

Coronavirus (COVID SECURE) Risk Assessment – Pillgwenlly Millennium Centre **(Effective from 28th February 2022)**

COMPLETED BY:	JULIE FISH	ASSESSMENT DATE:	27.02.22
COVID OFFICER:	JULIE FISH/TOM CARROLL	REVIEW DATE:	31.03.22

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Outbreak and spread of COVID-19 Coronavirus</p> <p>Risk to:</p> <ul style="list-style-type: none"> Everyone 	Medium	<p>The coronavirus causes respiratory illness in humans, usually resulting in mild symptoms including runny nose, sore throat, cough and fever. Some individuals experience more severe symptoms and it can lead to pneumonia, breathing difficulties and in rare cases death.</p> <p>For further advice refer to the Public Health Wales website: https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/</p>	Low	Review latest Government and Public Health Board guidance and update as required.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Communications / Educate staff</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	Medium	<p>Educate staff via regular communications. Develop and communicate a Coronavirus COVID-19 management plan, display posters, perform team briefs outlining the current situation and any updated Government advice.</p> <p>Promote good hand and respiratory hygiene, promotion of infection control procedures.</p> <p>Staff will be briefed regularly regarding changes to regulations and procedures. Staff training sessions will be scheduled at suitable intervals and when there are significant changes to the regulations.</p>	Low	<p>Review latest Government and Public Health Board guidance and update as required.</p> <p>Display posters around the Centre which encourage frequent and adequate hand washing / sanitising and effective respiratory hygiene practises.</p> <p>Organise staff briefings and training.</p>	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Good Personal Hygiene</p> <p>Risk of: Infection control</p>	Medium	<p><u>Catch It, Kill It, Bin It</u></p> <p>Persons should cover their mouth and nose with a tissue (not your hands) when they cough or sneeze. The used tissue should then be placed in the bin immediately. Persons should then wash their hands with soap and hot water for a minimum of 20</p>	Low	<p>Review latest Government and Public Health Board guidance and update as required.</p> <p>Ensure that there is a ready supply of</p>	Ongoing

Risk to: All persons		<p>seconds. Boxes of tissues to be made available throughout the Centre.</p> <p><u>Hand Washing</u> Persons should wash their hands at least every hour using hot water and soap – use hand sanitiser gel if washing with soap and water is not possible at that time.</p> <p><u>Hand Driers</u> The automatic hand driers will now be enabled in the toilet areas.</p> <p><u>Hand Sanitiser Stations</u> Hand sanitiser products to be made available throughout the Centre for occasions where hand washing may not be a viable option.</p>		<p>hot water, soap and tissues for hand drying.</p> <p>Provide hand sanitiser for when washing hands is not an option.</p> <p>Staff to be reminded to wash their hands on a regular basis. Also to catch coughs and sneezes in a tissue and to avoid touching their face, eyes, nose or mouth with unclean hands.</p> <p>Ongoing monitoring by management.</p>	
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Staff member with symptoms / close contact with persons with symptoms</p> <p>Risk of: Flu-like symptoms pneumonia, breathing difficulties, death</p>	Low	<p>A staff member who is experiencing symptoms similar to those present with coronavirus (persistent cough, fever and/or loss or change of taste or smell), must not come to work and must get a PCT test straight away. The staff member should follow current Government / Public Health advice regarding self-isolation and what to do if you are a close contact of someone who is a positive case.</p> <p>https://gov.wales/coronavirus</p> <p>https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/</p> <p>The staff member must then contact the manager and update them in relation to their condition and advice they have been given. If the staff member is advised to self-isolate they must do so and only return to work when the self-isolation period is over and symptoms have gone.</p> <p>If a staff member becomes ill with coronavirus related symptoms whilst on site, they must let a member of management know straight away and they must leave the building and book a PCR test straight away.</p>	Low	<p>Review latest Government and Public Health Board guidance and update as required.</p> <p>Internal communication channels and cascading of messages will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Management will offer support to staff that are affected by coronavirus or has a family member affected.</p> <p>Ensure procedure for cleaning and disinfecting the workstations are in place through use of disinfectant cleaning products, anti-bacterial wipes and sanitising mist sprays. All staff members to follow Government guidance and take regular lateral flow tests.</p>	Ongoing

