

Work Activity / Work Area	Priory House Tea Rooms	<p style="text-align: center;">THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY (sev) AND LIKELIHOOD (like).</p> <table border="1" style="width:100%; border-collapse: collapse; font-size: 8px;"> <tr> <th colspan="2" style="background-color: #d9ead3;">SEVERITY (sev)</th> <th colspan="2" style="background-color: #d9ead3;">WORST CREDIBLE OUTCOME FROM THE HAZARD</th> </tr> <tr> <td>Major severity</td> <td>=</td> <td>Death</td> <td>= 5</td> </tr> <tr> <td>High severity</td> <td>=</td> <td>Severe permanent injury</td> <td>= 4</td> </tr> <tr> <td>Medium severity</td> <td>=</td> <td>Permanent injury</td> <td>= 3</td> </tr> <tr> <td>Moderate severity</td> <td>=</td> <td>Temporary injury</td> <td>= 2</td> </tr> <tr> <td>Low severity</td> <td>=</td> <td>Minor injury</td> <td>= 1</td> </tr> </table> <table border="1" style="width:100%; border-collapse: collapse; font-size: 8px;"> <tr> <th colspan="2" style="background-color: #d9ead3;">LIKELIHOOD (like)</th> <th colspan="2" style="background-color: #d9ead3;">OF AN ACCIDENT/INCIDENT OCCURRING</th> </tr> <tr> <td>High</td> <td>=</td> <td>Almost Certain</td> <td>= 5</td> </tr> <tr> <td>High/medium</td> <td>=</td> <td>Very likely</td> <td>= 4</td> </tr> <tr> <td>Medium</td> <td>=</td> <td>Likely</td> <td>= 3</td> </tr> <tr> <td>Low</td> <td>=</td> <td>Possible</td> <td>= 2</td> </tr> <tr> <td>Very low</td> <td>=</td> <td>Unlikely</td> <td>= 1</td> </tr> </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" style="width: 100px; margin-left: auto; margin-right: auto; border-collapse: collapse; font-size: 8px;"> <tr> <td style="background-color: #55a868; color: white;">5</td> <td style="background-color: #55a868; color: white;">L</td> <td style="background-color: #55a868; color: white;">M</td> <td style="background-color: #55a868; color: white;">H</td> <td style="background-color: #55a868; color: white;">H</td> <td style="background-color: #55a868; color: white;">H</td> </tr> <tr> <td style="background-color: #55a868; color: white;">4</td> <td style="background-color: #55a868; color: white;">L</td> <td style="background-color: #55a868; color: white;">M</td> <td style="background-color: #55a868; color: white;">H</td> <td style="background-color: #55a868; color: white;">H</td> <td style="background-color: #55a868; color: white;">H</td> </tr> <tr> <td style="background-color: #55a868; color: white;">3</td> <td style="background-color: #55a868; color: white;">L</td> <td style="background-color: #55a868; color: white;">M</td> <td style="background-color: #55a868; color: white;">M</td> <td style="background-color: #55a868; color: white;">H</td> <td style="background-color: #55a868; color: white;">H</td> </tr> <tr> <td style="background-color: #55a868; color: white;">2</td> <td style="background-color: #55a868; color: white;">L</td> <td style="background-color: #55a868; color: white;">L</td> <td style="background-color: #55a868; color: white;">M</td> <td style="background-color: #55a868; color: white;">M</td> <td style="background-color: #55a868; color: white;">M</td> </tr> <tr> <td style="background-color: #55a868; color: white;">1</td> <td style="background-color: #55a868; color: white;">L</td> <td style="background-color: #55a868; color: white;">L</td> <td style="background-color: #55a868; color: white;">L</td> <td style="background-color: #55a868; color: white;">L</td> <td style="background-color: #55a868; color: white;">L</td> </tr> <tr> <td></td> <td style="background-color: #55a868; color: white;">1</td> <td style="background-color: #55a868; color: white;">2</td> <td style="background-color: #55a868; color: white;">3</td> <td style="background-color: #55a868; color: white;">4</td> <td style="background-color: #55a868; color: white;">5</td> </tr> </table>	SEVERITY (sev)		WORST CREDIBLE OUTCOME FROM THE HAZARD		Major severity	=	Death	= 5	High severity	=	Severe permanent injury	= 4	Medium severity	=	Permanent injury	= 3	Moderate severity	=	Temporary injury	= 2	Low severity	=	Minor injury	= 1	LIKELIHOOD (like)		OF AN ACCIDENT/INCIDENT OCCURRING		High	=	Almost Certain	= 5	High/medium	=	Very likely	= 4	Medium	=	Likely	= 3	Low	=	Possible	= 2	Very low	=	Unlikely	= 1	5	L	M	H	H	H	4	L	M	H	H	H	3	L	M	M	H	H	2	L	L	M	M	M	1	L	L	L	L	L		1	2	3	4	5
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Compiled by: Helen Sygrove 20 May 2020	Checked by: James Slack 010720.. Updated by HMWS 09.04.21	Issue Number 3											
Hazard Situation	Risk	Severity	Likelihood	Score	H/M/L	Control Measures	Severity	Likelihood	Score	H/M/L	Notes / Actions		
Social Distancing													
Coming to work and leaving work	All persons arriving at the same time and congestion at entry points	5	1	5	L	There will be slightly staggered start times but with only 6 to 8 people on site social distancing upon entry is achievable	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	All staff are provided with separate locker storage.	5	1	5	L			
	Lateral Flow testing					It is recommended that all staff take lateral flow tests twice weekly.							
	Temperature taking					all staff will have their temperature taken at the beginning of each shift							
	Contamination from touch security devices and key pads	5	1	5	L	All staff issued with a stylus for personal use for touch screens and keypads.	5	1	5	L			
Moving around the building	Non essential movement and unnecessary access to all areas	5	1	5	L	There will be limited movement as a system to be set in place whereby one person only in the Kitchen, one behind the till with the coffee machine and one monitoring social distancing and clearing tables	5	1	5	L			
	Job and location rotation	N/A	N/A	N/A		N/A							
	Persons passing in restricted spaces	5	3	15		5 Notices will be up and customers monitored to ensure they remain within marked zones.	5	3	15				
	Traffic flow areas	5	3	15		A one way system for customers will be in place with 2m markings on the floor.							
	Persons using lifts	5	2	10		Lift will only be used to move furniture and equipment. It should be operated from outside the platform on the call system. No one is to ride inside the lift. Loading and unloading will be carried out using effective PPE measures and a team who are paired working.	5	2	10				

