

Coronavirus COVID-19 Risk Assessment



Location: Hargreaves and Son Limited. 16-18 Spring Gardens, Buxton, Derbyshire. SK17 6DE	Date Assessed: 27/01/2022	Assessed by: Martin Coles-Evans
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Task/Activity: Shop and Cafe work	Reviewed Daily	Reference Number: C27012022
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Activity/ Task	Hazard/Risk	Persons at Risk	NEW Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Working in the office, shop and cafe	Contact with persons suffering from coronavirus	Employees Customers Visitors	<p>If an employee or known visitor tests positive for corona virus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> 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. <p>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.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>

			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.				
Working in the office, shop and cafe	Contact with persons who may have been exposed to coronavirus	Employees Customers Visitors	<p>Employees who are suspected to have corona virus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to the corona virus have been instructed by the government guidance to self-isolate.</p> <p>Employees who have returned from overseas should review the latest guidance from the Foreign and Commonwealth Office (FCO). Depending on which country they have returned from, they may need to self-isolate, even if they do not show any symptoms.</p> <p>Employees who have returned from other countries should self-isolate if they start showing symptoms of corona virus.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
	Contact with packages or items handled by persons who may have been exposed to coronavirus		All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>
	Disposal of waste that may be contaminated by a coronavirus sufferer		All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the	5	2	10	<p>Control measures will be revised and updated daily when the latest government guidance is released.</p>

			<p>individual tests negative, this can be put in the normal waste.</p> <p>Should the person tests positive, the Health Protection Team will provide instructions about what to do with the waste.</p>				
	Overseas travel by employees	Employees Customers Visitors	<p>If travel is essential, employees should review the latest FCO advice before travelling. Border entry restrictions may prevent travel regardless of how essential it is.</p> <p>Employees must comply with any local restrictions and quarantine orders from local authorities when operating overseas.</p> <p>Employees who have returned from overseas should review the latest guidance from the FCO. Depending on which country, they may need to self-isolate, even if they do not show any symptoms.</p> <p>Employees who have returned from other countries should take a relevant PCR or lateral flow test and self-isolate if the result is positive for corona virus.</p>	5	2	10	<p>FCO advice will be reviewed regularly.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p>

Working in the office, shop and cafe	Contracting and spreading of infection		<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p><i>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.</i></p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
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Travelling to work	Contact with persons who may have been exposed to coronavirus	Employees	<p>It is recommended that all Employees travel to work by walking or cycling. Those using public transport should follow social distancing and keep 2 metres apart on buses or trains and seated as far away as possible to the driver in taxis. Where possible, increase ventilation and avoid sitting face-to-face.</p> <p>Fixed travel partners will be designated for employees who travel together for work</p> <p>Shared vehicles that are used either by non fixed travel partners or non employees must be thoroughly cleaned with disinfectant or viralcide spray between handovers.</p>	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Arriving for work and entering the premises	Contact with persons who may have been exposed to coronavirus	Employees Customers Visitors	<p>All employees, customers and visitors are advised to use hand sanitizer upon entry to the building. They will be available at all entry points into the building. Anyone not using hand sanitizer may be asked not to touch.</p> <p>To reduce crowding, arrival and departure times may have to be staggered to avoid congestion in rooms within the work place. All employees should follow instruction without question and social distance where possible.</p>	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

Leaving the premises during the working day	Contact with persons who may have been exposed to coronavirus	Employees	To minimise unnecessary movement within the workplace, employees are advised not to change into alternative clothing when leaving the premises, unless it is a food hygiene requirement when working in food preparation areas. In these circumstances café employees should change into/out of their kitchen work clothes in the staff room as required by food hygiene regulations.	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Provide support around mental health and wellbeing.
Working in the office, shop and cafe	Contact with persons who may have been exposed to coronavirus	Clinically vulnerable employees	Clinically vulnerable individuals, who are at higher risk of severe illness, should take extra care in observing social distancing. Employees should speak to their manager if they have any queries about further help, home working or finding an alternative safer on site role within the business.	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Provide support around mental health and wellbeing.
Working in the office, shop and cafe	Contact with persons who may have been exposed to coronavirus	Clinically extremely vulnerable employees	The Government strongly advises clinically extremely vulnerable employees not to work outside the home. Employees should speak to their manager if they have any queries about further help for home working.	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. Provide support around mental health and wellbeing.
Managing customer and employee movement	Contact with persons who may have been exposed to coronavirus	Employees Customers Visitors	Clear signage for customers and visitors to follow social distancing is placed in prominent positions where they are allowed to walk. Hand sanitizer is available upon entry to the premises. The shop may limit the number of customers and employees to avoid overcrowding and maintain social distancing. This includes customers shopping together from the same household.	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

			<p>Customers with children should make sure that they remain together whilst on the premises or they may be asked to leave.</p> <p>The cafe tables are spread out far enough to maintain social distancing with clear signage for all visitors to see.</p>				
Customer and employee interaction at point of sale	Contact with persons who may have been exposed to coronavirus	Employees Customers Visitors	<p>The use of transparent screens at the till locations will be used to separate people from each other and will help to avoid spread of disease by coughs and sneezes.</p> <p>Employees are encouraged to remind visitors that good hygiene practices and social distancing are expected whilst in the premises.</p> <p>We recommend employees wear a face covering ,if they choose to, in areas where the public and visitors are moving, to stop their breath being directed to people nearby. These areas are the shop floor, cafe counter, cafe seating area and public toilets.</p> <p>Employees in non public areas are advised to keep socially distant and may wear a mask if they choose to.</p> <p>Visitors who wish to check in can scan the QR code or provide their contact details for the purposes of “NHS Test & Trace”. This data will be kept for 21days securely, and then destroyed.</p> <p>The café will be operating with indoor seating and a takeaway service. If Government restrictions mean that indoor seating and</p>	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

