

Work Activity / Work Area	Bennett's Splash & Splashside Café	THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY (sev) AND LIKELIHOOD (like).																																																										
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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

LIKELIHOOD

Compiled by: James Slack (JS)	Checked by: JS	Issue Number 4										
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 2 or 3 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		
	Contamination from touch security devices and key pads	5	1	5	L	Key pad sanitised, staff to wash hands everytime they come in and out of building. Sanitiser station on the entrance splash park.	5	1	5	L		
Moving around the building (staff)	Non essential movement and unnecessary access to all areas	5	1	5	L	There will be limited movement, a system to be set in place whereby social distancing can be maintained.	5	1	5	L		
Customers	Numbers in side the café	5	3	15	H	There will be no access for customers to enter the café area. Ordering and serving will be limited to the café front entrance.	5	1	5	L		
	Traffic flow areas	5	3	15	H	A one way system for customers will be in place with 2m markings on the floor.	5	1	5	L		
Work places and work stations	Close proximity of work stations / desks	5	4	20	H	Work stations are 2m apart. All staff to clean down and sanitise their equipment after use.	5	2	10	M		
	High occupancy levels	5	4	20	H	There will be no access for customers to enter the café area. Ordering and serving will be limited to the café front entrance.	5	2	10	M		
	Staff sharing desk and computers	5	4	20	H	Clean and sanitise the desk, laptop, keypad and mouse after each person has used it. Sanitiser and wipes will be placed on each desk.	5	1	5	L		
Meetings	Need for meetings	5	4	20	H	Meetings will be conducted by Team or Zoom where possible. Inside meetings will be arranged with tables and chairs 2m apart.	5	1	5	L		
	Proximity of persons during breaks / lunch	5	4	20	H	Breaks will be staggered and staff will be asked to use other parts of the building and the outside space if weather permitting for their break and lunch time.	5	2	10	M		
Toilets	Toilets	5	5	25	H	Toilets will be open, with social distancing measures in place. Toilets and sinks will be cleaned and wiped down every hour. Queuing system outside the toilets.	5	2	10	M		
Queuing	Social Distancing	5	4	20	H	Staff will be serving food and drinks from the Kitchen hatches outside to limit the number of people entering the building. There will be 2m markers on the floor and customers will be asked to queue in a safe manner and following the one way system put in place.	5	1	5	L		
Splash Pad	Social Distancing	5	4	20	H	•During know bust period marshals will monitor restrict entry if necessary. •Signage in place around splash, informing of Covid restrictions. •DTC staff will also monitor and use loud speaker to make announcements. □	5	2	10	M		
Covid-19 Contination & Spread	PPE	5	4	20	H	All staff to wear face masks, gloves and disposable aprons when serving customers. Staff to regularly change PPE and wash hands every 30mins. Hand sanitisers will be in place and entry points to splash park for all users. The Splash pad water is always kept within safe water limits monitoring chlorine & pH levels.	5	1	5	L		
Managing Customers, Visitors and Contractors												
Management 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		
Informing Visitors	Lack of information	5	4	20	H	All visitors are provided with a written Covid 19 Secure guidance note prior to visiting.	5	2	10	M	Written Procedure / guidance JC	

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	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	
	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	Spread of Covid-19	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	
	Lack of cleaning and hygiene products	5	3	15	H	Management team 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	Spray package and leave to stand as long as possible, non urgent then 72 hours. Persons taking delivery or opening the delivery required to wash hands afterwards.	5	1	5	L	
Café	Reducing the spread of Covid-19	5	5	25	H	<ul style="list-style-type: none"> •Cafe remains closed refreshment only available from front entrance •Disposable plates and cups only used •2 people maximum in the kitchen •1 serving and max 2 cooking. •Staff to serve front door of cafe. •Staff to wash hands every time they leave or enter the kitchen. •Full PPE must be worn. •Staff to wear face masks when serving customer face to face 	5	2	10	M	