		<p>All other staff will be advised of any persons within the workplace who have shown signs of the infection, and who are being tested for coronavirus. However, the individual's identity will not be disclosed during any communication / updates to staff.</p> <p>Staff members have been asked to follow the Government guidance regarding taking regular lateral flow tests.</p>			
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Centre customers and visitors with symptoms / close contact with persons with symptoms</p> <p>Risk of: Flu-like symptoms pneumonia, breathing difficulties, death</p> <p>Risk to: All persons</p>	Medium	<p>Posters to be displayed at the entrance to the Centre and in the windows to ask persons not to enter if they have symptoms.</p> <p>If a customer or visitor becomes ill with coronavirus related symptoms whilst on site, they must let a member of management know straight away and they must leave the building and book a PCR test straight away.</p> <p>The area of the Centre being used by the customer or visitor and the confinement area used will be subject to a "deep clean" in accordance with Government advice.</p> <p>All staff on duty will be advised of any persons within the workplace who have shown signs of the infection, and who are being tested for coronavirus. However, the individual's identity will not be disclosed during any communication / updates to staff.</p>	Low	<p>Review latest Government and Public Health Board guidance and update as required.</p> <p>Current Government advice requires person who have developed symptoms to self-isolate and to book and take a coronavirus test and follow current advice.</p>	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Dealing with the public</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	Medium	<p>The general public will not be allowed access to the Centre until further notice. Only customers and visitors with booked activities, appointments or future booking enquiries will be allowed to access to the Centre. Parents of children attending sessions may be allowed entry to the building.</p> <p>Staff to manage entry using the intercom system and access should only be allowed if the staff member is sure that the person is a valid customer or visitor, or has a future booking enquiry.</p>	Low	<p>Review latest Government and Public Health Board guidance and update as required.</p> <p>Reinforce message via website and social media.</p>	Ongoing

		<p>A hand sanitiser station will be set up at the entrance for customers and visitors who wish to sanitise their hands as they enter. Non-alcohol based sanitiser will be available from reception for anyone who refuses the alcohol based product.</p> <p>Contactless forehead thermometers will be used on a random basis to check customer and visitor temperatures as they enter the building. A temperature of 37.8 degrees or over will be classed as a high temperature and the person will be refused entry and will be advised to go home and arrange to book a test.</p>			
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Higher risk groups</p> <p>Risk of: Infection control</p> <p>Risk to: Elderly, pregnant women, pre-existing conditions</p>	Medium	<p>The company will review the situation regarding localised cases on an on-going basis and ensure good communication with all high-risk individuals.</p> <p>Individual return to work discussions to be held with staff members who have declared a pre-existing health condition.</p>	Low	<p>Review latest Government and Public Health Board guidance and update as required.</p> <p>Ongoing monitoring by management.</p>	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Internal cleaning</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	Medium	<p>An existing strict cleaning regime is in place within the company to ensure that the workplace and all facilities are serviced and suitably cleaned on a regular basis. The recommendations within the following HSE guidance has been followed: https://www.hse.gov.uk/coronavirus/cleaning/index.htm</p> <p>Staff are encouraged to disinfect their workstations during the day, particularly after eating, returning from the toilet and changing shifts. Disinfectant spray mist devices and anti-bacterial wipes have been supplied.</p> <p>Processes put in place to increase the frequency of cleaning of frequently-touched communal areas, including door handles, kitchens, toilets, showers, bin lids, light switches, handrails, hot-desk keyboards, phones and desks. Checklist to be signed off by staff members to confirm compliance with this crucial task.</p>	Low	<p>Review latest Government / World Health Organisation guidance and update as required.</p> <p>Rigorous checks will be carried out by management to ensure that the necessary procedures are being followed.</p> <p>Staff to use disinfectant fogging machine to sanitise large areas and furniture such as chairs or sports equipment.</p> <p>Ongoing monitoring by management.</p>	Ongoing

