# Coronavirus Risk Assessment for Coffee Shops, Cafes, Pubs and Restaurants

This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.

You must modify this risk assessment to ensure it reflects your business activities and the specific risks and controls you have in place.

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| Location/Dept: | | | | | | Date Assessed: | Assessed by: | | | |
| Task/Activity:  Operating coffee shops, cafes, pubs and restaurants during the coronavirus (COVID-19) pandemic | | | | | |  | Reference Number: | | | |
|  | | | Risk rating before implementing control measures | | |  | Risk rating after implementing control measures | | |  |
| Activity/Task | Hazard/Risk | Person at Risk | Likelihood  (1-5) | Severity  (1-5) | Risk/ Priority | Control Measures in Place | Likelihood  (1-5) | Severity  (1-5) | Risk/ Priority | Additional Control Measures Required |
| Keeping customers and visitors safe | Contracting COVID-19 | Employees Customers  Visitors  Contractors | 5 | 5 | 25 | * The business will display a QR code at the entrance. Visitors will have the option to provide their name and contact details or scan into the premise using the NHS Test and Trace app. * If it becomes law to check the COVID status of customers or visitors coming into the premises, we will follow the government instructions regarding NHS COVID Passes and other accepted proof. * Wherever possible, we will minimise the time workers spend in the office and will request that they work from home whenever possible. * Indoor and outdoor seating and tables have been configured to maintain social distancing guidelines (two metres, or one metre with risk mitigation where two metres is not viable) between customers. * The local authority has, where relevant, been contacted to discuss the impact of potential queues on open spaces, infrastructure or other local features. * Neighbouring businesses and local authorities have been consulted to ensure that there is sufficient provision of additional parking or facilities such as bike racks, where possible, to help customers avoid using public transport. Designated drivers will continue to be encouraged. * Queuing systems have been reviewed for the premises in order to maintain two metre social distancing (or one metre + where this is not possible). Outside spaces will be used where possible and markings will be laid. * Clear guidance on social distancing and hygiene will be made available to people on arrival (e.g. signage, visual aids, etc.) and before arrival (such as by phone, on our website or by email). * The number of persons on site will be managed in such a way as to ensure there is sufficient seating indoors and seating/standing outdoors. This will be achieved through the use of, for example, reservation systems, social distancing markings, having customers queue at a safe distance for toilets or bringing payment machines to customers, where possible. * Queues will be managed in such a way as to ensure they do not cause a risk to individuals, other businesses or additional security risks, for example by introducing queuing systems, having staff direct customers and protecting queues from traffic by routing them behind permanent physical structures such as street furniture, bike racks, bollards or putting up barriers. * We will make customers aware of, and encourage compliance with, limits on gatherings, for example on arrival or at booking. * Sanitising facilities will be provided at the entrances to the building and customers will be encouraged to use the sanitiser or wash their hands. * Changes made to entrances, exits and queue management will take into account reasonable adjustments for those who need them, including disabled customers, for example maintaining pedestrian and parking access for disabled customers. * Customers who are accompanied by children will be reminded that they are responsible for supervising them at all times and should follow social distancing guidelines. * We will work with neighbouring businesses and local authorities to consider how to spread the number of people arriving throughout the day, for example by staggering opening hours, in order to reduce demand on public transport at key times and avoid overcrowding. * All control measures identified will be equally expected of all persons without discrimination. * We will assist the NHS Test and Trace service by keeping a temporary record of our staff shift patterns for 21 days and assisting with requests for that data if needed. This could help contain clusters or outbreaks. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Managing service of food and drinks | Contracting COVID-19 | Employees  Contractors  Visitors | 5 | 5 | 25 | * Social distancing will be maintained (two metres, or one metre with risk mitigation where two metres is not possible) between servers and the customer whilst taking orders or delivering food or drinks. * Markers will be used to maintain social distancing. * Self-service of food, cutlery or condiments will be replaced by these being brought to the table with the food. * Disposable condiments will be provided. Where this is not possible, the condiment container will be cleaned between every use. * Consideration will be given to reducing the number of surfaces touched by customers and staff. Measures will include asking customers not to lean on bars or counters and encouraging customers to stay at their tables. * Contactless payment will be taken wherever possible and card readers will be located in such a way as to maintain social distancing efforts. * Contact between front-of-house workers and customers at points of service will be minimised where appropriate, for example by using screens or tables at tills and counters to maintain social distancing guidelines. * Covered outdoor areas will be checked to ensure sufficient ventilation and, if needed, this will be increased, for example by removing sides. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Managing service of food and drinks – takeaway/ delivery | Contracting COVID-19 | Employees | 5 | 5 | 25 | * [Government guidance on food safety for delivery](https://www.food.gov.uk/business-guidance/food-safety-for-food-delivery) will be followed. * Customers will be encouraged to order online or over the phone to reduce the need for queues. * Contact between kitchen workers and front-of-house workers, delivery drivers or riders will be minimised, for example by having zones from which delivery drivers can collect packaged food items. * Access to the venue will be limited for people waiting for or collecting takeaways. Social distancing markers will be laid for delivery drivers, riders or customers queuing. Customers may be asked to wait in their car. * Local authority, landlord and neighbours have been consulted to ensure designated waiting areas do not obstruct public spaces. * Delivery drivers or riders will maintain good hygiene and wash their hands regularly. |  | 5 |  |  |
