

## Asesiad Risg – Risk Assessment



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| <b>Gweithgaredd / Activity:</b> Coffi a Chlonc / Grŵp Sgwrsio                                                                                                                                                                                                                        |                            |
| <b>Ble / Where:</b> Hybiau Caerdydd / Various Hubs                                                                                                                                                                                                                                   |                            |
| <b>Arweinydd/Leaders:</b> Gwirfoddolwyr/Volunteers                                                                                                                                                                                                                                   |                            |
| <b>Pryd / When:</b><br><br>Rhiwbeina – Bob yn ail ddydd Gwener o fis Medi 2025 - Fortnightly on Fridays<br>Rhydypennau – Bob yn ail ddydd Iau o fis Awst 2025 - Fortnightly on Thursdays<br>Llaneirwg/St Mellons – Bob yn ail ddydd Mawrth o fis Medi 2025 – Fortnightly on Tuesdays |                            |
| <b>Yswiriant Atebolrwydd Cyhoeddus?</b><br><b>Public Liability Insurance?</b><br><b>Oes Yes</b> –Menter Caerdydd Nag oes No                                                                                                                                                          |                            |
| <b>Mynedfa / Allanfa yn addas ar gyfer pobl anabl? Disabled Access?</b>                                                                                                                                                                                                              | <b>Oes Yes/ Nag oes No</b> |
|                                                                                                                                                                                                                                                                                      |                            |

## Asesiad Risg: Risk Assessment:

| Beth yw'r peryglon?<br><b>What are the hazards?</b>                                                                                        | Pwy allai gael ei niweidio?<br><b>Who might be harmed?</b> | Lefel y risg cyn yr asesiad<br><b>Level of risk before risk assessment</b> | Beth ydyn ni'n ei wneud i leihau'r risg?<br><b>What are we doing to control the risks?</b>                                                                                                                                                                                       | Pwy sy'n gyfrifol am checio ar y diwrnod?<br><b>Who needs to carry out the action?</b>                                                                                                           | Lefel y risg ar ôl yr asesiad<br><b>New level of risk</b> | Pwy sydd wedi ymweld â'r lleoliad a sicrhau bod popeth yn iawn?<br><b>Who has visited the location and checked everything is in place?</b> | <b>Date?</b> | <b>Review date?</b>                                                                                                                                                                                                                                                                             |
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| <b>Anafiadau o bob math gan gynnwys mân anafiadau, llosg a thrawiad ar y galon/<i>Injuries including cuts, burns and heart attacks</i></b> | Pawb/All attending group                                   | <b>Canolig/Medium</b>                                                      | Gofal gyda gweini diodydd poeth.<br><br>Checio am alergeddau os bydd bisgedi neu gacennau yn cael eu gweini.<br><br>Anafiadau i gael eu cofrestru yn y llyfr damweiniau.<br><br>Staff yr Hybiau gyda hyfforddiant cymorth cyntaf wrth law i helpu – bocs cymorth cyntaf ar gael. | Rachel Matthews i drafod gyda gwirfoddolwyr a'r gwirfoddolwyr i checio o wythnos i wythnos<br><br><i>Rachel to discuss with vols in advance and vols will be responsible during the sessions</i> | <b>Isel/Low</b>                                           | Rachel/Gwirfoddolwyr-Volunteers                                                                                                            |              | Asesiad risg yn gyfredol oni bai bod yr ystafell / niferoedd yn newid. Checio bob wythnos; adolygu ar ddechrau'r tymor ac ail-wneud ar ddechrau bob blwyddyn academiaidd.<br><br>RA to be renewed if numbers or room changes. Checks made each week; review at start of each new term and re-do |