		<p>All rooms are cleaned and disinfected in between use including all tables, chairs, doors and other touch points such as light switches and socket switches. The hourly sanitising jobs and room changeover cleaning jobs must be completed and recorded on the Daily COVID Cleaning schedule.</p> <p>The disinfectant fogging machine may also be used to disinfect meeting rooms in between customer use to reduce any possible cross-contamination. This sanitising equipment can also be used for sports equipment and chairs.</p>			
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Social distancing</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	Medium	<p>Although the Government has removed the 2 metre social distancing requirement we will continue to implement control measures which aim to create space between staff and customers.</p> <p><u>Reception Area</u> Barriers to be installed in front of the reception desk to prevent customers coming within close contact of the staff members behind the desk. Payment point Perspex screen installed to allow customers to make payments.</p> <p><u>Entry / Exit Points and Building Flow</u> Redesign of processes to ensure social distancing is in place.</p> <p>When the Centre is open both double front doors need to be open.</p> <p>When appropriate staff may use barriers and clear instruction and supervision to manage the entry and exit of customers to avoid the groups coming into contact with each other.</p> <p>Where prior manager consent has been given customers can use the fire exit door in the Ron Jones as a point of entry and exit.</p> <p>Where more than one group or class are due to arrive or leave at the same time then staff may decide to use clear instruction and supervision to utilise the changing room fire exit corridor as an additional entry and exit point.</p>	Low	<p>Review latest Government / World Health Organisation guidance and update as required.</p> <p>Staff to be regularly reminded of the importance of social distancing both in work and outside of it.</p> <p>Staff to ensure that customers only approach the reception desk at the payment point which provides protection via the Perspex screen.</p> <p>On-going monitoring by management.</p>	Ongoing

		When visitors arrive for Central Hub they must be asked to wait outside the front doors whilst they wait for someone to come from the Central Hub team (not inside the foyer).			
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PPE Risk of: Infection control -eyes, mouth and nose	Medium	PPE such as face masks, gloves and visors are readily available to staff members and all staff have received training on how to use and dispose of PPE.	Low	On-going monitoring by management.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Mental health Risk of: Mental health issues Risk to: All persons	Medium	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. For further advice on mental health refer to: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/	Low	Managers will offer support to staff who are affected by Coronavirus or who have a family member affected. Regular communication of mental health information and open-door policy for those who need additional support.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Equipment loan process Risk of: Infection control Risk to: All persons	Medium	As the virus can be transmitted from person to person on the surface of items customers will be encouraged to bring their own equipment. Where we do loan equipment the staff member who receives the returned piece of equipment must wear gloves to receive the item and then must sanitise it with disinfectant before storing the item away. Strictly no sports bibs are available on loan to customers.	Low	Customers who need to loan sports equipment must be advised to bring their own equipment wherever possible. On-going monitoring by management.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Handling payments Risk of: Infection control	Medium	Contactless payment methods will be encouraged. Where cash payments are made staff should ensure that they wash or sanitise their hands directly after handling money.	Low	On-going monitoring by management.	Ongoing

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<p>Café and Seating Area</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	Medium	<p>The café area will be opened up and will be available as a waiting area, for example, for parents whose children are attending sessions. This does not apply on a Saturday when the area is hired exclusively by Kid Care 4 U.</p> <p>If the café area is used by the Central Hub team they must ensure that they sanitise the tables and chairs after use.</p> <p>Jamie has asked that we continue to follow the existing process for Central Hub visitors where we ask them to wait outside until a member of staff comes to meet them.</p> <p>The cafe is open Monday to Friday from 9am serving hot and cold drinks, cakes and pre-packed snacks only.</p> <p>The maximum capacity for the café area is 16 people and Centre staff must monitor and enforce this control measure.</p>	Low	<p>On-going monitoring by management.</p> <p>Staff to ensure that café tables and chairs are sanitised after use throughout the day.</p> <p>Staff to ensure that central Hub team sanitise chairs and tables after use.</p> <p>Evening staff to ensure that the café area is given a full clean every evening as per the Cleaning Schedule.</p> <p>Staff to make sure no more than 16 people are in café area.</p>	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Toilets</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	Medium	<p><u>General Male and Female Toilet Areas</u></p> <p>Only two people will be allowed into the toilet area at any time. This will be managed by the use of clear signage at the toilet entrance.</p> <p>Disabled toilets to remain locked as per normal process and if they are used by a customer they must be cleaned and sanitised after use.</p> <p>The toilet areas are to be included in the regular cleaning schedule and the doors, taps, flushes etc. will be disinfected regularly throughout the day.</p>	Low	<p>On-going monitoring by management.</p> <p>Door wedges to be removed from outer toilet doors and door push areas to be included in hourly sanitising jobs.</p>	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Changing Rooms & Showers</p> <p>Risk of:</p>	Medium	<p>The male changing rooms and showers will now be available to sports customers who require them, except when the area is being used a second entry and exit point for customer bookings.</p>	Low	<p>On-going monitoring by management.</p> <p>Changing rooms to be cleaned as per Cleaning Schedule.</p>	Ongoing

