

| DUNSTABLE TOWN COUNCIL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY (sev) AND LIKELIHOOD (like). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work Activity / Work Area | Cemetery Chapel Building - Office and Mess Room | <table border="1"> <thead> <tr> <th colspan="2">SEVERITY (sev)</th> <th colspan="2">=</th> <th colspan="2">WORST CREDIBLE OUTCOME FROM THE HAZARD</th> <th colspan="2">=</th> <th colspan="2"></th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>Major Severity</td> <td>=</td> <td>Death</td> <td>=</td> <td>1</td> <td>e.g. multiple or single death including fatal disease</td> <td>=</td> <td>5</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>High severity</td> <td>=</td> <td>Severe permanent injury</td> <td>=</td> <td>4</td> <td>e.g. paralysis, loss of limbs, blindness, chronic diseases</td> <td>=</td> <td>4</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Medium severity</td> <td>=</td> <td>Permanent injury</td> <td>=</td> <td>3</td> <td>e.g. partial dismemberment, loss of digits, deafness, sight impairment</td> <td>=</td> <td>3</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Moderate severity</td> <td>=</td> <td>Temporary injury</td> <td>=</td> <td>2</td> <td>e.g. fractures, non-fatal acute diseases, acute back injuries, deep cuts</td> <td>=</td> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Low severity</td> <td>=</td> <td>Minor injury</td> <td>=</td> <td>1</td> <td>e.g. minor cuts and bruises, irritation to eyes, skin, respiration</td> <td>=</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">LIKELIHOOD (like)</th> <th colspan="2">=</th> <th colspan="2">OF AN ACCIDENT/INCIDENT OCCURRING</th> <th colspan="2">=</th> <th colspan="2"></th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>High</td> <td>=</td> <td>Almost Certain</td> <td>=</td> <td>5</td> <td>e.g. the adverse event which could result in accident/incident will occur almost every time</td> <td>=</td> <td>5</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>High-medium</td> <td>=</td> <td>Very likely</td> <td>=</td> <td>4</td> <td>e.g. the adverse event which could result in accident/incident will occur most times</td> <td>=</td> <td>4</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Medium</td> <td>=</td> <td>Likely</td> <td>=</td> <td>3</td> <td>e.g. the adverse event which could result in accident/incident will occur regularly</td> <td>=</td> <td>3</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Low</td> <td>=</td> <td>Possible</td> <td>=</td> <td>2</td> <td>e.g. the adverse event which could result in accident/incident could occur</td> <td>=</td> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Very low</td> <td>=</td> <td>Unlikely</td> <td>=</td> <td>1</td> <td>e.g. the adverse event which could result in accident/incident will occur rarely, if ever</td> <td>=</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>RISK SCORE The risk score is SEVERITY x LIKELIHOOD e.g. a possible regular occurrence of permanent injury would be high/medium frequency x medium severity i.e. 4 x 3 = 12</p> <p>A high risk score will fall between 12 and 25 inclusive. Enter as H A medium risk score will fall between 6 and 10 inclusive. Enter as M A low risk score will fall between 1 and 5 inclusive. Enter as L</p> <table border="1"> <thead> <tr> <th>SEVERITY</th> <th>5</th> <th>4</th> <th>3</th> <th>2</th> <th>1</th> </tr> </thead> <tbody> <tr> <td>L</td> <td>L</td> <td>M</td> <td>H</td> <td>H</td> <td>H</td> </tr> <tr> <td>M</td> <td>L</td> <td>M</td> <td>H</td> <td>H</td> <td>H</td> </tr> <tr> <td>H</td> <td>L</td> <td>M</td> <td>M</td> <td>H</td> <td>H</td> </tr> <tr> <td></td> <td>L</td> <td>L</td> <td>M</td> <td>M</td> <td>M</td> </tr> <tr> <td></td> <td>L</td> <td>L</td> <td>L</td> <td>L</td> <td>L</td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </tbody> </table> <p style="text-align: center;">LIKELIHOOD</p> | | | | | | | | | | | SEVERITY (sev) | | = | | WORST CREDIBLE OUTCOME FROM THE HAZARD | | = | | | | | | Major Severity | = | Death | = | 1 | e.g. multiple or single death including fatal disease | = | 5 | | | | | High severity | = | Severe permanent injury | = | 4 | e.g. paralysis, loss of limbs, blindness, chronic diseases | = | 4 | | | | | Medium severity | = | Permanent injury | = | 3 | e.g. partial dismemberment, loss of digits, deafness, sight impairment | = | 3 | | | | | Moderate severity | = | Temporary injury | = | 2 | e.g. fractures, non-fatal acute diseases, acute back injuries, deep cuts | = | 2 | | | | | Low severity | = | Minor injury | = | 1 | e.g. minor cuts and bruises, irritation to eyes, skin, respiration | = | 1 | | | | | LIKELIHOOD (like) | | = | | OF AN ACCIDENT/INCIDENT OCCURRING | | = | | | | | | High | = | Almost Certain | = | 5 | e.g. the adverse event which could result in accident/incident will occur almost every time | = | 5 | | | | | High-medium | = | Very likely | = | 4 | e.g. the adverse event which could result in accident/incident will occur most times | = | 4 | | | | | Medium | = | Likely | = | 3 | e.g. the adverse event which could result in accident/incident will occur regularly | = | 3 | | | | | Low | = | Possible | = | 2 | e.g. the adverse event which could result in accident/incident could occur | = | 2 | | | | | Very low | = | Unlikely | = | 1 | e.g. the adverse event which could result in accident/incident will occur rarely, if ever | = | 1 | | | | | SEVERITY | 5 | 4 | 3 | 2 | 1 | L | L | M | H | H | H | M | L | M | H | H | H | H | L | M | M | H | H | | L | L | M | M | M | | L | L | L | L | L | | 1 | 2 | 3 | 4 | 5 |
