

#### **WELFARE HALL(“the Hall”) COVID – 19 PRECAUTION**

#### **POLICY(all Hall Users and Visitors to receive a copy)**

**Updated 28th June,2021**



Council hazards associated with the coronavirus pandemic	Potential risks to Visitors, Members and Staff caused by hazards	Control measures	Further actions required
<b>Infection Prevention, Cleaning and Visitors ,Members and Staff Safety</b>			
<p>As the Council rebuilds after lockdown and Visitors, Users,Members and staff return to the Hall the Council must ensure their safety by making premises "COVID" secure – unsafe premises raise the risks of virus transmission</p>	<p>There is a direct threat to people's health and wellbeing from transmission of the COVID-19 coronavirus</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth <a href="#">or nose</a></li> </ul>	<ul style="list-style-type: none"> <li>• Visitors,Users, Members and staff to practice effective social distancing while in and around the Hall</li> <li>-this will generally be a minimum of 2 metres.</li> </ul> <p>All Visitors,Users, Members and staff should:</p> <ul style="list-style-type: none"> <li>• cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it)</li> <li>• put used tissues in the bin straight away</li> <li>• wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available).</li> <li>• Handwashing is particularly important after coughing,sneezing or blowing your nose.</li> <li>• avoid close contact with people who are unwell</li> <li>• clean and disinfect frequently touched objects and surfaces</li> <li>• do not touch face, eyes, nose or mouth if hands are not clean.</li> <li>• Consult with Caretaker as to any safety measures he may recommend</li> <li>• Make any adjustments to the operations and Users use of the Hall necessary to facilitate effective infection prevention and social distancing at work</li> <li>• Follow government health and travel advice</li> <li>• Provide hand sanitiser as required</li> <li>• Users to provide infection control personal protective</li> </ul>	<p><a href="#">All posters and notices to be highly visual and where necessary attached to the walls of the Hall.</a></p> <p>One <a href="#">more bin to be provided with bin bag</a></p> <p>Clerk and Caretaker to put up posters and notices</p> <p><a href="#">Current stock of books on Caretakers desk removed.</a></p> <p><a href="#">Caretaker to consider changing times and days when Users can use Hall.</a></p> <p>Caretaker to review once individual User Groups risk assessment have been received.</p> <p><a href="#">Council to provide masks and sanitizing equipment and gel for</a></p>

Council hazards associated with the coronavirus pandemic	Potential risks to Visitors, Members and Staff caused by hazards	Control measures	Further actions required
		<p>equipment (PPE) such as gloves, masks and eye protection if required as set out in User's individual risk assessments and method statements</p> <p>NB Caretaker to provide statement as to equipment he requires</p> <ul style="list-style-type: none"> <li>• Increase environmental cleaning in the workplace; review and revise cleaning method statements and schedules. Caretaker to advise</li> </ul> <p>Each User Group will clean all parts of the Hall used by them and as set out in detail in their risk assessments</p> <p>Note Welsh Wood Crafts will be responsible for cleaning all the parts of the Hall utilized by them</p>	<p><a href="#">the benefit of Visitors and Users on Caretaker's desk.</a></p> <p>However all Visitors and User Groups should normally provide their own masks and PPE.</p> <p><a href="#">See Caretaker's list as Appendix 1</a></p> <p><a href="#">Caretaker generally as a minimum will include daily cleaning of doors, disabled toilet, handles chairs, desk and surfaces.</a></p> <p>Caretaker will also clean according to this list in between each use of the Hall by each User Group</p> <p>Caretaker will record and display when cleaning has taken place</p> <p><a href="#">Kitchen will be closed to all Users. Only the disabled toilet to be utilized (and the Caretaker to be informed if the toilet is used)-other two toilets to be locked.</a></p> <p>Organiser of each User Group will record in the book to be provided by the Caretaker of each separate visit to the toilet and also what person then subsequently cleaned the toilet-identity of all</p>