Infection control Risk to: All persons		Female changing rooms remain unavailable to customers for the time being. Ladies can use the male changing rooms and Centre staff will manage this upon request to ensure privacy.			
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Contractors On Site Risk of: Infection control Risk to: All persons	Medium	Contractors are subject to the same rules and guidance as Centre customers and visitors as outlined already in this risk assessment. Staff to enter details in the Visitors Book to specify the details of the contractor and the time that they arrive and leave the Centre. The new Visitors Book should be used to record this information.	Low	On-going monitoring by management.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Customer Risk Assessments Risk of: Infection control Risk to: All persons	Medium	All customers who operate clubs and run regular sessions (sports or non-sports) from the Centre (activity organisers) need to complete their own COVID risk assessment and have a duty to take reasonable measures to reduce the risk of transmission of COVID. The Centre Manager will continue to deal with the majority of booking enquiries and will ensure that the need for a risk assessment is a term of the booking agreement. Pill Mill staff are able to take on the day one off 3G and Sports Hall bookings following the instruction provided. Any regular 3G or Sports Hall booking enquiries need to be referred to the Centre Manager.	Low	Ensure that all customers are provided with access to the Centre COVID Risk Assessment and that they share it with their group members. Customers to be asked to review and update their Risk Assessment when there are any significant changes to the Government advice and restrictions. On-going monitoring by management.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
First Aid Procedures Risk of: Infection control Risk to: All persons	Medium	Staff should wear PPE if they are required to carry out first aid procedures. This includes face visor, face mask and gloves. Sports clubs and organised sports sessions are responsible for managing their own first aid requirements; however, details of any accidents requiring first aid need to be relayed to Centre staff so it can be recorded in the Centre accident book.	Low	On-going monitoring by management.	Ongoing

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<p>Indoor Room Use - Ventilation</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	Medium	<p>Government advice is that rooms used indoors should be ventilated as much as possible during use. Therefore, customers should ensure that windows are open when the following rooms are in use:</p> <p>Alex Suite / Ron Jones Suite / Assembly Room / One to One Room</p> <p>Unfortunately due to building security issues we are unable to allow customers to open the fire exit doors in the Alex and Ron Jones Suite. Staff to monitor this (exception for access to classes for Phoenix Dance and Cwtch Puppy Classes).</p> <p>Whilst the Main Hall is being used the fire exit doors may be propped open by customers to allow air to circulate.</p>	Low	<p>On-going monitoring by management.</p> <p>Staff to ensure that fire exit doors in the Alex and Ron Jones Suite are kept closed. (exception for access to classes for Phoenix Dance and Cwtch Puppy Classes).</p>	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Sports Hall</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	Medium	<p>The person who makes the booking is the person responsible for overseeing player conduct before, during and after the session and to ensure that players adhere to measures outlined in the both the Centres and their own COVID risk assessments.</p> <p>Indoor sports sessions are strictly limited to a maximum of either 60 or 140 depending on whether it is standard sport or sport event booking. This amount includes coaches and/or volunteers helping to run the sessions, players and spectators. Admittance should be stopped once the number reaches 60 or 140 people.</p> <p>All customers will be provided with access to the Centre COVID Secure risk assessment, either by email or via the website. Customers will be required to adhere to the control measures set out in the Centres and in their own risk assessment.</p> <p>During a changeover the arriving players should wait outside the building and not try to enter the sports hall until the current players have all left the facility. Centre staff will supervise the changeover and may decide to use the barrier fencing to separate incoming and outgoing customers.</p>	Low	<p>Centre staff to oversee changeovers and help to ensure social distancing is being followed where possible.</p> <p>Centre staff to monitor numbers and ensure that limit set is not exceeded according to booking type.</p> <p>On-going monitoring by management.</p>	Ongoing

