

Work Activity / Work Area	The Good Companions Lunch Club (Beecroft Community Centre)	<p>THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY (sev) AND LIKELIHOOD (like).</p> <table border="1"> <thead> <tr> <th>SEVERITY (sev)</th> <th>=</th> <th>WORST CREDIBLE OUTCOME FROM THE HAZARD</th> <th>=</th> <th>SCORE</th> </tr> </thead> <tbody> <tr> <td>Major severity</td> <td>=</td> <td>Death</td> <td>=</td> <td>5</td> </tr> <tr> <td>High severity</td> <td>=</td> <td>Severe permanent injury</td> <td>=</td> <td>4</td> </tr> <tr> <td>Medium severity</td> <td>=</td> <td>Permanent injury</td> <td>=</td> <td>3</td> </tr> <tr> <td>Moderate severity</td> <td>=</td> <td>Temporary injury</td> <td>=</td> <td>2</td> </tr> <tr> <td>Low severity</td> <td>=</td> <td>Minor injury</td> <td>=</td> <td>1</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>LIKELIHOOD (like)</th> <th>=</th> <th>OF AN ACCIDENT/INCIDENT OCCURRING</th> <th>=</th> <th>SCORE</th> </tr> </thead> <tbody> <tr> <td>High</td> <td>=</td> <td>Almost Certain</td> <td>=</td> <td>5</td> </tr> <tr> <td>High medium</td> <td>=</td> <td>Very likely</td> <td>=</td> <td>4</td> </tr> <tr> <td>Medium</td> <td>=</td> <td>Likely</td> <td>=</td> <td>3</td> </tr> <tr> <td>Low</td> <td>=</td> <td>Possible</td> <td>=</td> <td>2</td> </tr> <tr> <td>Very low</td> <td>=</td> <td>Unlikely</td> <td>=</td> <td>1</td> </tr> </tbody> </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>										SEVERITY (sev)	=	WORST CREDIBLE OUTCOME FROM THE HAZARD	=	SCORE	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	=	SCORE	High	=	Almost Certain	=	5	High medium	=	Very likely	=	4	Medium	=	Likely	=	3	Low	=	Possible	=	2	Very low	=	Unlikely	=	1
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Compiled by: Elaine McGarrigle, Jack Adams-Rimmer, Grant Walpole and Gill Peck July 2021	Checked by:											
	Issue 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	Lunch club will begin at 11am - staff members to be there from 9am. All to sanitizer hands on entry / exit. Volunteers & Staff to wear masks, aprons gloves when serving food - when customer facing, staff to wear masks and lunch club members encouraged to wear masks when not eating or drinking	5	1	5	L		
	Sharing corporate vehicles	N/A	N/A	N/A	N/A	N/A for the purposes of office safety. Some staff use public transport, those that do must follow government guidelines	N/A					
	insufficient storage for clothes / baggage	N/A	N/A	N/A	N/A	Officers belongings to be stored with Beecroft office.	N/A	N/A	N/A	N/A		
	Staff, volunteers, memebtrs unwell	5	3	15	H	All to report feelings of feeling unwell and to follow current government guidelines regarding symptoms and positive tests. Staff to monitor members during sessions	5	2	10	M		
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 limited numbers are in the Kitchen, behind the counter and serving food to prevent overcrowding. Masks to be worn in kitchen due to poorly ventilated space.	5	1	5	L		
	Persons passing in restricted spaces	5	3	15	H	Notices will be up. Members of staff will greet members at doorway. Staff will greet memebtrs off bus if they require support walking in wearing PPE including gloves and masks.	5	2	10	M	Only DTC officers to help those who need assistance walking in - if officer uncomfortable for any reason to report to Older People's Support Officer / Youth and Community Manager	
	Track and Trace	5	2	10	M	Officer to complete register of all who have attended session - officer would notify members and relevant bodies should their be a covid case. Members encouraged to scan QR code. Data to be managed inline with GDPR regulations and kept for no longer than 21 days.	5	1	5	L	keep close eye based on track and trace	

