

DUNSTABLE TOWN COUNCIL																																																																																																												
Work Activity / Work Area	Cemetery Chapel Building - Office and Mess Room					<p>THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY (sev) AND LIKELIHOOD (like).</p> <table border="1"> <tr> <th colspan="2">SEVERITY (sev)</th> <th colspan="2">WORST CREDIBLE OUTCOME FROM THE HAZARD</th> <th></th> </tr> <tr> <td>Major severity</td> <td>=</td> <td>Death</td> <td>e.g. multiple or single death including fatal disease</td> <td>= 5</td> </tr> <tr> <td>High severity</td> <td>=</td> <td>Severe permanent injury</td> <td>e.g. paralysis, loss of limbs, blindness, chronic diseases</td> <td>= 4</td> </tr> <tr> <td>Medium severity</td> <td>=</td> <td>Permanent injury</td> <td>e.g. partial disablement, loss of digits, deafness, sight impairment</td> <td>= 3</td> </tr> <tr> <td>Moderate severity</td> <td>=</td> <td>Temporary injury</td> <td>e.g. fractures, non-fatal acute diseases, acute back injuries, deep cuts</td> <td>= 2</td> </tr> <tr> <td>Low severity</td> <td>=</td> <td>Minor injury</td> <td>e.g. minor cuts and bruises, irritation to eyes, skin, respiration</td> <td>= 1</td> </tr> </table> <table border="1"> <tr> <th colspan="2">LIKELIHOOD (like)</th> <th colspan="2">OF AN ACCIDENT/INCIDENT OCCURRING</th> <th></th> </tr> <tr> <td>High</td> <td>=</td> <td>Almost Certain</td> <td>e.g. the adverse event which could result in accident/incident will occur almost every time</td> <td>= 5</td> </tr> <tr> <td>High /medium</td> <td>=</td> <td>Very likely</td> <td>e.g. the adverse event which could result in accident/incident will occur most times</td> <td>= 4</td> </tr> <tr> <td>Medium</td> <td>=</td> <td>Likely</td> <td>e.g. the adverse event which could result in accident/incident will occur regularly</td> <td>= 3</td> </tr> <tr> <td>Low</td> <td>=</td> <td>Possible</td> <td>e.g. the adverse event which could result in accident/incident could occur</td> <td>= 2</td> </tr> <tr> <td>Very low</td> <td>=</td> <td>Unlikely</td> <td>e.g. the adverse event which could result in accident/incident will occur rarely, if ever</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"> <tr> <td>5</td> <td>L</td> <td>M</td> <td>H</td> <td>H</td> <td>H</td> </tr> <tr> <td>4</td> <td>L</td> <td>M</td> <td>H</td> <td>H</td> <td>H</td> </tr> <tr> <td>3</td> <td>L</td> <td>M</td> <td>M</td> <td>H</td> <td>H</td> </tr> <tr> <td>2</td> <td>L</td> <td>L</td> <td>M</td> <td>M</td> <td>M</td> </tr> <tr> <td>1</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> </table> <p style="text-align: center;">SEVERITY</p> <p style="text-align: center;">LIKELIHOOD</p>							SEVERITY (sev)		WORST CREDIBLE OUTCOME FROM THE HAZARD			Major severity	=	Death	e.g. multiple or single death including fatal disease	= 5	High severity	=	Severe permanent injury	e.g. paralysis, loss of limbs, blindness, chronic diseases	= 4	Medium severity	=	Permanent injury	e.g. partial disablement, loss of digits, deafness, sight impairment	= 3	Moderate severity	=	Temporary injury	e.g. fractures, non-fatal acute diseases, acute back injuries, deep cuts	= 2	Low severity	=	Minor injury	e.g. minor cuts and bruises, irritation to eyes, skin, respiration	= 1	LIKELIHOOD (like)		OF AN ACCIDENT/INCIDENT OCCURRING			High	=	Almost Certain	e.g. the adverse event which could result in accident/incident will occur almost every time	= 5	High /medium	=	Very likely	e.g. the adverse event which could result in accident/incident will occur most times	= 4	Medium	=	Likely	e.g. the adverse event which could result in accident/incident will occur regularly	= 3	Low	=	Possible	e.g. the adverse event which could result in accident/incident could occur	= 2	Very low	=	Unlikely	e.g. the adverse event which could result in accident/incident will occur rarely, if ever	= 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 John Crawley 18 May 2020	Checked by Mary Dobbs and Ian Swinnerton 19 May 2020	Issue Number 3 Updated 14/7/2021																																																																																																										
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		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 twice 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	0	5	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 re-oriented due to floor cable access from below desks. However 2 m social distancing can be maintained.	5	2	10	M		IS - 02.06.2020																																																																																																

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 regular 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		
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		