Council hazards associated with the coronavirus pandemic	Potential risks to Visitors, Members and Staff caused by hazards	Control measures	Further actions required
		<ul style="list-style-type: none"> <li>• Display appropriate public health posters and notices around the Hall</li> </ul>	<p>relevant persons and date and time must be recorded</p> <p>The above procedure applies equally to all Visitors to the Hall</p> <p><u>The Chamber Room in the Hall is not to be used.</u></p> <p>Clerk and Caretaker to affix posters and notices.</p>
<b>Workplace Social Distancing</b>			
<p>Effective social distancing is a key element in reducing the transmission of COVID-19</p>	<p>Social distancing refers to people being required to maintain a distance from each other of 2 meters, wherever possible. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person</p>	<p>Visitors, Users,Members and staff are required to practice effective social distancing while in and around the Hall, whenever possible, by:</p> <ul style="list-style-type: none"> <li>• Avoiding non-essential contact with others</li> <li>• Keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible</li> <li>• Avoiding physical contact (e.g. hugs, handshakes, etc)</li> </ul> <p>Adaptations to the Hall to support social distancing should include:</p> <ul style="list-style-type: none"> <li>• Appropriate signage, stickers and floor markings to denote safe distances, etc</li> <li>• In any meeting of the Town Council or any group meeting or event by any User the Hall to be arranged (where necessary in consultation with the Caretaker) to</li> </ul>	<p><u>All Users must accept that the Caretaker will not be in attendance during their use of the Hall hence requirement for all Users to provide their own Risk Assessments which must be approved by the Council and to accept personal responsibility.</u></p> <p><u>Caretaker to consider seating and Hall arrangements generally and to discuss same</u></p>

Formatted: Font color: Red

Council hazards associated with the coronavirus pandemic	Potential risks to Visitors, Members and Staff caused by hazards	Control measures	Further actions required
		<p>achieve necessary separation if possible</p> <p>Appropriate Notices should be placed in the Hall to remind Visitors, Users, Members and Staff of the key infection prevention requirements, including the need to maintain safe distancing</p> <p>Where social distancing guidelines cannot be followed in full, in relation to a particular activity, as identified by Users in their separate risk assessments. The Council may wish to consider whether that activity can continue and if so on what terms eg:</p> <ul style="list-style-type: none"> <li>• Increased hand washing and use of gel</li> <li>• Increased environmental cleaning</li> <li>• Keeping the activity time involved as short as possible</li> </ul>	<p><a href="#">with each individual User.</a></p> <p>Each Visitor and User will need to provide in advance details of required seating arrangements to Caretaker.</p>
<b>Higher Risk Areas of the Workplace</b>			
<p>Some areas of the Hall may present a higher risk than others – this may include areas such as toilets</p>	<p>Heavily used areas of the Hall are more likely to present an infection transmission risk</p> <p>Essential for Visitors, Users, Members and staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination</p> <p>A number of Visitors,</p>	<p>Ensure higher-risk high-traffic areas of the Hall are COVID-secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> <li>• Stressing the need for Visitors, Users, Members and staff to follow good hygiene practice at all times while at the Hall (i.e. regular handwashing, using tissues</li> </ul>	<p><a href="#">Only Disabled toilet can be used by any Visitor or User</a> Group and subject to the conditions set out in previous section.</p>

Council hazards associated with the coronavirus pandemic	Potential risks to Visitors, Members and Staff caused by hazards	Control measures	Further actions required
	<p>Users, Members and staff going to the toilet together may compromise their ability to comply with social distancing</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles</p>	<p>and disposing of them appropriately, etc)</p> <ul style="list-style-type: none"> <li>• The Council ensuring that adequate hand cleaning resources are provided; all toilets to be supplied with adequate supplies of hot water, liquid soap <a href="#">gel</a> and paper towels</li> <li>• Printing handwashing instructions/posters and displaying throughout the Hall, especially in toilets</li> <li>• Limiting numbers of Visitors, Users, Members and staff who can use high traffic areas such as corridors, stairs, toilets at any one time to ensure social distancing</li> <li>• Prioritise disabled use where necessary, e.g. disabled toilet use, use of lifts, etc</li> <li>• Establishing safe queuing systems by use of room occupancy limits and floor markings/signage, etc</li> <li>• Placing hand gels at convenient places around the Hall with instructions for use</li> <li>• Increasing toilet inspections by the Caretaker to check for cleanliness/adequate stock of soap/toilet paper, etc</li> <li>• Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities</li> </ul>	<p><a href="#">Caretaker to liaise with Users on these points but NB Users need to provide their own Risk Assessments.</a></p> <p>Users to set out in their risk assessments</p>

