

Work Activity / Work Area		Creasey Park Football Centre		THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY (SEV) AND LIKELIHOOD (LIK)																																																																																													
		<p>SEVERITY (SEV)</p> <table border="1"> <tr><td>Major severity</td><td>=</td><td>Death</td><td>5</td></tr> <tr><td>High severity</td><td>=</td><td>Some permanent injury</td><td>4</td></tr> <tr><td>Medium severity</td><td>=</td><td>Permanent injury</td><td>3</td></tr> <tr><td>Minor 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> <p>LIKELIHOOD (LIK)</p> <table border="1"> <tr><td>High likelihood</td><td>=</td><td>Almost Certain</td><td>5</td></tr> <tr><td>Medium likelihood</td><td>=</td><td>Very likely</td><td>4</td></tr> <tr><td>Low likelihood</td><td>=</td><td>Likely</td><td>3</td></tr> <tr><td>Very low likelihood</td><td>=</td><td>Unlikely</td><td>1</td></tr> </table> <p>SEVERITY x LIKELIHOOD</p> <p>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> <p>SEVERITY</p> <table border="1"> <tr><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td></tr> <tr><td>4</td><td>3</td><td>2</td><td>1</td><td></td></tr> <tr><td>3</td><td>2</td><td>1</td><td></td><td></td></tr> <tr><td>2</td><td>1</td><td></td><td></td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> </table> <p>LIKELIHOOD</p> <table border="1"> <tr><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td></tr> <tr><td>4</td><td>3</td><td>2</td><td>1</td><td></td></tr> <tr><td>3</td><td>2</td><td>1</td><td></td><td></td></tr> <tr><td>2</td><td>1</td><td></td><td></td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> </table>										Major severity	=	Death	5	High severity	=	Some permanent injury	4	Medium severity	=	Permanent injury	3	Minor severity	=	Temporary injury	2	Low severity	=	Minor injury	1	High likelihood	=	Almost Certain	5	Medium likelihood	=	Very likely	4	Low likelihood	=	Likely	3	Very low likelihood	=	Unlikely	1	5	4	3	2	1	4	3	2	1		3	2	1			2	1				1					5	4	3	2	1	4	3	2	1		3	2	1			2	1				1				
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Compiled by: Lisa Vincent June 2020 Update 16 July 21- 25	Checked by:	see Number 1																																																																																															
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																																																																																							
	Insufficient storage for clothes / baggage	5	1	5	L	staff to keep their personal belongings away for each other and only bring in essential items into the centre.	5	1	5	L	IC/DW ensure enough lockers available for staff																																																																																						
	Contamination from touch security devices and key pads	5	1	5	L	key pad sanitised every 30mins, staff to wash hands everytime they come in and out of the office. Sanitiser cleaning station on the entrance to the office for staff and public use.	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, a system to be set in place whereby two people only in the kitchen, one behind the bar and one monitoring social distancing and clearing tables	5	1	5	L																																																																																							
Work places and work stations / desks	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																																																																																								
	staff sharing desk and computers	5	4	20	H	Casual staff use laptop in the evening, 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																																																																																								
Meetings	Need for meetings	5	4	20	H	two meetings per month, these will be arranged with tables and chairs 2m apart.	5	1	5																																																																																								
	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.	5	2	10																																																																																								
	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																																																																																								
	Visitors at reception	5	4	20	H	Office door can only be open inside by staff, 2m markers used in front of the door to indicate where to stand if they need assistance from staff inside the office	5	2	10																																																																																								
	Toilets					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.																																																																																											
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																																																																																								
Covid-19 Continuation	Lack of 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	5	1	5																																																																																								
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																																																																																								
	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																																																																																								
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		Written Procedure / guidance IC																																																																																						
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.	5	2	10																																																																																								
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																																																																																								
	Contaminated surfaces	5	4	20	H	Daily cleaning of all touch surfaces is in place with externally contracted cleaners	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	5	1	5																																																																																								
	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																																																																																								
	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																																																																																								
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																																																																																								
	Lack of cleaning and hygiene products	5	3	15	H	Creasey Park 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																																																																																							
	Personal deliveries	5	2	10	M	Personal workplace deliveries are banned as unnecessary	5	1	5	L																																																																																							