	Volunteers	5	4	20	H	Volunteers to wear PPE provided by staff throughout session. Volunteers to report any feeling of unwellness as soon as possible and not attend. Volunteers attend at their own risk.	5	2	10	M	monitor and assess following government updates
	Masks	5	4	20	H	When customer facing, staff to wear masks unless exempt. Members of lunch club are strongly encouraged to wear masks unless eating / drinking.	5	2	10	M	
	Transport	5	4	20	H	members who use external transport do so at their own risk. A+B minibus to provide external risk assessment for their services.	5	2	10	M	external transport companies to provide risk assessment for their services
	Money collection	5	3	15	H	One Officer only to take payment - members are advised card is preferable but cash is acceptable if no alternative method. Officer to sanitise hands after cash handling.	5	1	5	L	
	Tables	5	3	15	h	Tables to be laid out within 2m apart currently tables consist of up to 6 people.	5	2	10	M	continue to review in line with government guidance
	Traffic flow areas	5	3	15	H	Members will enter in one door and exit the same door. Doors and windows to be open where weather is suitable.	5	1	5	L	Review in August
Work places and work stations / desks	Close proximity of work stations / desks	5	4	20	H	Limited numbers in the kitchen, behind the counter and serving food and managing session. Close proximity will be passing food.. PPE to be worn including gloves and masks when customer facing serving food. Each staff member to collect and give out to their dedicated table. This will be done one at a time.	5	2	10	M	

	High occupancy levels in dining area	5	4	20	H	Set out tables of 6 - 1 members of staff allocated to each group of tables minimizing contact. That member of staff would then be responsible for preparing tea/coffee, serving of food and collecting plates etc.	5	2	10		numbers to regularly be reviewed as per government guidelines. - take note of what pubs etc are doing
	Serving members food and drink	5	3	15	M	Designated member of staff/volunteer will serve food wearing correct PPE including gloves and mask.	5	2	10	M	
	Need for meetings	5	4	20	H	Use of remote working tools such as Microsoft teams, mobile telephones and Workplace Chat still preferable but physical meetings are permitted. Room to be well ventilated.	5	1	5	L	
	Transmission resulting from poor hand sanitation	5	4	20	H	handshaking is discouraged and hand sanitiser provided at entrances and in office. Staff reminded to regularly wash hands throughout the day. Hand wash will be available in all stations. Signage will be in all toilet areas to wash hands after use	5	2	10	M	
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. Beecroft Community Centre office staff will deal with any queries	5	1	5	L	
	Guest speakers and organisations	5	3	15	H	external organisations / guest speakers visiting lunch club to complete track and trace and provide officers with their risk assessment prior to attending. All visitors receive an explanation on specific requirements and are reminded about the need for good hygiene.	5	1	5	L	Follow track and trace government guidance
	Signing in	5	3	15	H	All visitors details are recorded by staff. Pen not to be shared - everyone who attends is on payment register so officers know for track and trace who would need to be contacted	5	1	5	L	
	Lack of information	5	4	20	H	Visitors are briefed by an Officer regarding Covid risk assessment for the session they are attending and asked to send their risk assessment prior to attending	5	2	10	M	
Informing Visitors	Lack of information	5	3	15	M	Notices displayed indicating social distancing distancing. Staff to monitor in and out of the building. Will also ensure the toilets is managed properly.	5	2	10	M	
Cleaning the Work Place											
Before Opening	Contaminated surfaces and equipment	5	4	20	H	Areas which have not been used during will be cleaned and sanitised before the session. All surfaces will be wiped after the session	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	
	Contaminated equipment	5	4	20	H	All surfaces and equipment will be wiped before and after use using sanitising spray and blue roll.	5	2	10	M	
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	M	

	Untidy work spaces and waste	5	3	15	H	Staff and volunteers to clear up after sessions which is cleaned with antiviral solution.	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. All will have hand sanitiser and stylus for personal use only and spray and blue roll available in all areas.	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	No regular cleaning	5	4	20	H	Toilets to be monitored and cleaned after session. Door handles to be wiped after each use.	5	2	10	M	
Handling goods, merchandise and other materials	crockery and cutlery	5	2	10	M	Ordinary crockery and cutlery will be used and cleaned in hot water. Currently disposable cups are in use, Staff to clear tables directly into a rubbish bag and placed in the bins. All staff performing this task to wear mask gloves and Aprons. Gloves to be disposed of in the bin with the items, masks and aprons to be disposed of at the end of each session	5	1	5	L	cups to reviewed in August
	Cash payment	5	2	10	M	Card payments encouraged but cash can be used if necessary	5	1	5	L	