Council hazards associated with the coronavirus pandemic	Potential risks to Visitors, Members and Staff caused by hazards	Control measures	Further actions required
			<p><a href="#">One further issue are Contractors-see Appendix 2</a></p>
<p><b>People with symptoms/Vulnerable/Extremely Vulnerable Staff <a href="#">Members</a>,Users Visitors</b></p>			
<p>Those experiencing coronavirus symptoms which include those listed below should not attend at the Hall in any capacity-</p> <ul style="list-style-type: none"> <li>-new continuous cough</li> <li>-high temperature</li> <li>-loss of or change to your normal sense of smell or taste</li> </ul> <p>Individuals who are self-isolating due to a possible or confirmed case of coronavirus in the household or their extended household should stay home and not attend the Hall or if they are a contact of a case and have been advised to self isolate</p> <p>Some Visitors, Users,Members and staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection</p>	<p>Transmission of virus</p> <p>Those who are classified by PHW as being at greater risk from COVID-19 include</p>	<p>People with such symptoms should stay away from the Hall</p> <p>The following safety and staff health arrangements should apply to Visitors, Users,Members and</p>	

**Formatted:** Font: 14 pt, Bold, Font color: Red

**Formatted:** Font color: Red

Council hazards associated with the coronavirus pandemic	Potential risks to Visitors, Members and Staff caused by hazards	Control measures	Further actions required
	<p>people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories</p> <p>Vulnerable (moderate risk) people include those who:</p> <ul style="list-style-type: none"> <li>• are 70 or older</li> <li>• are pregnant</li> <li>• have a lung condition such as asthma, COPD, emphysema or bronchitis</li> <li>• have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis)</li> <li>• are taking medicine that can affect the immune system (such as low doses of steroids) or</li> <li>• are very obese</li> <li>• chronic neurological conditions such as Parkinson's disease, motor neurone disease, multiple sclerosis, learning disability or cerebral palsy</li> <li>• a weakened immune system as a result of conditions such as HIV or Aids or medicines such as steroid tablets or chemotherapy</li> </ul> <p>Extremely vulnerable (high risk) people include those who:</p> <ul style="list-style-type: none"> <li>• have had an organ transplant</li> <li>• are having chemotherapy for cancer, including immunotherapy</li> <li>• are having an intense course of radiotherapy for lung cancer</li> </ul>	<p>staff who are classified as vulnerable (moderate risk) or extremely vulnerable (high-risk):</p> <p>Vulnerable</p> <ul style="list-style-type: none"> <li>• Visitors, Users, Members and staff who fall into the vulnerable category-it is recommended that such persons seek medical advice and/or follow the latest Welsh Government Guidance and if in doubt do not attend the Hall.</li> </ul> <p>No Visitors, Users, Members and staff in the extremely vulnerable "high-risk" category should attend the Hall during</p>	

Council hazards associated with the coronavirus pandemic	Potential risks to Visitors, Members and Staff caused by hazards	Control measures	Further actions required
	<ul style="list-style-type: none"> <li>• have a severe lung condition (such as severe asthma or severe COPD)</li> <li>• are taking medicine that makes them much more likely to get infections (such as high doses of steroids)</li> <li>• have a serious heart condition and are pregnant</li> </ul> <p>The following PHE advice applies:</p> <ul style="list-style-type: none"> <li>• Those in the “high risk” (extremely vulnerable) category are subject to special “shielding” arrangements – they are advised to self-isolate and not leave home for any reason for at least 12 weeks</li> <li>• Those in the “moderate risk” (vulnerable) category are advised to stay at home as much as possible</li> <li>• People in both categories are advised by the government to be particularly stringent in complying with social distancing requirements</li> </ul> <p>Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19</p>	<p>the pandemic crisis or during recovery from the lockdown – they should follow government medical advice and stay at home</p>	
<b>Premise Access and Travel</b>			
<p>Visitors, Users, Members and staff who wish to attend the Hall must be given safe access.</p>	<p>Access to the Hall may create a virus transmission risk if Visitors, Users, Members and staff all seek entrance at once or are channeled through single points of entry</p>	<p>The following safety arrangements should apply to Hall access arrangements:</p> <ul style="list-style-type: none"> <li>• Use floor markings and signage at entrances and exits and introduce one-way flow</li> </ul>	<p><a href="#">Caretaker will instigate a one way system.</a>  <a href="#">Access will be through car park gates and then main entrance. Egress will be through door adjacent to the stage.</a></p>



Council hazards associated with the coronavirus pandemic	Potential risks to Visitors, Members and Staff caused by hazards	Control measures	Further actions required
		<p>systems at entry and exit points where appropriate</p> <ul style="list-style-type: none"> <li>The Council and all User groups supervisors or Managers should consider flexible/staggered arrangements so that Visitors, Users, Members and staff can avoid all arriving or leaving at the same time</li> <li>Provide hand sanitiser in Hall</li> </ul>	<p><a href="#">Appropriate signage to be supplied.</a></p> <p><a href="#">Caretaker to consider once he has received Users Risk Assessments.</a></p> <p>All Users to carry out their own Risk Assessments and which should include managing the arrival and departure times of group members to reduce pressure at exits and entrances-it may be necessary to introduce queuing systems.</p>