| | | SEVERITY (sev) | | = | | WORST CREDIBLE OUTCOME FROM THE HAZARD | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| High-medium | = | Very likely | = | 4 | e.g. the adverse event which could result in accident/incident will occur most times | = | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Medium | = | Likely | = | 3 | e.g. the adverse event which could result in accident/incident will occur regularly | = | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Low | = | Possible | = | 2 | e.g. the adverse event which could result in accident/incident could occur | = | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| SEVERITY | 5 | 4 | 3 | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| L | L | M | H | H | H | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M | L | M | H | H | H | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Compiled by John Crawley 18 May 2020 | Checked by Mary Dobbs and Ian Swinnerton 19 May 2020 | Issue Number 2 Updated (16/7/2020) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hazard Situation | Risk | Severity | Likelihood | Score | H/M/L | Control Measures | Severity | Likelihood | Score | H/M/L | Notes / Actions | Date Action Completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Social Distancing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Coming to work and leaving work | All persons arriving at the same time and congestion at entry points | 5 | 1 | 5 | L | Grounds and cemetery staff are relatively few in number (8-10 persons) and arrive between 7.45 and 8.15 and can avoid congestion through social distancing. If the number of staff increases as a result of pandemic burial arrangements then starting times will be staggered | 5 | 1 | 5 | L | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Insufficient parking | 3 | 1 | 3 | L | Most staff already use their car so no likely increase in car use. Sufficient parking is available | 3 | 1 | 3 | L | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Sharing corporate vehicles | N/A | N/A | N/A | | N/A for the purposes of office safety | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Insufficient storage for clothes / baggage | 5 | 1 | 5 | L | Grounds staff are provided with separate locker storage. | 5 | 1 | 5 | L | IS to provide additional lockers / space | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Contamination from touch security devices and key pads | 5 | 3 | 15 | H | Alarm systems and key pad entry points cannot be deactivated without reducing security of building at ground floor access points. Key pad to office is deactivated / latched. Non deactivated keep pads are cleaned / disinfected 4 times per day. | 5 | 2 | 10 | M | Swipe card entry points to be considered in the future | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Moving around the building | Non essential movement and unnecessary access to all areas | 5 | 3 | 15 | H | Staff advised to use telephones rather than face to face conversations where possible to restrict grounds staff from the main office. Office staff to avoid using mess facility whilst grounds staff are present and to access and exit the building via the front door. | 5 | 2 | 10 | M | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Job and location rotation | N/A | N/A | N/A | | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Persons passing in restricted spaces such as corridors and stairs | 5 | 3 | 15 | H | Notices in place at various locations to encourage avoiding passing in such places. Two entrance and exit points open into the building. | 5 | 2 | 10 | M | IS / MD Notices require placing | MD - 21/5/20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | High traffic flow areas | N/A | N/A | N/A | | N/A as insufficient numbers using buildings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Persons using lifts | N/A | N/A | N/A | | N/A as no lift in building | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Inadequate disabled access | N/A | N/A | N/A | | N/A as no staff with disabilities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work places and work stations / desks | Close proximity of work stations / desks | 5 | 4 | 20 | H | Desks cannot be moved or reoriented due to floor cable access from below desks. Therefore Perspex screens erected between desks. | 5 | 2 | 10 | M | MD / IS Perspex screens required. IS/MD - 27.5.20 In the process of being actioned. | IS - 02.06.2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | High occupancy levels in office spaces / communal areas | 5 | 4 | 20 | H | Signage on doors / entrances to limit number of occupants to 3 at any one time in the mess room and 4 at any one time in the office. | 5 | 2 | 10 | M | | |