| Managing service of food and drinks – service at the venue | Contracting COVID-19 | Employees  Contractors  Visitors | 5 | 5 | 25 | * Contactless ordering systems are in place to minimise contact. * Service approaches have been adjusted to minimise staff contact with customers. Indoor table service will be in place, alongside further measures including assigning a single staff member per table. Outdoor table service will also be encouraged, although customers are permitted to stand outside if distanced appropriately. * Contact between kitchen workers and front-of-house workers will be minimised. For example, zones from which front of house staff can collect food will be identified. * Food and drink will be ordered from, and served at, a table. * The business will follow the government guidance on opening and closing times. * The use of outdoor facilities will be encouraged through the provision of outdoor seating and, where possible, outdoor service stalls or points. * Sanitiser will be used after handling customer items, for example after handling customers’ plates. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Use of the toilets | Contracting COVID-19 | Employees  Contractors  Visitors | 5 | 5 | 25 | * Signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. * Social distancing marking will be installed in areas where queues normally form, and we will adopt a limited entry approach, with one in, one out where possible and where this does not increase risk by creating a bottleneck. * To enable good hand hygiene, hand sanitiser will be available on entry to toilets where safe and practical, and suitable handwashing facilities, including running water and liquid soap and suitable options for drying (either paper towels or hand dryers), will be available. * There will be clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Normal cleaning products will be used, paying attention to frequently hand-touched surfaces, and disposable cloths or paper roll will be used to clean all hard surfaces. * Ventilation will be increased where necessary by opening windows and, where appropriate, doors. * Special care will be given to cleaning of portable toilets and large toilet blocks. * A cleaning schedule will be kept up to date and clearly visible. * Further waste facilities will be provided and emptied regularly. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Providing and explaining available guidance | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Clear guidance on expected customer behaviours, social distancing and hygiene will be provided to people on or before arrival, for example on online booking forms and on-site signage and visual aids. It will be explained to customers that failure to observe safety measures will result in service not being provided. * Written or spoken communication will be provided of the latest guidelines to both workers and customers inside and outside the venue. Posters or information setting out how customers should behave at the venue to keep everyone safe will be provided. We will also consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired. * Where necessary, these will inform customers that police and the local authorities have the powers to enforce requirements in relation to social distancing and may instruct customers to disperse or leave an area, issue a fixed penalty notice or take further enforcement action. * Customers will be informed that they should be prepared to remove face coverings safely if asked to do so by police officers and staff for the purposes of identification. * Workers will be encouraged to remind customers to follow social distancing advice and clean their hands regularly. * Where visits to venues are required by inbound supplier deliveries or safety-critical visitors, we will provide site guidance on social distancing and hygiene on or before arrival. * We shall ensure that information passed to customers does not compromise their safety. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Employee attendance to site | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * The wellbeing of people who are working from home will be monitored and means for them to be able to stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site, will be implemented. * We will keep in touch with home-based workers on their physical wellbeing, including their welfare, mental and physical health, and personal security. * Remote workers will be provided with sufficient hard and software to be able to complete their roles. * Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work. * The business is taking part in the government testing program and will test asymptomatic employees twice weekly. A separate risk assessment has been completed for the testing area / workers will receive home testing kits and will be expected to inform the business of their results. * Employees will be given time away from the workplace to receive a COVID vaccine when they have been invited to attend. Where eligible, employees are strongly recommended to take part in the government’s vaccination programme for COVID-19 to prevent the spread of the virus and help to protect everyone within the workplace. * Employees that have been vaccinated must continue to follow the control measures for the site until further notice from the government is provided. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Protecting people who are at a higher risk | Contracting COVID-19 | Employees | 5 | 5 | 25 | * Support will be provided to employees with regards to mental health and wellbeing. A support system will be identified and implemented. * Employees and volunteers who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| People who need to self-isolate | Contracting COVID-19 | Employees | 5 | 5 | 25 | * Employees and volunteers who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed. * Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance. * Employees instructed to follow government guidance on foreign travel. * Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Coming to and leaving work | Contracting COVID-19 | Employees | 5 | 5 | 25 | * Arrival and departure times at work will be staggered to reduce crowding into and out of the venue, taking account of the impact on those with protected characteristics. * Additional parking or facilities such as bike racks to help people walk, run, or cycle to work will be provided where possible. * Employees should avoid using public transport, and aim to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory. * Where possible, there will be an identified entry and exit point from the venue. * Markings should be used to inform staff coming into or leaving the building. * Handwashing facilities or sanitiser will be provided at entry and exit points. * Storage will be provided for staff belongings and clothing. * Staff will be requested to change into work uniforms on site using appropriate facilities / changing areas, where social distancing and hygiene guidelines can be met. * Uniforms will be washed on site or staff will be requested to wash uniforms regularly at home. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  Control measures will be revised and updated on a regular basis. |