Formatted: Font color: Red

**Cases of Possible Infection On-site**

<p>People becoming unwell while on-site or a symptomatic person in Hall</p>	<p>High risk of transmission</p>	<p>If Visitors, Users, Members and staff become unwell in the Hall with coronavirus symptoms (eg a new, continuous cough or a high temperature) or loss of or change to your normal sense of smell or taste they should leave the Hall immediately and advised to follow government advice to self-isolate and apply for a coronavirus test</p> <p>The following actions should be taken within the Hall:</p> <p>All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal</p> <p>The Caretaker/User Groups should use disposable cloths or paper roll and a combined detergent disinfectant solution at a</p>	<p>All User Groups to initially carry these actions out</p>
---	----------------------------------	--	---

Formatted: Font color: Red

Council hazards associated with the coronavirus pandemic	Potential risks to Visitors, Members and Staff caused by hazards	Control measures	Further actions required
		<p>dilution of 1000 parts per million available chlorine</p> <p>The Caretaker/User Groups should consider wearing appropriate PPE</p> <p>Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a holding area for 72 hours before being disposed of in general waste</p>	
Separate Risk Assessments by Users of the Hall			
Council Hazards associated with the Coronavirus Pandemic	Potential risks to Visitors, Users, Members and Staff caused by hazards	Control Measures	Further actions required
<p>Users need to comply with all relevant Welsh Government Restrictions,Laws, Measures and Guidance (“the Regulations”)and specifically Users to need to carry out their own Risk Assessments.</p> <p>The Council regards all the activities carried out by each User as a “regulated gathering” within the meaning of the Regulations.</p> <p>A regulated gathering must be organised by-</p> <ul style="list-style-type: none"> <li>-a business</li> <li>-a public body or a charitable, benevolent, educational or philanthropic institution</li> <li>-a club</li> <li>-the national governing body of a Sport or other activity</li> </ul>	<p>Users need to demonstrate how they will comply generally with the Regulations in order to prevent transmission of the virus and specifically they will need to demonstrate how they will comply and deal with the following points-</p> <ul style="list-style-type: none"> <li>-Test,Trace,Protect</li> </ul> <p>Each member of each User Group should on each occasion that he/she visits the Hall record in the book on the Caretaker’s desk their name(printed), telephone number, date and time.</p> <p>NB this requirement will also apply to all Council Members,staff, Contractors and visitors.</p> <ul style="list-style-type: none"> <li>-face coverings</li> </ul> <p>Since September 2020 it has been a legal requirement for face coverings to be worn in Premises open to the Public (subject only to the exceptions laid out in the Regulations).</p>	<p>Users to produce individual Risk Assessments to Council</p>	<p>Council to comment on and approve such Risk Assessments before entry can be granted to the Hall.</p> <p>Please note that the final version of this Plan and each individual User group’s risk assessment may be forwarded to the Council’s Insurers and entry to the Hall will be subject to any recommendations of the Insurers.</p> <p>Each organiser of each User Group will be required to sign the disclaimer at the end of this Plan as well the amended hiring Terms and Conditions.</p>

Council hazards associated with the coronavirus pandemic	Potential risks to Visitors, Members and Staff caused by hazards	Control measures	Further actions required
<p>The Council considers all Users to fit into one or more of the above criteria. If an organiser of an activity falls within the criteria then they must create a risk assessment and follow the Regulations to take all reasonable measures to prevent the spread of the virus eg hand hygiene, social distancing, face coverings,</p>	<p>Please note this direct quote from the Regulations-  “There are specific rules when taking part in an exercise class. A community centre is a public space so everyone will need to wear a face covering when there and keep it on depending on what they are doing. If preparing to exercise, changing or undertaking any activity that isn’t strenuous, especially when in close contact with other people, a face covering must be worn”  -consider how payment may be made to the Council for the use of the Hall other than by cash; if cash is used all parties should wear gloves  -Capacity  -at Alert level 2 the maximum number of people in attendance at a regulated gathering is 30 people when wholly or mainly indoors-at alert level 1 this rises to 50. Note however that that the Council has taken the view that the maximum safe capacity for the Hall is 30  -the Council will not be exercising day to day control over each of the activities of each User group-each User group to confirm to the Caretaker on each occasion the Hall is used the identity of the Organiser  -the kitchen will be closed until further notice-entry is strictly forbidden  -only the disabled toilet may be used  -each User group should confirm their detailed cleaning regime  -ventilation-the Council expects all Users to maximise ventilation .  This can be accomplished eg by natural ventilation ie</p>		