| | Regular hot desking | 5 | 4 | 20 | H | Regular daily hot desking is banned and all appropriate staff have been notified. Occasional hot desking use to be accompanied by cleaning of desk and equipment prior to use. Cleaning spray and cloths to be kept on the desk. Relevant signage in place as a reminder. | 5 | 1 | 5 | L | MD to place signs | MD - 21/5/20 |
| Meetings | Need for meetings | 5 | 4 | 20 | H | Use of remote working tools such as Microsoft teams, mobile telephones and Workplace Chat in use to avoid physical meeting. | 5 | 1 | 5 | L | MD Cleaning materials and signage on desk | MD - 21/5/20 |
| | Close proximity of persons in small or poorly ventilated rooms | 5 | 4 | 20 | H | Signage on doors / entrances to limit number of occupants to 3 at any one time in the mess room and 4 at any one time in the office. Open roof vents and fan used to help ventilate office | 5 | 2 | 10 | M | | |
| | Transmission resulting from poor hand sanitation | 5 | 4 | 20 | H | No handshaking policy in place and hand sanitiser provided at entrances and in office and mess. Staff reminded to regularly wash hands throughout the day. | 5 | 2 | 10 | M | | |
| Common Areas | Other tenants / building users | N/A | N/A | N/A | | N/A | | | | | | |
| | Proximity of persons during breaks / lunch | 5 | 4 | 20 | H | Signage on doors / entrances to limit number of occupants to 3 at any one time in the mess room and 4 at any one time in the office. Staggered breaks introduced. | 5 | 2 | 10 | M | | |
| | Visitors at reception | 5 | 4 | 20 | H | The reception is currently closed to members of the public. Contact telephone numbers for the office are displayed on the office door. | 5 | 2 | 10 | M | MD Signage and markings to be placed in reception | |
| | Proximity in kitchen / mess areas | 5 | 4 | 20 | H | Signage on doors / entrances to limit number of occupants to 3 at any one time in the mess room and 4 at any one time in the office. Staggered breaks introduced. | 5 | 2 | 10 | M | | |
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| Managing Customers, Visitors and Contractors | | | | | | | | | | | | |
| Manage Contacts | Unnecessary visitors | 5 | 3 | 15 | H | All potential visitors are encouraged to use remote contact via phone, email or other means. | 5 | 1 | 5 | L | | |
| | Unnecessary contractors | 5 | 3 | 15 | H | Determine if absolutely necessary and make appointments and limit numbers attending. | 5 | 1 | 5 | L | | |
| | Visiting contractors and visitors | 5 | 3 | 15 | H | All essential visiting contractors and visitors receive an explanation on specific requirements and are reminded about the need for social distancing and good hygiene. | 5 | 1 | 5 | L | | |
| | Signing in | 5 | 3 | 15 | H | All visitors details are recorded by office staff and pen sharing is banned. | 5 | 1 | 5 | L | | |
| Informing Visitors | Lack of information | 5 | 4 | 20 | H | All visitors are provided with a written Covid 19 Secure guidance note prior to visiting and are reminded of that code again when arriving. | 5 | 2 | 10 | M | Written Procedure / guidance JC | 19/05/2020 |
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| Cleaning the Work Place | | | | | | | | | | | | |

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| Before Opening | Contaminated surfaces and equipment | 5 | 4 | 20 | H | Areas which have not been used during the pandemic will be cleaned and sanitised before reopening | 5 | 2 | 10 | M | | |
| | Ventilation | 5 | 3 | 15 | H | Doors and windows are opened daily where available subject to weather conditions. | 5 | 2 | 10 | M | | |
| Keeping the workplace clean | Contaminated equipment | 5 | 4 | 20 | H | Individuals are required to clean their personal equipment on a daily basis before use | 5 | 2 | 10 | M | MD Cleaning products to be placed in mess and at work stations / desks | MD -2/6/2020 |
| | Contaminated surfaces | 5 | 4 | 20 | H | Daily cleaning of all touch surfaces is in place with externally contracted cleaners. | 5 | 2 | 10 | M | | |
| | Untidy work spaces and waste | 5 | 3 | 15 | H | Staff required to maintain clean tidy desks and work stations at all times | 5 | 1 | 5 | L | | |
| | High touch items such as printers and wipe boards | 5 | 4 | 20 | H | Individuals are required to clean their personal equipment on a daily basis before use | 5 | 2 | 10 | M | | |
| | Know or suspected Covid 19 cases in the workplace | 5 | 5 | 25 | H | Follow specific cleaning guidance provided by the Government. Restrict access to the area until cleaned | 5 | 2 | 10 | M | | |
| Hygiene, handwashing, sanitation and toilets | Lack of information | 5 | 4 | 20 | H | Signage and written codes are provided for visitors / contractors. All staff have been briefed on RA and SWP | 5 | 2 | 10 | M | | |
| | No regular cleaning | 5 | 4 | 20 | H | Frequency enhanced to daily Monday to Friday | 5 | 2 | 10 | M | | |
| | Lack of cleaning and hygiene products | 5 | 3 | 15 | H | Cemetery Manager to check and maintain stock levels at all times | 5 | 1 | 5 | L | | |
| Handling goods, merchandise and other materials | Contaminated wrappings and coverings | 5 | 2 | 10 | M | Persons taking delivery required to wash hands afterwards. | 5 | 1 | 5 | L | | |
| | Personal deliveries | 5 | 2 | 10 | M | Personal workplace deliveries are banned as unnecessary | 5 | 1 | 5 | L | | |