| Staff movement around venues | Contracting COVID-19 | Employees  Contractors  Visitors | 5 | 5 | 25 | * Job and location rotation will be employed, for example by assigning workers to specific areas or keeping temporary personnel dedicated to one venue. * One-way systems will be implemented where possible and marked through the venue. * Maximum occupancy for lifts will be reduced, hand sanitiser will be provided for the operation of lifts, and the use of stairs will be encouraged wherever possible. * We will ensure that disabled access to the lift is maintained. * Social distancing measures will also be implemented in high-traffic areas such as corridors, staircases and lifts. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Working areas | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Layouts and processes have been reviewed to ensure staff can work apart from each other as far as is reasonable. * Where it is not possible to move working areas further apart, we will arrange for people to work side-by-side or facing away from each other rather than face-to-face. Where this is not possible, screens may be used to separate people from each other. * Paint or tape will be used to demarcate social distancing. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Food preparation areas | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * We will continue to follow [government guidance on food preparation](https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19). * The kitchen will be accessed by as few persons as possible. * Interaction between kitchen staff and other workers will be minimised, including at break times. * Teams will be put into shifts to minimise contact between persons. * Working areas will be spaced to maintain social distancing guidelines as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens. Consideration will be given to cleanable panels to separate working areas in larger kitchens. * Floors will be marked with social distancing measures. * One-way traffic systems will be employed through the kitchen. * Access to walk-in fridges, freezers and pantries will be managed with ‘one in, one out’ systems. * Contact points such as the pass and other areas for the delivery of the prepared food will be managed to minimise risk and maintain social distancing. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Entertainment | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * The viability of entertainment and maximum audience numbers will be considered to ensure they are consistent with social distancing outside and within venues and other safety considerations. * Wherever possible, the use of online or contactless ticketing options will be employed. * Communications will be made clearly to customers outlining the arrangements for entertainment and clearly supervising with additional staff if appropriate. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Meetings | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Remote meeting tools should be used where possible to avoid face-to-face contact. * Only absolutely necessary participants will physically attend meetings and will maintain social distancing guidelines. * Participants will avoid sharing pens, documents or other items during a meeting to reduce transmission. * Hand sanitiser will be provided in the meeting rooms. * Wherever possible, meetings be held outdoors or in well-ventilated areas. * Floor signage will be implemented to encourage social distancing. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Back of house / common areas | Contracting COVID-19 | Employees  Members of the public  Visitors | 5 | 5 | 25 | * Break times will be staggered to maintain social distancing within break/staff rooms. * The use of outside areas for breaks will be encouraged. * Areas freed up by remote working can be used for breaks. * Screens may be required in common areas where staff and customers interact, such as tills. * Social distancing markings for other common areas, such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form, will be maintained. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Accidents, security and other incidents | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Incident and emergency procedures will be reviewed to ensure they reflect the social distancing principles as far as possible. * Consideration will be given to ensure enough persons with safety designated tasks are on site at all times to ensure the safety of staff and customers. * Ensure security changes made as a result of COVID-19 do not adversely affect the security of staff or customers. * Where physical searches of customers are required, appropriate measures such as PPE will be implemented. * We will continue to follow [government advice on managing security risks](https://www.cpni.gov.uk/staying-secure-during-covid-19-0). |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Cleaning the premises – prior to opening | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Checks will be completed on the need to service or adjust ventilation systems, for example so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. * If in doubt, we will seek advice from HVAC Engineers. * Complete the WorkNest Reoccupation Checklist to ensure the safety of the building. * Complete a deep clean of the premises prior to opening. * Extra bins and waste collection will be provided. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Cleaning the premises – keeping the venue clean | Contracting COVID-19 | Employees Members of the public Contractors |  |  |  | * [Government guidance on cleanliness in food preparation](https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19) will be followed. * Doors will be wedged open, where appropriate, to increase ventilation. This does not apply to fire doors. * Frequent cleaning will be completed of objects and surfaces that are touched regularly, including counters and tills, and we will make sure that there are adequate disposal arrangements for cleaning products. * Surfaces and objects will be cleaned between each customer use. This includes cleaning tables, card machines, chairs, trays and laminated menus in view of customers before customer use. * Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:   + All surfaces and objects which are visibly contaminated with body fluids; and   + All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. * Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. * If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. * General cleaning will be increased to cover all occupied areas. * Windows and doors will be kept open as much as possible to increase ventilation. