

Work Activity / Work Area		Priory House Tea Rooms				THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY (sev) AND LIKELIHOOD (like).																																																																																																																																
						<table border="1"> <tr> <th colspan="2">SEVERITY (sev)</th> <th colspan="2">WORST CREDIBLE OUTCOME FROM THE HAZARD</th> <th colspan="2"></th> </tr> <tr> <td>Major severity</td> <td>=</td> <td>Death</td> <td>=</td> <td>e.g. multiple or single death including fatal disease</td> <td>=</td> <td>5</td> </tr> <tr> <td>High severity</td> <td>=</td> <td>Severe permanent injury</td> <td>=</td> <td>e.g. paralysis, loss of limbs, blindness, chronic disease</td> <td>=</td> <td>4</td> </tr> <tr> <td>Medium severity</td> <td>=</td> <td>Permanent injury</td> <td>=</td> <td>e.g. partial dismemberment, loss of digits, deafness, sight impairment</td> <td>=</td> <td>3</td> </tr> <tr> <td>Moderate severity</td> <td>=</td> <td>Temporary injury</td> <td>=</td> <td>e.g. fractures, non-fatal acute diseases, acute back injuries, deep cuts</td> <td>=</td> <td>2</td> </tr> <tr> <td>Low severity</td> <td>=</td> <td>Minor injury</td> <td>=</td> <td>e.g. minor cuts and bruises, irritation to eyes, skin, respiration</td> <td>=</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 colspan="2"></th> </tr> <tr> <td>High</td> <td>=</td> <td>Almost Certain</td> <td>=</td> <td>e.g. the adverse event which could result in accident/incident will occur almost every time</td> <td>=</td> <td>5</td> </tr> <tr> <td>High/medium</td> <td>=</td> <td>Very likely</td> <td>=</td> <td>e.g. the adverse event which could result in accident/incident will occur most times</td> <td>=</td> <td>4</td> </tr> <tr> <td>Medium</td> <td>=</td> <td>Likely</td> <td>=</td> <td>e.g. the adverse event which could result in accident/incident will occur regularly</td> <td>=</td> <td>3</td> </tr> <tr> <td>Low</td> <td>=</td> <td>Possible</td> <td>=</td> <td>e.g. the adverse event which could result in accident/incident could occur</td> <td>=</td> <td>2</td> </tr> <tr> <td>Very low</td> <td>=</td> <td>Unlikely</td> <td>=</td> <td>e.g. the adverse event which could result in accident/incident will occur rarely, if ever</td> <td>=</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> <tr> <td></td> <td colspan="5" style="text-align: center;">LIKELIHOOD</td> </tr> </table>					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 disease	=	4	Medium severity	=	Permanent injury	=	e.g. partial dismemberment, 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		LIKELIHOOD				
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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	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.																																																																																																																																
Moving around the building	Persons using lifts	5	2	10		Customers may use the lift to access the second floor. The lift to be cleaned regularly through out the day.	5	2	10																																																																																																																													
	Spread of Covid 19	5	5	25	H	ALL staff when walking around the building must wear a mask at all times. †	5	2	10	M																																																																																																																												
Members of the public using the building	Spread of Covid-19	5	4	20	H	Priory house will be running a full capacity. Members of the public to still be required to use Track and Trace. Protective screens to still be used around the house. Staff to wear masks/visors/gloves if required and makes them feel safe. Customers strongly advised to continue wearing a mask.	5	2	10																																																																																																																													
	Table Service regulations	N/A	N/A	N/A		Customers will be allowed to order at the till and table service will cease. Screen to remain in place around till area. Hand Sanitiser placed at Till area for customers.																																																																																																																																
	Serving food and drink	5	2	10	M	All tables to be cleaned after each customer. Staff to wear gloves/masks if required.	5	1	5	L																																																																																																																												
Meetings																																																																																																																																						
	Transmission resulting from poor hand sanitation	5	4	20	H	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																																																																																																																													
	Visitors at reception	5	4	20	H	Protective screens in place.	5	2	10																																																																																																																													
	Toilets	5	3	15	H	Toilets are available for staff to use, toilets to be checked through out the day to ensure levels of soap are topped up and hand towels available. Professional cleaning company in place each morning.																																																																																																																																
Managing Customers, Visitors and Contractors																																																																																																																																						
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	Visiting contractors and visitors	5	3	15	H	All visiting contractors and visitors are asked to do track and trace and sanitise hands.	5	1	5																																																																																																																													
	Signing in	5	3	15	H	All visitors details are recorded by office staff	5	1	5																																																																																																																													

Informing Visitors	Lack of information	5	3	15	H	All customers and visitors will be informed to complete track and trace, and will state masks can still be worn if required.	5	2	10	
Cleaning the Work Place										
	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 detailed log MUST be kept of the opening and closing of the windows which is then reported to the Environmental Consultant.	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	