

Coronavirus Risk Assessment for Coffee Shops, Cafes, Pubs and Restaurants

| Location/Dept: The Grey Lady, Sharpley Hill. Newtown Linford. LE6 0AH | | | Date Assessed: 01/07/2020 | | | Assessed by: E L GIBSON | | | | |
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| Task/Activity: Operating coffee shops, cafes, pubs and restaurants during coronavirus | | | | | | Reference Number: | | | | |
| | | | Risk rating before implementing control measures | | | Risk rating after implementing control measures | | | | |
| Activity/Task | Hazard/Risk | Persons at Risk | Likelihood (1-5) | Severity (1-5) | Risk/Priority | Controls Measures in Place | Likelihood (1-5) | Severity (1-5) | Risk/Priority | Additional Controls Measures Required |
| Keeping customers and visitors safe | Contracting COVID-19 | Employees Customers Visitors Contractors Delivery pesonnel | 5 | 5 | 25 | <ul style="list-style-type: none"> The maximum number of customers that can reasonably follow social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable) has been calculated for the venue, taking into account total indoor and outdoor space, specific venue characteristics such as furniture, as well as likely pinch points and busy areas. Indoor and outdoor seating and tables have been configured to maintain social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable) between customers. The local authority has, where relevant, been contacted to discuss the impact of potential queues on open spaces, infrastructure or other local features. Neighbouring businesses and local authorities have been consulted to ensure that there is sufficient provision of additional parking or facilities such as | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |

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| | | | | | | <p>bike racks, where possible, to help customers avoid using public transport. Designated drivers will continue to be encouraged.</p> <ul style="list-style-type: none"> • Queuing systems have been reviewed for the premises in order to maintain two metre social distancing (or one metre + where this is not possible). Outside spaces will be used where possible and markings will be laid. • Clear guidance on social distancing and hygiene will be made available to people on arrival (e.g. signage, visual aids, etc.) and before arrival (such as by phone, on our website or by email). • The number of persons on site will be managed in such a way as to ensure there is sufficient seating indoors and seating/standing outdoors. This will be achieved through the use of, for example, reservation systems, social distancing markings, having customers queue at a safe distance for toilets or bringing payment machines to customers, where possible. • Queues will be managed in such a way as to ensure they do not cause a risk to individuals, other businesses or additional security risks, for example by introducing queuing systems, having staff direct customers and protecting queues from traffic by routing them behind permanent physical structures such as street furniture, bike racks, bollards or putting up barriers. • We will make customers aware of, and encourage compliance with, limits on gatherings, for example on arrival or at booking. • Sanitising facilities will be provided at the entrances to the building and customers will be encouraged to use the sanitiser or wash their hands. • Changes made to entrances, exits and queue management will take into account reasonable adjustments for those who need them, including disabled customers, for example maintaining pedestrian and parking access for disabled customers. • Customers who are accompanied by children will be reminded that they are responsible for supervising them at all times and should follow social distancing guidelines. • The flow of employees and customers through the | | | | |
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| | | | | | | <p>premises has been considered and systems put in place to avoid areas of congestion and unnecessary contact.</p> <ul style="list-style-type: none"> Plans have been put in place for maintaining social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable) in the event of adverse weather conditions, being clear that customers cannot seek shelter indoors unless social distancing can be maintained. We will work with neighbouring businesses and local authorities to consider how to spread the number of people arriving throughout the day, for example by staggering opening hours, in order to reduce demand on public transport at key times and avoid overcrowding. Booking of essential services and contractor visits have been revised to reduce interaction and overlap between people, wherever possible, for example carrying out services at night. All control measures identified will be equally expected of all persons without discrimination. We will assist the NHS Test and Trace service by keeping a temporary record of our staff shift patterns for 21 days and assisting with requests for that data if needed. This could help contain clusters or outbreaks. | | | | |
| Managing service of food and drinks | Contracting COVID-19 | Employees Contractors Visitors | 5 | 5 | 25 | <ul style="list-style-type: none"> Social distancing will be maintained (two metres, or one metre with risk mitigation where two metres is not possible) between servers and the customer whilst taking orders or delivering food or drinks. Markers will be used to maintain social distancing. Cutlery and condiments will be brought to the table with the food. Disposable condiments will be provided. Where this is not possible, the condiment container will be cleaned between every use. Consideration will be given to reducing the number of surfaces touched by customers and staff. Measures will include asking customers not to lean on bars or counters and encouraging customers to stay at their tables. Contactless payment will be taken wherever possible and card readers will be located in such a way as to maintain social distancing efforts. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |

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| | | | | | | <ul style="list-style-type: none"> • Contact between front-of-house workers and customers at points of service will be minimised where appropriate, for example by using screens or tables at tills and counters to maintain social distancing guidelines. • Covered outdoor areas will be checked to ensure sufficient ventilation and, if needed, this will be increased, for example by removing sides. | | | | |
| Managing service of food and drinks – service at the venue | Contracting COVID-19 | Employees Contractors Visitors | 5 | 5 | 25 | <ul style="list-style-type: none"> • Contactless ordering systems are in place to minimise contact. • Service approaches have been adjusted to minimise staff contact with customers. Indoor table service will be utilised where possible, alongside further measures including assigning a single staff member per table. Outdoor table service will also be encouraged, although customers are permitted to stand outside if distanced appropriately. Where bar or counter service is unavoidable, customers will be prevented from remaining at the bar or counter after ordering. • Other processes that may lead to crowding at the bar area are in place, such as only staff bringing empty glasses back to the bar area. • Contact between kitchen workers and front-of-house workers will be minimised. For example, zones from which front of house staff can collect food will be identified. • The use of outdoor facilities will be encouraged through the provision of outdoor seating and, where possible, outdoor service stalls or points. • Sanitiser will be used after handling customer items, for example after handling customers' plates. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |
| Use of the toilets | Contracting COVID-19 | Employees Contractors Visitors | 5 | 5 | 25 | <ul style="list-style-type: none"> • Signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. • Social distancing marking will be installed in areas where queues normally form, and we will adopt a limited entry approach, with one in, one out where possible and where this does not increase risk by | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest</p> |

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| | | | | | | <ul style="list-style-type: none"> creating a bottleneck. To enable good hand hygiene, hand sanitiser will be available on entry to toilets where safe and practical, and suitable handwashing facilities, including running water and liquid soap and suitable options for drying (either paper towels or hand dryers), will be available. There will be clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Normal cleaning products will be used, paying attention to frequently hand-touched surfaces, and disposable cloths or paper roll will be used to clean all hard surfaces. Ventilation will be increased where necessary by opening windows and, where appropriate, doors. Special care will be given to cleaning of portable toilets and large toilet blocks. A cleaning schedule will be kept up to date and clearly visible. Further waste facilities will be provided and emptied regularly. | | | | government guidance is released. |
| Providing and explaining available guidance | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | <ul style="list-style-type: none"> Clear guidance on expected customer behaviours, social distancing and hygiene will be provided to people on or before arrival, for example on online booking forms and on-site signage and visual aids. It will be explained to customers that failure to observe safety measures will result in service not being provided. Written or spoken communication will be provided of the latest guidelines to both workers and customers inside and outside the venue. Posters or information setting out how customers should behave at the venue to keep everyone safe will be provided. We will also consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired. Where necessary, these will inform customers that police and the local authorities have the powers to enforce requirements in relation to social distancing and may instruct customers to disperse or leave an area, issue a fixed penalty notice or take further enforcement action. Customers will be informed that they should be | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |

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| | | | | | | <p>prepared to remove face coverings safely if asked to do so by police officers and staff for the purposes of identification.</p> <ul style="list-style-type: none"> Workers will be encouraged to remind customers to follow social distancing advice and clean their hands regularly. Where visits to venues are required by inbound supplier deliveries or safety-critical visitors, we will provide site guidance on social distancing and hygiene on or before arrival. We shall ensure that information passed to customers does not compromise their safety. | | | | |
| Employee attendance to site | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | <ul style="list-style-type: none"> The minimum number of people required for safe operation of the venue will be on site at any one time. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |
| Protecting people who are at a higher risk | Contracting COVID-19 | Employees | 5 | 5 | 25 | <ul style="list-style-type: none"> Support will be provided to employees with regards to mental health and wellbeing. A support system will be identified and implemented. Employees and volunteers who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |
| People who need to self-isolate | Contracting COVID-19 | Employees | 5 | 5 | 25 | <p>Any member of staff who needs to self isolate will be paid SSP FOR THE 14 DAY PERIOD</p> <p>It is a legal requirement that anyone who has been in contact with somebody who later shows signs of Covid 19 self isolates for 14 days</p> | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest</p> |

