

Risk assessment

Task/ Activity: Re-opening the Cafe			Date assessed: 10/06/2020			Assessor: Gemma 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	3	3	9	gloves	1	1	1	Initially, customers will pay with card only. Addition hand washing requirements and additional washing after glove use. One way system enabled	
Receiving deliveries	Handling incoming goods	Café Staff	3	4	12	Entering through the front door	1	1	1	All deliveries through the studio. 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	2	2	4	Travelling outside of the rush hour	
Wear appropriate face coverings	Not protecting against coughs and sneezing	Staff	3	4	12	Government advise	1	1	1	Provide face masks or staff allowed to wear their own face covering Safe disposal of any protective wear.	
Limiting the amount of time exposed to customers	Risk of exposure from not social distancing and to many people in the cafe	Café Staff	4	4	16	Government advice on social distancing	1	1	1	Allowing a max number of people in the café measuring out space for customers to stand and taped out area for customers to pay and wait for food. Perspex barrier between the counter and till Initially opening for 3 hours per day	
Reducing the number of people each person has contact with	Mingling of households	All Staff	2	3	6	Government advice	2	2	4	Making sure fixed working patterns Members of the same household to work on the same shift Staff in the office printing outside of café opening times	

Risk/Priority Indicator Key

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)

Likelihood

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

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)						

Summary

Suggested Timeframe

12-25	High	As soon as possible
6-11	Medium	Within the next 3-6 months
1-5	Low	Whenever viable to do so