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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 WILLIAMS2. AMY TAMPLIN3. 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
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| **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
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| **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
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| **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.
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| **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:** |