

**Cymdeithas Gwenynen Gwent**  
**Lady Llanover Society**  
**“Dwylo ar y Delyn” / “Hands on Harp”**  
**Dydd Sadwrn y 30ain o Hydref 2021 / Saturday 30th October 2021**

**Ffurflen Gais / Application Form**

Name.....

Address.....

.....

Email.....

Tel Number.....

D.O.B (*optional - to enable us to categorise groups effectively*).....

Playing Experience (harp grade if applicable to help plan the day) .....

Do you have your own harp to bring?    Yes/No    Pedal/Lever

Will you have any guests wishing to attend the concert?    Yes / No  
(2 people per participant maximum)

If Yes please provide name(s) - :

.....

.....

Please provide contact details if they are different from the applicant above.

Address.....

.....

Email.....

Tel Number.....

(The above information is required so that seating can be arranged to comply with Covid 19 regulations and notification if a hall user has tested positive. Guests will be asked to confirm that they have a negative Lateral Flow Test result taken on the day prior to arrival.)

**Payment**

Applicants are requested to make payment by **23rd October 2021** either by enclosing a cheque with this application made payable to Cymdeithas Gwenynen Gwent or by bank transfer to the Society account 02565348 and sort code: 30-98-94. Please enter your name in the payment reference section if doing a bank transfer. If posting the application form and cheque, please send to the following address. Miss E. Harris, Lower House, Pen-Y-Parc Road, Tregare, Raglan, Monmouthshire, NP15 2BY. Thank you.

# COVID Rules

1. All participants will be required to comply with the latest government COVID-19 advice and guidance and in accordance with the terms of a risk assessment undertaken by the Lady Llanover Society. It should be noted that provisions can be varied at short notice including cancellation of the event if a local lockdown is imposed in which case participants will be fully refunded.
2. All participants are required to undertake a lateral flow test at home on the morning of the event and confirm on arrival this has proved negative. Free test kits can be obtained from <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>.
3. In particular the following should be noted-:
  - a. The Hall can only be entered by people that do not have Covid-19 symptoms themselves and no member of their household either.
  - b. Participants are advised to adhere to physical distancing.
  - c. Participants are requested to adhere to a one-way system with no queuing/waiting in foyer areas. Details will be available on a site plan.
  - d. Please bring your own sanitising gel and sanitise your hands regularly. Sanitising stations will also be available on the day.
  - e. Face coverings are advised when circulating until seated at a harp when use will be at the discretion of the participant.
  - f. The main kitchen will be available for teas and coffees. Participants are requested to bring their own packed lunch.
  - g. The Society is required to record the names and contact details of all entering the building and the data will be held for 21 days. The Lady Llanover Society is required to notify the Llanfoist Village Hall committee if a hall user has been tested positive for Coronavirus.
4. Your safety is our priority. Prior to the event all participants will receive an email containing the following information-:
  - a. A Covid-19 risk assessment.
  - b. A site plan showing arrangements for access and exit.
  - c. A programme for the day.
  - d. A consent form to be completed by parents where minors are attending.
5. Beginner taster sessions will be held in the small committee room with limited numbers. Participants will be asked to attend at a particular time slot. Organisers will allow sufficient time between sessions to ventilate the room and sanitise surfaces and instruments.
6. All participants in the intermediate and advanced classes must bring their own harp, stool and music stand.
7. Participants will be asked to complete a short application form, to include the names of any guests attending the Concert (maximum of 2 per participant) so that seating can be arranged to comply with Covid 19 regulations.

## Ann Griffiths

Many of you may have heard of the sad death in 2020 of Ann Griffiths without whose vision the Lady Llanover Society would not have been established in 2003. The Society is pleased to be organising a concert dedicated to Ann Griffiths to be held at 6pm on Saturday 13th November 2021 at St.Cadoc's Church, Raglan. A warm welcome to all. See [www.ladyllanover.org.uk](http://www.ladyllanover.org.uk) and [www.emilyharrisharp.com](http://www.emilyharrisharp.com) for flyers and full details.

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**Ffurflen gydsynio / Consent Form**

Child's name: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Contact in case of emergency: \_\_\_\_\_

Second contact in case of emergency: \_\_\_\_\_

Special needs, including allergies and medication: \_\_\_\_\_

I hereby give permission for the above child to take part in “Hands on Harp” day organised by the Lady Llanover Society at the Llanfoist Village Hall, Abergavenny, 30th October 2021.

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic.

YES / NO (Delete as appropriate)

I am willing for my child to appear in photographs/videos taken of the event to be used responsibly by the Lady Llanover Society

YES / NO (Delete as appropriate)

My child is allowed to return home unaccompanied.