Council hazards associated with the coronavirus pandemic	Potential risks to Visitors, Members and Staff caused by hazards	Control measures	Further actions required
	<p>windows and doors to be left open except eg fire doors.</p> <p>-social distancing-</p> <p>Generally organiser must take all reasonable measures as set out in the Regulations including</p> <p>a)ensuring that a distance of 2 metres is maintained between any persons on the premises(subject to the exceptions permitted by the Regulations)</p> <p>b)maintaining a 2 metre distance between persons where they are required to wait to enter the Hall</p> <p>c)taking all other reasonable measures to limit face to face interactions and to maintain hygiene-consider barriers or screens</p> <p>-Equalities-it would be useful if you could confirm to the Caretaker whether any particular member of the User group would require special assistance eg due to walking sticks,wheelchairs or visual impairment as alternative arrangements may then be required.</p>		

APPENDIX 1

Caretaker to be provided with large latex gloves,masks,anti bacterial cleaning fluid,disposable cloths,spare masks,sanitary wipes for surface wiping,alcohol based gel,Milton fluid.

APPENDIX 2

All Contractors must make a prior appointment with the Clerk or the Caretaker.

The Caretaker will then liaise with each Contractor as the specific safety requirements that may be required particularly with regard to social distancing and the wearing of masks and PPE.The Contactor to be supplied with a copy of this Policy and will be asked to abide by it.The Contractor should be asked to clean any equipment inspected or serviced.

Generally the Caretaker will be in attendance when the Contractors visits the Hall.

**DISCLAIMER BY LLWCHWR TOWN COUNCIL**

While much uncertainty and apprehension around COVID-19 remains, it is known that COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. It may also spread by touching a surface or object that has the virus on it, then touching your mouth, nose, or eyes. Some evidence suggests that COVID-19 can live on certain surfaces for several days.

There is a risk that you could contract COVID-19 while visiting the Welfare Hall or adjacent former Police Office  
Llwchwr Town Council has implemented various preventive measures aimed to reduce the risk of the spread of COVID-19 among Visitors and Users. However, the Council does not guarantee or warrant against the risk of infection.

None of the information provided herein is intended as medical advice. This Notice and Disclaimer is intended as a warning to our Visitors and Users of the risk of contracting COVID-19, a disclaimer of our liability and the liability of our Visitors and Users associated therewith.

Staying healthy and mitigating the risk of contracting COVID-19 will require your help as Visitors and Users. Protect yourself and exercise social responsibility. Maintain at least 2 metres social distancing from others when possible. Wear a mask, wash your hands using soap and gel and water for at least twenty (20) seconds as frequently as possible. Carry hand sanitizer and use it frequently. During your stay, regularly clean and wipe down high-touch surfaces. Clean and wipe down personal items such as phones and wallets, and clean areas inside of your vehicles, such as steering wheels. Avoid contact with others who are sick. If you feel sick, isolate yourself from others and seek medical attention.

Notice -each User in their separate Risk Assessment will be required to formally acknowledge that they have read and will strictly comply with this Policy. Each Visitor and User should instigate cleaning measures themselves while using the Hall.

Further unless specifically brought to the notice of the Clerk each individual user or visitor hereby attests that- I hereby acknowledge that I have seen and understood the enclosed Covid 19 Protection Policy and all relevant UK and WG Guidelines and that I visit the Welfare Hall and carry out any permitted activities strictly in accordance with same.

1-I am not experiencing any symptom of illness such as cough, shortness of breath or difficulty in breathing, fever, chills, muscle pain, headache, sore throat or new loss of taste or smell

2-I do not believe that I have been exposed to someone with a suspected and/or confirmed case of Coronavirus/Covid-19

3-I have not been diagnosed with Coronavirus/COVID-19

I hereby release and agree to hold Llwchwr Town Council harmless from, and waive on behalf of myself, my dependents and any personal representatives any and all causes of action, claims, demands, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the Council. I understand that this release discharges Llwchwr Town Council from any liability or claim that I, my dependents or any personal representatives may have against the Council with respect to any bodily injury, illness, death, medical treatment or property damage that may arise from or in connection with any visit to the Welfare Hall or adjoining former Police Office.