	Public access to HRH Prince Philip Book of Condolence	5	1	5	L	There will be a one way flow system with people entering at the rear of the building and leaving via the Gift Shop. This will be monitored by a member of staff at all times ensuring 2m distancing. Binos will be used rather than fountain pen and ink; there will be a single use system where pens are sanitised after every use.	5	1	5	L	
	Inadequate disabled access	N/A	N/A	N/A							
Work places and work stations / desks	Close proximity of work stations / desks	5	4	20	H	To start with the kitchen and the till area will only have one person working in there. When social distancing reduces to 1m it will be possible to have two people in each area working back to back or side to back wearing face masks.	5	2	10		
	High occupancy levels in Tea Rooms	5	4	20	H	There will be no indoor seating at this stage	5	2	10		
	Serving customers at the till	N/A	N/A	N/A		It will be a waitress service at the outdoor tables only					
	Serving food and drink					There will be a waitress service at outdoor tables only. Staff will be masked and gloved at all times when taking orders, serving and clearing the tables. Furniture will be sanitised between uses. Tables will be placed on socially measured markers. Staff will need to monitor the required seating for each party to ensure the social distance from other guests is maintained. Notices will display instructions to the public as required.					
	Hot desking in PHM office	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		
	Need for meetings	5	4	20	H	Use of remote working tools such as Microsoft teams and mobile telephones are in use to avoid physical meeting.	5	1	5		
Meetings	Close proximity of persons in small or poorly ventilated rooms	N/a	n/a	n/a							
	Transmission resulting from poor hand sanitation	5	4	20	H	No handshaking policy in place and hand sanitiser provided at entrances for customer use as they enter the shop. Staff reminded to regularly wash hands throughout the day. All staff issued with lanyards which have a personal bottle of hand sanitiser and a stylus for using the touch screens.	5	2	10		
	Other tenants / building users	5	1	5		Tenants on the top floor and will use the back door rather than the TIC door to enter the building.					Helen to advise Tom and Ann
Common Areas	Proximity of persons during breaks / lunch	5	4	20	H	There will be staggered breaks and staff will have use of the Jacobean Room as well as the staff area. Only one person at a time in the staff area for the toilets and any food prep.	5	2	10		
	Visitors at reception	5	4	20	H	Glass screen already in place. Members of the public are restricted from entering the rest of the building.	5	2	10		

	Use of the All Access toilet on the ground floor					This will NOT be for public use, just for customers of the Tea Room when open . A one way system to and from the toilet will be in place with a hand sanitation station by the lift. It will need to be cleaned after each use, will be monitored by shop staff and the Floor Manager for the Tea Room.					
	Basement toilets					NO ACCESS TO THESE AT THIS STAGE					
Managing Customers, Visitors and Contractors	Unnecessary visitors	5	3	15	H	All potential visitors are encouraged to use remote contact via phone, email or other means.	5	1	5		
Manage Contacts	Unnecessary contractors	5	3	15	H	Determine if absolutely necessary and make appointments and limit numbers attending.	5	1	5		
	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		
	Signing in	5	3	15	H	All visitors details are recorded by office staff and pen sharing is banned.	5	1	5		
	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		
Informing Visitors	Lack of information					Notices displayed indicating one way system and distancing. A floor Manager to be monitoring customers in and out of the buiding and checking the flow and numbers within. Will also ensure that q to the toilets is managed properly.					
Cleaning the Work Place											
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		
	Ventilation	5	3	15	H	Doors and windows are opened daily where available subject to weather conditions. This includes the windows in the undercroft, however, a dtailed log MUST be kept of the opeing and	5	2	10		
	Contaminated equipment	5	4	20	H	Individuals are required to clean their personal equipment on a daily basis before use. All will have hand sanitiser and stylus for personal use only and spray and blue roll available in all areas.	5	2	10		
Keeping the workplace clean	Contaminated surfaces	5	4	20	H	Regular cleaning throughout the day by staff using Anti viral spray and wipes. Full clean down of all equipment, furniture, surfaces and floors at the end of every day.	5	2	10		
	Untidy work spaces and waste	5	3	15	H	Staff required to maintain clean tidy desks and work stations at all times which is cleaned with antiviral solution.	5	1	5		