		For back to back bookings any equipment changeover must be completed within the time booked by the customer using the equipment. Centre staff will manage the equipment changeover following safe procedures. The benches need to be wiped down with anti-bacterial wipes after and in between bookings.			
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
3G Facility Risk of: Infection control Risk to: All persons	Medium	<p>The person who makes the booking is the person responsible for overseeing player conduct before, during and after the session and to ensure that players adhere to measures outlined in the both the Centres and their own COVID risk assessments.</p> <p>All customers will be provided with access to the Centre COVID Secure risk assessment, either by email or via the website. Customers will be required to adhere to the control measures set out in the Centres and in their own risk assessment.</p> <p>During a changeover the arriving players should wait outside the facility and not try to enter the pitch until the current players have all left the facility. Where possible Centre staff should supervise the changeover. This may not always be possible.</p> <p>Players may enter the Centre to use the toilets and changing rooms.</p>	Low	<p>Wherever possible centre staff to oversee changeovers.</p> <p>Centre staff no longer need to ensure that hand sanitiser is placed in the holder at the entrance prior to the start of any bookings.</p> <p>Staff have been briefed on the changes regarding 3G bookings (briefing dated 09.06.21) and are now able to deal with on the day 3G bookings from individuals and groups of people. Regular 3G booking enquiries must be referred to Julie.</p>	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
Reduced Room Capacity Risk of: Infection control Risk to: All persons	Medium	<p>To facilitate social distancing guidelines the revised room capacity details are as follows:</p> <p>One to One Room – 4 persons (pre-COVID capacity) Assembly Room – 10 persons (pre-COVID capacity) Alex Suite – 25 square meters - 15 persons (pre-COVID capacity) Ron Jones Suite – 121 square meters - 60 persons Learning Suite – 80 square meters - 40 persons Café Area – 16 persons</p> <p>Sports Hall – 512 square meters – the maximum number of people for an indoor sport session or an organised event is 140.</p>	Low	<p>On-going monitoring by management.</p> <p>Staff to monitor bookings to ensure compliance with COVID room capacity limits. Highlight any issues to a manager.</p>	Ongoing

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<p>Test Trace Protect – Recording Customer Information</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	Medium	<p>The legal requirement to keep records for Test Trace and Protect has been removed, however, the Centre has implemented the following control measures:</p> <ul style="list-style-type: none"> Customers and visitors will be encouraged to scan the QR code for the NHS app. A voluntary sign in sheet is available at the entrance for people to record their attendance. Activity organisers will be encouraged to record the details of people who attend their activity. 	Low	On-going monitoring by management.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Mandatory Use of Face Coverings in Public Places</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	Medium	<p>Face masks are no longer mandatory in areas open to the general public and so there is no longer a requirement to have a face mask to enter the Centre.</p> <p>A stock of face masks will be maintained for staff should they wish to continue wearing one.</p>	Low	On-going monitoring by management.	Ongoing
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROL REQUIRED	TARGET DATE
<p>Events and Functions</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	Medium	<p>We are only able to take bookings for organised events that are booked by a business or an organisation that has a full COVID risk assessment in place and where reasonable measures are taken to prevent the risk of transmission of COVID.</p> <p>The number for the event must not exceed the current room capacity:</p> <ul style="list-style-type: none"> Sports Hall – 140 people Ron Jones Suite – 60 people 	Low	<p>All booking requests to be referred to the Centre Manager for consideration.</p> <p>Centre staff to supervise bookings and sessions to ensure that the regulations are being followed at all times and that all of the control measures outlined within this risk assessment are adhered to at all times.</p>	Ongoing

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<p>Church Services</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	Medium	There are no longer specific rules with regard to face masks and singing in church groups. The church groups will continue to follow their own COVID risk assessments for their own organisation.	Low	On-going monitoring by management.	Ongoing
<p>Use of Lateral Flow Tests</p> <p>Risk of: Infection Control</p> <p>Risk to: All Persons</p>	Medium	On 10 th December 2021 the Welsh Government issued a COVID update and is “strongly advising” that people “flow before they go”. This means taking a lateral flow test before going out – for example to a Christmas party, shopping, visiting friends or family, to any crowded or busy place. If the test is positive, they should not go out but arrange for a PCR test and self-isolate.	Low	<p>Review ongoing weekly Welsh Government COVID announcements.</p> <p>Staff asked to follow the recommended guidelines and make use of lateral flow tests as recommended by the Government.</p> <p>Updated COVID risk assessment to be sent to all customers.</p>	Ongoing