

April 2021

Task/ Activity: Re-opening the Café & Community Hub on May 4 th 2021			Date: 07/04/2021			Assessor: Gemma Bell-Catnott – Volunteer & Community Hub Manager					
Activity/Task	Hazard risk	Persons at risk	Current risk rating			Controls in place	Residual risk			Action controls required	
			S	L	R		S	L	R		
Serving customers	Handling money	Café staff & volunteers	3	3	9	PPE provided.	1	1	1	Additional hand washing requirements and glove use. Air vents opened above serving hatch	
Receiving deliveries	Handling incoming goods	Café staff & volunteers	3	4	12	Deliveries outside of opening times.	1	1	1	All deliveries through the studio where possible. During opening times and only one staff member to receive deliveries.	
Travelling to work	Not able to social distance	All Staff	2	3	6	Government advice taken.	2	2	4	Travelling outside of the rush hour where possible	
Wear appropriate face coverings	Not protecting against coughs and sneezing	Café staff & volunteers	3	4	12	Government advice taken.	1	1	1	Provide facemasks or staff allowed to wear their own face coverings. All volunteers advised to wear facemasks. Safe disposal of any protective wear.	
Limiting the amount of time exposed to customers	Risk from not social distancing. and Too many people in the cafe	Café staff & volunteers	4	4	16	Government advice on social distancing.	1	1	1	Measured out space for customers to stand and taped out area for customers to que, pay and wait for food. Perspex barrier between the counter and till. Outside dinning. 2-meter roundels on floor spaced out. Back door open to allow ventilation. Air vents above till open. QR posters for customers and staff to check in and out.	
Reducing the number of people each person has contact with	Mingling of households	Café staff & volunteers	2	3	6	Government advice taken.	2	2	4	Regular rotas. Lower staffing numbers in the office. Max 3 people in office. Max 1 person at info desk. 1 staff and 2 volunteers in café kitchen. Limit activity group numbers. Regular cleaning of common touch points and all toilets.	
Covid infection control	Out break	Café staff, volunteers, service users,	4	4	16	Government advice implemented	2	2	4	All staff to take lateral flow tests every three days and report to line manager. PPE provided for all service users, RAPS, staff & volunteers. Limits on group numbers and staff in office.	

Activity groups run by AE	Vulnerable groups	Staff, Raps & volunteers	4	4	16	Government advice implemented on support groups	2	2	4	Smaller groups. Less volunteers. Shorter groups. Room ventilated. PPE provided to all. Hand sanitiser. One-way system in Bakehouse. Toilets cleaned regularly. Common touch points cleaned.
Activity groups run by space hirers	Covid infection	Staff, Hirer, group participants	2	3	6	Space hirer responsible for implementation of government advice	2	2	4	Limited participants. Room ventilated. Hand sanitiser. Regular cleaning. Common touch points cleaned. Hire to provide AE with risk assessment. Space hire advised of AE covid updated terms and conditions. Session leaders to take lateral flow test.
Library	Infection	Staff volunteers & public	2	3	6	Advice from LLS & Government implementation	2	2	4	Reduced service. Reduce numbers of volunteers. Closure of computer pit.

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	SEVERITY (CONSEQUENCE)					

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain/imminent

Summary		Suggested Timeframe
Dec-25	High	As soon as possible
06-Nov	Medium	Within the next 3-6 months
01-May	Low	Whenever viable to do so