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|                                       |                              |                       | <p><i>Care to be taken when making hot drinks.</i></p> <p><i>Check for allergies if cakes or biscuits served.</i></p> <p><i>Risk Assessment checklist will be conducted before each activity.</i></p> <p><i>Any injuries will be reported in an accident book.</i></p> <p><i>Hub staff first aiders on hand and first aid box present in hubs.</i></p> |                                                                                            |                 |                                 |  | at start of each academic year.            |
| <b>Baglu dros bethau/Trip Hazards</b> | Pawb/All attending the group | <b>Canolig/Medium</b> | <p>Checio'r stafell cyn bod pobl yn cyrraedd.</p> <p>Dim byd ar y llawr all achosi i rywun faglu. Cotiau a bagiau o dan y byrddau.</p>                                                                                                                                                                                                                 | Rachel Matthews i drafod gyda gwirfoddolwyr a'r gwirfoddolwyr i checio o wythnos i wythnos | <b>Isel/Low</b> | Rachel/Gwirfoddolwyr-Volunteers |  | Ar ddechrau pob tymor – Start of each term |

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|                                   |                              |                       | <p><i>Before people enter, the room will be set up and checked for any trip hazards.</i></p> <p><i>There will be no trip hazards and coats/bags will be placed in under tables.</i></p> | <p><i>Rachel to discuss with vols in advance and vols will be responsible during the sessions</i></p>                                                                                                   |                 |                                 |  |                                            |
| <b>Hylif ar y llawr/Spillages</b> | Pawb/All attending the group | <b>Canolig/Medium</b> | <p>Gwirfoddolwyr i sicrhau bod y llawr yn sych.</p> <p><i>Volunteers will ensure the floor is wiped if drinks are spilled.</i></p>                                                      | <p>Rachel Matthews i drafod gyda gwirfoddolwyr a'r gwirfoddolwyr i checio o wythnos i wythnos</p> <p><i>Rachel to discuss with vols in advance and vols will be responsible during the sessions</i></p> | <b>Isel/Low</b> | Rachel/Gwirfoddolwyr-Volunteers |  | Ar ddechrau pob tymor – Start of each term |
| <b>Awyru/Ventilation</b>          | Pawb/All attending the group | <b>Canolig/Medium</b> | Bydd digon o awyr yn yr ystafell. Checio cyn pob sesiwn                                                                                                                                 | Rachel Matthews i drafod gyda gwirfoddolwyr a'r                                                                                                                                                         | <b>Isel/Low</b> | Rachel/Gwirfoddolwyr-Volunteers |  | Ar ddechrau pob tymor – Start of each term |

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|                                        |                              |                       | <p>yn dibynnu ar y tywydd ayb.</p> <p><i>Space will be well ventilated with doors open where needed. This will be checked via our checklist prior to the group starting.</i></p>                                                                                                                   | <p>gwirfoddolwyr i checio o wythnos i wythnos</p> <p><i>Rachel to discuss with vols in advance and vols will be responsible during the sessions</i></p>                                                 |                 |                                 |  |                                            |
| <b>Dal feirws/Contraction of virus</b> | Pawb/All attending the group | <b>Canolig/Medium</b> | <p>Neb i fynychu os ydyn nhw â symptomau annwyd trwm, ffliw, Covid neu feirws arall.</p> <p>Agor ffenestri pan fo angen.</p> <p><i>Nobody to attend the group if they have any symptoms of Covid 19, flu or heavy colds or other illnesses.</i></p> <p><i>Provide ventilation when needed.</i></p> | <p>Rachel Matthews i drafod gyda gwirfoddolwyr a'r gwirfoddolwyr i checio o wythnos i wythnos</p> <p><i>Rachel to discuss with vols in advance and vols will be responsible during the sessions</i></p> | <b>Isel/Low</b> | Rachel/Gwirfoddolwyr-Volunteers |  | Ar ddechrau pob tymor – Start of each term |

**Enw Llawn/Full name/role:** Rachel Matthews (Swyddog Cymunedol/Dysgwyr)

**Arwyddwyd/Signed:**

**Dyddiad /Date:**

A handwritten signature in blue ink, appearing to read 'R Matthews', is written over a horizontal line.

12/08/2025

**Cyswllt/Contact:** Email: [rachel@mentercaerdydd.cymru](mailto:rachel@mentercaerdydd.cymru)

**Adolygiad nesaf/Next review : August 2025 oni bai am unrhyw newid/unless locations change**