YES / NO (Delete as appropriate)

Signed: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

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## **Rhaglen/Programme**




### **Intermediate and Advanced Sessions**

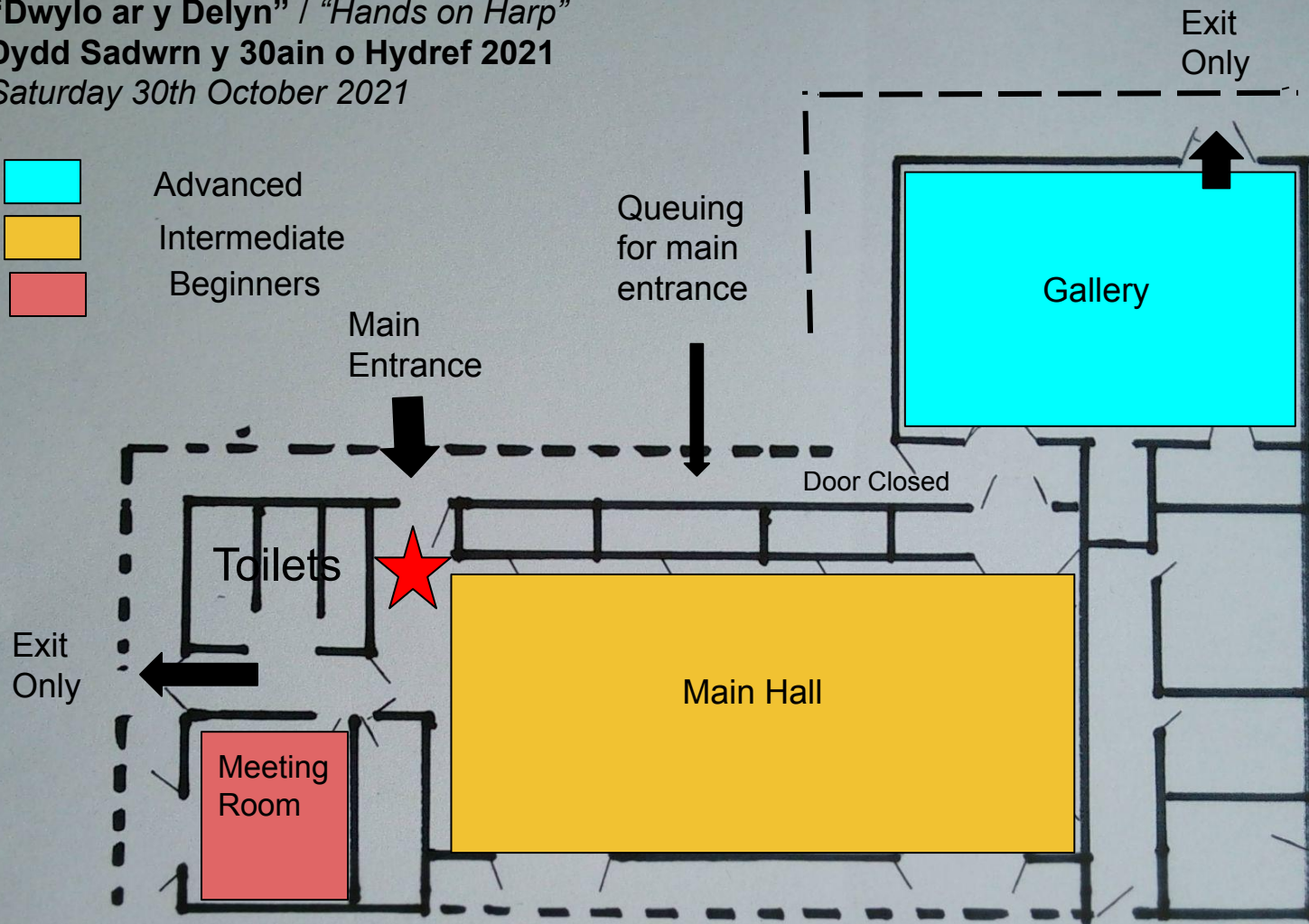
9.30am	Cofrestru / <i>Registration</i>
10.00am - 10.15am	Croeso / <i>Welcome</i>
10.15am - 11.15am	Grwpiau / <i>Groups</i>
11.15am - 11.30am	Egwyl / <i>Coffee break</i>
11.30am - 12.30pm	Grwpiau / <i>Groups</i>
12.30pm - 1.15pm	Cinio / <i>Lunch</i>
1.15pm - 2.15pm	Grwpiau / <i>Groups</i>
2.15pm - 2.30pm	Egwyl / <i>Coffee break</i>
2.30pm - 3.15pm	Grwpiau / <i>Groups</i>
3.15pm - 3.30pm	Paratodau Cyngerdd / <i>Concert Preparations</i>
3.30pm - Cyngerdd / <i>Concert</i>	Performances by:- 1. Dechrau o'r dechrau / <i>Beginners</i> 2. Canolradd / <i>Intermediate</i> 3. Uwch / <i>Advanced</i> 4. Short tribute to Ann Griffiths 5. Manon, Marged ac Emily
4pm	Diwedd / <i>End</i>