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Keeping the kitchen clean | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Cleaning and hygiene is already stringent but further cleaning and disinfection will be implemented. * Bins will be made available for the collection of used towels and staff overalls. * Hands will be washed prior to handling plates or cutlery. * High frequency of handwashing will be continued throughout the day. * We will follow the [government guidance on hygiene in food preparation and food service areas](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19). * We will provide regular reminders and signage to maintain hygiene standards. * We will provide hand sanitiser in multiple locations in addition to washrooms. * We will provide clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. * We will enhance cleaning for busy areas. * We will take special care when cleaning portable toilets. * We will provide hand drying facilities – paper towels, continuous roller towels or electrical dryers. * We will wash hands after handling customer items and before moving onto another task, for example after collecting used plates for cleaning and before serving food to another table. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Changing rooms and showers | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Where shower and changing facilities are required, there will be clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. * Enhanced cleaning will be implemented during the day and at the end of the day. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Handling goods, merchandise, other materials and onsite vehicles | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Goods and merchandise entering site will be cleaned and sanitised. * Shared contact points on equipment will be cleaned prior to each use. * Frequent handwashing will be encouraged, and further facilities provided. * Regular cleaning will be completed of the interior of any shared vehicles that are taken home by staff. * Handling procedures for laundry will be reviewed to ensure that dust is not raised and to prevent spread of the virus. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| PPE and face coverings | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * PPE identified to control risks other than COVID-19 will continue to be worn. * All visitors, including contractors and members of the public, will be encouraged to wear a face covering when entering and walking around the premises and if they are taking away food or drink. Social distancing and personal hygiene measures will be followed by employees who are around anyone that is not wearing a face covering. * Wherever it is required by law that face coverings are worn, we will request that all persons wear these, unless medically exempt. * Front of house staff will be required to wear a face covering. When doing so, they will be encouraged to:   + Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.   + When wearing a face covering, avoid touching their face or face covering, as this could contaminate them with germs from their hands.   + Change their face covering if it becomes damp or if they have touched it.   + Continue to wash their hands regularly.   + Change and wash their face covering daily.   + If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in the usual waste.   + Practise social distancing wherever possible. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Deliveries to other sites | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Procedures will be put in place to minimise contact with persons at the destination, including contactless payments and maintenance of social distancing. * Where two-person deliveries are required, cohorts will be formed with the same two people consistently working together. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Communication and training | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Regular and clear communication with staff will be delivered to ensure knowledge and comprehension of the risks and controls. * Training will be delivered to staff prior to opening the site. This will include arriving at and leaving work. * Workers unions will be consulted prior to opening. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Ongoing communication and signage | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Ongoing communications will be made with workers unions. * Simple, clear signs will be used with pictures where possible. These will be clear to persons for whom English is not their first language or who are visually impaired. * Means of written communication, such as whiteboards, will be used to remind staff of rotas and control measures. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Control measures will be revised and updated on a regular basis. |
| Inbound and outbound goods | Contracting COVID-19 | Employees Members of the public Contractors | 5 | 5 | 25 | * Pick-up and drop-off collection points, procedures, signage and markings will be revised. * The frequency of deliveries will be minimised, for example by ordering larger quantities less often. * Unnecessary contact will be minimised at gatehouse security, yard and warehouse, for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking. * Where possible and safe, single workers will load or unload vehicles. * Where possible, the same pairs of people will be used for loads where more than one person is needed. * Drivers will be permitted access to welfare facilities when required, consistent with other guidance. * Drivers will be encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways. * There will be one-way flow of traffic in stockrooms. * Put-away and replenishment rules will be adjusted to create space for social distancing. Where social distancing cannot be maintained due to venue design, sufficient mitigation strategies should be designed and implemented. |  | 5 |  |  |

## Risk/Priority Indicator Key

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Likelihood |  | RISK / PRIORITY INDICATOR MATRIX | | | | | | |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| Severity (Consequence) |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | Summary | | Suggested Timeframe | | | | |
| 3. Moderate (lost time injury, illness, damage, lost care provider) |  | 12-25 | High | As soon as possible | | | | |
| 4. High (major injury / damage, lost time care provider interruption, disablement) |  | 6-11 | Medium | Within the next three to six months | | | | |
| 5. Very High (fatality / care provider closure) |  | 1-5 | Low | Whenever viable to do so | | | | |

## Review Record

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| Date of Review |  | Confirmed by |  | Comments |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

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| --- | --- | --- | --- | --- |
| Employee Name (Print) |  | Employee Signature |  | Date |
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