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| | | | | | | | | | | government guidance is released. |
| Coming to and leaving work | Contracting COVID-19 | Employees | 5 | 5 | 25 | <ul style="list-style-type: none"> • Arrival and departure times at work will be staggered to reduce crowding into and out of the venue, taking account of the impact on those with protected characteristics. • Additional parking or facilities such as bike racks to help people walk, run, or cycle to work will be provided where possible. • Employees should avoid using public transport, and aim to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory. • Where possible, there will be an identified entry and exit point from the venue. • Markings should be used to inform staff coming into or leaving the building. • Handwashing facilities or sanitiser will be provided at entry and exit points. • Storage will be provided for staff belongings and clothing. • Staff will be requested to change into work uniforms on site using appropriate facilities / changing areas, where social distancing and hygiene guidelines can be met. • Uniforms can be washed on site or staff will be requested to wash uniforms regularly at home. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |
| Staff movement around venues | Contracting COVID-19 | Employees Contractors Visitors | 5 | 5 | 25 | <ul style="list-style-type: none"> • Movement around the venue will be limited by discouraging non-essential trips within the building, for example restricting access to some areas, encouraging the use of radios, telephones or other electronic devices when sending orders from service areas to kitchens, where permitted, and cleaning them between use. • Job and location rotation will be employed, for example by assigning workers to specific areas or keeping temporary personnel dedicated to one area • One-way systems will be implemented where possible and marked through the venue. • Social distancing measures will also be implemented in high-traffic areas. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |

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| Working areas | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | <ul style="list-style-type: none"> • Layouts and processes have been reviewed to ensure staff can work apart from each other as far as is reasonable. • Where it is not possible to move working areas further apart, we will arrange for people to work side-by-side or facing away from each other rather than face-to-face. Where this is not possible, screens may be used to separate people from each other. • Paint or tape will be used to demarcate social distancing. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |
| Food preparation areas | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | <ul style="list-style-type: none"> • We will continue to follow government guidance on food preparation. • The kitchen will be accessed by as few persons as possible. • Interaction between kitchen staff and other workers will be minimised, including at break times. • Teams will be put into shifts to minimise contact between persons. • Working areas will be spaced to maintain social distancing guidelines as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens. Consideration will be given to cleanable panels to separate working areas in larger kitchens. • Floors will be marked with social distancing measures. • One-way traffic systems will be employed through the kitchen. • Access to walk-in fridges, freezers and pantries will be managed with 'one in, one out' systems. • Contact points such as the pass and other areas for the delivery of the prepared food will be managed to minimise risk and maintain social distancing. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |
| Meetings | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | <ul style="list-style-type: none"> • Remote meeting tools should be used where possible to avoid face-to-face contact. • Only absolutely necessary participants will physically attend meetings and will maintain social distancing guidelines. • Participants will avoid sharing pens, documents or other items during a meeting to reduce transmission. • Hand sanitiser will be provided in the meeting | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and</p> |

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| | | | | | | <ul style="list-style-type: none"> rooms. Wherever possible, meetings be held outdoors or in well-ventilated areas. Floor signage will be implemented to encourage social distancing. | | | | updated daily at 2pm when the latest government guidance is released. |
| Back of house / common areas | Contracting COVID-19 | Employees Members of the public Visitors | 5 | 5 | 25 | <ul style="list-style-type: none"> Break times will be staggered to maintain social distancing within break/staff rooms. The use of outside areas for breaks will be encouraged. Areas freed up by remote working can be used for breaks. Screens may be required in common areas where staff and customers interact, such as tills. Social distancing markings for other common areas, such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form, will be maintained. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |
| Accidents, security and other incidents | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | <ul style="list-style-type: none"> Incident and emergency procedures will be reviewed to ensure they reflect the social distancing principles as far as possible. Consideration will be given to ensure enough persons with safety designated tasks are on site at all times to ensure the safety of staff and customers. Ensure security changes made as a result of COVID-19 do not adversely affect the security of staff or customers. Where physical searches of customers are required, appropriate measures such as PPE will be implemented. We will continue to follow government advice on managing security risks. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |
| Cleaning the premises – prior to opening | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | <ul style="list-style-type: none"> Checks will be completed on the need to service or adjust ventilation systems, for example so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. If in doubt, we will seek advice from HVAC Engineers. Complete the recommended procedures to ensure the safety of the building. Complete a deep clean of the premises prior to opening. Extra bins and waste collection will be provided. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |

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| Cleaning the premises – keeping the venue clean | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | <ul style="list-style-type: none"> • Government guidance on cleanliness in food preparation will be followed. • Doors will be wedged open, where appropriate, to increase ventilation. This does not apply to fire doors. • Frequent cleaning will be completed of objects and surfaces that are touched regularly, including counters and tills, and we will make sure that there are adequate disposal arrangements for cleaning products. • Surfaces and objects will be cleaned between each customer use. This includes cleaning tables, card machines, chairs, trays and laminated menus in view of customers before customer use. • Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including: <ul style="list-style-type: none"> ○ All surfaces and objects which are visibly contaminated with body fluids; and ○ All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. • Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. • If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. • General cleaning will be increased to cover all occupied areas. • Windows and doors will be kept open as much as possible to increase ventilation. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |
| Keeping the kitchen clean | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | <ul style="list-style-type: none"> • Cleaning and hygiene is already stringent but further cleaning and disinfection will be implemented. • Bins will be made available for the collection of used towels and staff overalls. • Hands will be washed prior to handling plates or cutlery. • High frequency of handwashing will be continued throughout the day. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> |

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| | | | | | | | | | | Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Changing rooms and showers | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | <ul style="list-style-type: none"> Where shower and changing facilities are required, there will be clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. Enhanced cleaning will be implemented during the day and at the end of the day. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |
| Handling goods, merchandise, other materials and onsite vehicles | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | <ul style="list-style-type: none"> Goods and merchandise entering site will be cleaned and sanitised. Shared contact points on equipment will be cleaned prior to each use. Frequent handwashing will be encouraged, and further facilities provided. Regular cleaning will be completed of the interior of any shared vehicles that are taken home by staff. Handling procedures for laundry will be reviewed to ensure that dust is not raised and to prevent spread of the virus. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |
| PPE and face coverings | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | <ul style="list-style-type: none"> PPE identified to control risks other than COVID-19 will continue to be worn. It is not believed that any additional PPE is required as long as social distancing and other control measures identified can be implemented. Staff who wish to wear face coverings should be permitted to do so, even though not required. To do so safely, they should: <ul style="list-style-type: none"> Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it. When wearing a face covering, avoid touching their face or face covering, as this could contaminate them with germs from their hands. Change their face covering if it becomes damp or if they have touched it. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |

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| | | | | | | <ul style="list-style-type: none"> o Continue to wash their hands regularly. o Change and wash their face covering daily. o If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in the usual waste. o Practise social distancing wherever possible. | | | | |
| Communication and training | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | <ul style="list-style-type: none"> • Regular and clear communication with staff will be delivered to ensure knowledge and comprehension of the risks and controls. • Training will be delivered to staff prior to opening the site. This will include arriving at and leaving work. • Workers unions will be consulted prior to opening. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |
| Ongoing communication and signage | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | <ul style="list-style-type: none"> • Ongoing communications will be made with workers unions. • Simple, clear signs will be used with pictures where possible. These will be clear to persons for whom English is not their first language or who are visually impaired. • Means of written communication, such as whiteboards, will be used to remind staff of rotas and control measures. | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |

Risk/Priority Indicator Key

| Likelihood |
|-------------------------------|
| 1. Improbable / very unlikely |
| 2. Unlikely |
| 3. Even chance / may happen |
| 4. Likely |
| 5. Almost certain / imminent |

| Severity (Consequence) |
|---|
| 1. Negligible (delay only) |
| 2. Slight (minor injury / damage / interruption) |
| 3. Moderate (lost time injury, illness, damage, lost business) |
| 4. High (major injury / damage, lost time business interruption, disablement) |
| 5. Very High (fatality / business closure) |

| RISK / PRIORITY INDICATOR MATRIX | | | | | | |
|----------------------------------|---|------------------------|----|----|----|----|
| LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 1 | 1 | 2 | 3 | 4 | 5 |
| | | 1 | 2 | 3 | 4 | 5 |
| | | SEVERITY (CONSEQUENCE) | | | | |

| Summary | | Suggested Timeframe |
|---------|--------|-------------------------------------|
| 12-25 | High | As soon as possible |
| 6-11 | Medium | Within the next three to six months |
| 1-5 | Low | Whenever viable to do so |

Review Record

| Date of Review | Confirmed by | Comments |
|----------------|------------------|-----------|
| 01/07/2020 | ELIZABETH GIBSON | COMPLETED |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

| Employee Name (Print) | Employee Signature | Date |
|-----------------------|--------------------|------|
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