### **Beginner Taster Sessions**

9.30am	Cofrestru / <i>Registration</i>
10.00am	Croeso / <i>Welcome</i>
10.15am - 11.15am	Session
11.15am - 11.30am	Cofrestru / <i>Registration</i> / <i>Room Sanitisation</i>
11.30am - 12.30pm	Session
12.30pm - 12.45pm	Cofrestru / <i>Registration</i> / <i>Room Sanitisation</i>
12.45pm - 1.45pm	Session
1.45pm - 2pm	Cofrestru / <i>Registration</i> / <i>Room Sanitisation</i>
2pm - 3pm	Session

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-  Advanced
-  Intermediate
-  Beginners



Plan of Llanfoist Village Hall, Church Lane, Llanfoist, Abergavenny, NP7 9LP  
To be used in conjunction with the event risk assessment



Cofrestru / Registration

## COVID-19 Risk Assessment

What are the hazards?	Action to be taken to control the risk
<p>1 The development of basic symptoms (cough, temperature and shortness of breath) before coming to the event or a positive test result. Transmission of the Covid - 19 virus through close physical contact.</p>	<ul style="list-style-type: none"> <li>● <b>All participants are required to undertake a Lateral Flow Test at home on the morning of the event and confirm on arrival that this has proved negative. Do not come to the event but remain at home and follow Welsh Government Guidelines on self-isolation and test and trace in the event of a positive result. Free test kits from - : <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a></b></li> <li>● The Hall can only be entered by people that do not have Covid-19 symptoms themselves and no member of their household has symptoms either. Users that have recovered from Covid-19 can use the Hall provided that all members of their household have completed the required isolation period.</li> <li>● If symptoms develop whilst at the event a representative of the Lady Llanover Society will arrange for the individual to be isolated outside the building, weather permitting or alternatively in the lobby area, make arrangements for the individual to go home and supervise them at a safe social distance wearing a mask and apron. Also anyone who has touched an unwell individual should wash their hands with soap and water or sanitise their hands.</li> <li>● All participants will be required to record their name, contact details and date and time of entering the building.</li> </ul>
<p>2 Hygiene risks begin before entering the building</p>	<ul style="list-style-type: none"> <li>● Sanitising stations will be provided for use during the day. Use the sanitisers provided on entry or when moving from one area to another.</li> <li>● A one-way system as indicated on a plan attached to this risk assessment is to be maintained. Please note there is only one point of entry.</li> <li>● No queuing in the foyer area. Participants are requested to maintain social distancing and enter the building one by one for registration.</li> <li>● Entrance doors will be closed during sessions to prevent other people entering the building.</li> </ul>
<p>3 Key transmission risk areas within the building are surfaces, table tops, seats and toilet facilities</p>	<ul style="list-style-type: none"> <li>● Please assume that all surfaces are potentially contaminated, therefore, regularly clean or sanitise your hands. Please bring your own sanitising gel.</li> <li>● It is good practice for users to wipe down toilet seats, flush handles and sink surfaces following the “if you use it - wipe it” principle.</li> <li>● All must maintain social distancing whilst using the toilets.</li> </ul>
<p>4 Using other peoples equipment</p>	<ul style="list-style-type: none"> <li>● Participants should only play or use their own harp or one provided by a tutor which will be sanitised before use.</li> </ul>
<p>5 Lack of proper ventilation.</p>	<ul style="list-style-type: none"> <li>● The Health and Safety Executive recommends the opening of windows and doors during activities to maximise ventilation. It is advised that face coverings should be worn continuously throughout the session if doors and windows remain <b>shut</b>.</li> </ul>
<p>6 Sharing food</p>	<ul style="list-style-type: none"> <li>● Do not share food or drink with anyone else.</li> <li>● Participants are advised to bring their own packed lunch, including water.</li> </ul>
<p>7 Seating hygiene</p>	<ul style="list-style-type: none"> <li>● All seats should be wiped with sanitising wipes after use and before being used by someone new.</li> </ul>
<p>8 Face coverings</p>	<ul style="list-style-type: none"> <li>● Face coverings should be worn whilst moving about the building and when physical distancing cannot be maintained. Use when seated at a harp is at the discretion of the participant.</li> </ul>
<p>Action by Lady Llanover Society Representatives</p>	<ul style="list-style-type: none"> <li>● A minimum 15 minute gap will be maintained between beginner taster sessions in order that the room can be ventilated and sanitised.</li> <li>● The Lady Llanover Society is required to record the names and contact details of all entering the building and the data will be held for 21 days and then destroyed. The Lady Llanover Society is required to notify the Llanfoist Village Hall committee if a hall user has tested positive for the Covid-19 virus.</li> <li>● Lady Llanover representatives will undertake cleaning of work surfaces during the course of the day.</li> <li>● A supply of gloves, disposable towels, aprons, sanitising gel and masks will also be provided by the Society.</li> </ul>