**Ffurflen Asesu Risg ar gyfer Gweithgareddau, Digwyddiadau, a Ffilmio**

**Risk Assessment Form for Activities, Events and Filming**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Enw’r sawl sy’n asesu:  Assessor’s Name: | |  | | Swydd y sawl sy’n asesu:  Assessor’s Position: | | | |  | | | Dyddiad yr asesiad:  Date of Assessment: | | |  |
| Sefydliad:  Organisation: | |  | | Cyfeiriad y sefydliad: Organisation’s Address: | | | |  | | | Llofnod y sawl sy’n asesu:  Signature of Assessor: | | |  |
| ***MANYLION Y GWEITHGAREDDAU / DIGWYDDIADAU:***  ***ACTIVITY / EVENT DETAILS:*** | | | | | | | | | | | | | | |
| Enw’r digwyddiad:  Event Name: |  | | | Lleoliad y digwyddiad:  Event Location: | |  | | | | Dyddiadau ac amserau’r digwyddiad:  Event Dates & Times: | | |  | |
| Nifer y gweithwyr / gwirfoddolwyr:  Number of employees / volunteers: | | |  | | | | Nifer y cleientiaid / aelodau’r cyhoedd:  Number of clients / public: | | | | |  | | |
| *Rhowch gymaint o wybodaeth ag y bo modd. Defnyddiwch daflen ychwanegol os oes angen:*  *Please enter as much information as possible, use an additional sheet if required:* | | | | | | | | | | | | | | |
| Rhestrwch y peryglon a all fod yn berthnasol i'r gweithgaredd a'r mesurau rheoli fydd gennych ar waith ar ddyddiad y digwyddiad gan gynnwys unrhyw fesurau atal a rheoli haint perthnasol.  List the hazards that may be applicable to the activity and the control measures you will have in place on the date of the event including any applicable infection prevention and control measures. | | | | | | | | | | | | | | |
| **Perygl**  **Hazard** | | | | | **Pwy sy’n wynebu risg o’r perygl hwn?**  **Who is at risk from this hazard?** | | | | **Mesurau rheoli**  **Control Measures** | | | | | |
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| ***Y Risg(iau) Gweddilliol / (Ar ôl mesurau rheoli)*** | | | | | **The Residual Risk(s) / (After control measures)** | | | | | | | |
| *Os nad oes rhai, ysgrifennwch “Rheolaethau yn ddigonol” isod. Os oes risgiau'n dal i fodoli, nodwch isod a graddiwch y risg(iau) gweddilliol.* | | | | | If there are none, write “Controls adequate” below. If risks still exist, detail below and rate the residual risk(s) | | | | | | | |
|  | | | | | **Tebygolrwydd**  **Likelihood** | | | **x** | **Difrifoldeb**  **Severity** | **=** | **Graddfa**  **Rating** | |
|  | | | | |  | | | x |  | = |  | |
|  | | | | |  | | | x |  | = |  | |
|  | | | | |  | | | x |  | = |  | |
| ***Tebygolrwydd /* Likelihood** | | ***Difrifoldeb /* Severity** | | | | ***Graddfa /* Risk Rating** | | | | | | |
| 1 | *Prin*  Rare | 1 | *Dibwys*  Insignificant | | | 1-5 | *Y risg leiaf – Cynnal mesurau*  Minimal risk – Maintain measures | | | | | |
| 2 | *Annhebygol*  Unlikely | 2 | *Bach*  Minor | | | 6-10 | *Risg isel – Adolygu risgiau*  Low risk – Review risks | | | | | |
| 3 | *Posibl*  Possible | 3 | *Cymedrol*  Moderate | | | 11-15 | *Risg gymedrol – Rheolaethau ychwanegol mewn 12 mis*  Moderate risk – Additional controls in 12 months | | | | | |
| 4 | *Tebygol*  Likely | 4 | *O bwys*  Major | | | 16-25 | *Risg Uchel – Gweithredu rheolaeth ychwanegol ar unwaith*  High Risk – Additional control implemented immediately | | | | | |
| 5 | *Bron yn sicr*  Almost certain | 5 | *Trychinebus*  Catastrophic | | |
| **Gweithredu rheolaethau a monitro / Implementation of controls and monitoring**  *Mae angen rheolaethau ychwanegol i leihau risg(iau) islaw graddfa risg o 5* /  Additional controls required to reduce risk(s) below risk rating of 5 | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| *Cytunwyd ar reolaethau ychwanegol Do / Naddo (Os Do, manylwch ar y Camau i'w cymryd)*  Additional controls agreed Yes / No (If Yes, detail the Action to be taken) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| *Dyddiad targed ar gyfer gweithredu* Target date for implementation | | | | *Llofnod – Rheolwr Llinell Cyfrifol*  Signature – Responsible Line Manager | | | | | | | | |
|  | | | |  | | | | | | | | |
| **Adolygiad asesu / Assessment review** | | | | | | | | | | | | |
| *Dyddiad gweithredu*  Date implemented: | |  | | *Rheolaethau yn Effeithiol*  Controls Effective: | | | | *Ydyn / Yes* | | | | *Nac ydyn* / No |
| *Sylwadau* / Comments: | | | | | | | | | | | | |