		<p>consumption of food and drink indoors is not allowed, the café can only operate as takeaway; therefore, the personal details of visitors are not required for Test & Trace purposes.</p> <p>Capacity of the cafe is restricted to avoid overcrowding. Movement around the cafe is discouraged, and visitors are notified by signage.</p> <p>Visitors queuing for the cafe will be asked to wait outside to avoid overcrowding. Notices will be made when the cafe is full to deter more visitors entering the cafe.</p> <p>If the café can only operate as takeaway if indoor seating is not permitted, there will be clear signage that food and drink must not be consumed on the premises. Capacity of the café in these circumstances will be restricted to 9 customers only. All takeaway food and drink will be served in disposable cups and containers.</p> <p>Outdoor seating is provided outside the shop premises for customer use. Tables are spaced more than 2 meters apart. Café posts and barriers are in place to separate customers seated outside with the general public.</p> <p>General movement around the café is discouraged and visitors are notified by signage to remain socially distant when queuing to be served or waiting to collect their order.</p>				
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Food and Drink risk mitigation	Contact with persons who may have been exposed to coronavirus	Employees Customers Visitors	<p>Employees are advised to maintain a 1+ meter distance when taking orders from visitors.</p> <p>Café table paper covers will be changed when visitors leave the table.</p> <p>Cutlery and condiments will be given to the customer when their food and drinks are served.</p> <p>Condiments sachets will be discarded upon clearing the table. Bottles etc will be thoroughly sanitized after each use.</p> <p>To minimise proximity between kitchen and front of house staff, a designated hand over point will be established.</p> <p>Ventilation may be increased by opening the windows.</p> <p>Procedural interaction will be kept to a minimum to prevent movement by the customers during their visit.</p> <p>Catering delivery drivers will not be permitted to enter the building; deliveries should be left securely inside the back door of the rear kitchen in threshold.</p>	5	2	10	
Handling money and card payments	Contact with persons who may have been exposed to coronavirus	Employees Customers Visitors	It is encouraged that customers pay using contactless card payments. The card terminal machine will be wiped with a disinfectant wipe after each use or frequently whenever the employee feels necessary. The wipe will be safely disposed of after use.	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

			<p>If cash is used for payment the customer must place the coins and notes in the dish provided. The coins and notes will then wiped with a disinfectant spray and cloth before placing in till. The cloth will be safely disposed of immediately after use. The employee should wash hands or use the hand sanitizer available nearby afterwards.</p>				
Handling products for purchase	Contact with persons who may have been exposed to coronavirus	Employees Customers Visitors	<p>We ask for all customers to use the hand sanitiser upon entry. It is encouraged that customers do not handle products unless they wish to purchase the item. Where this is not possible, stock should be rotated frequently or cleaned with disinfectant spray to reduce the risk of cross contamination. Employees should wipe stock frequently if they have been handled repeatedly.</p> <p>Employees should regularly wash their hands using the soap and sinks provided or use hand sanitizer. Where possible, employees should hold the products for purchase differently from where a customer would normally hold the item.</p> <p>Shop purchases should not be handed directly to the customer after purchase, but placed in a bag and put to the far side of the counter where they can pick up at a safe distance</p>	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Working in confined spaces	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>To maintain strict social distancing for all employees:</p> <p>the office should only have two persons working in the room at any one time.</p> <p>the staff room has signage and designated resting areas to keep employees socially distant and</p>	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

			<p>keep 1+ meters apart</p> <p>the store room should have a maximum of three people in the room at any one time and are should adhere to keeping socially distant.</p> <p>The kitchen will have signage remind employees to maintain social distancing. There should be no more than three employees in the kitchen at any one time. Employees may chose to wear face coverings during their shift when working in close proximity.</p> <p>the warehouse should have a maximum of two persons using the room at any one time.</p>				
Working face-to-face	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Employees should work back-to-back or side-by-side (rather than face-to-face) whenever possible. All employees should wear face coverings if working in close proximity or confined spaces.</p> <p>If the activity is for a sustained period, employees will be grouped together in a fixed partnering (so that each person works with only a few others).</p>	5	2	10	Regular consideration will be made as to whether the relevant face-to-face activity can continue and adjustments made if necessary.
Wearing PPE face coverings and gloves	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>PPE protects the user against health or safety risks at work. When managing the risk of COVID-19, additional PPE beyond what you normally wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in the workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. The Government does not recommend the precautionary use of extra PPE in the workplace</p>	5	2	10	<p>Government guidance on the use of face masks changes daily and all risks with be re-examined where appropriate</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>

			<p>unless the risk of COVID-19 transmission is very high.</p> <p>If you choose to wear a face covering you should use the following guidelines:</p> <ul style="list-style-type: none">• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with your hands.• Change your face covering if it becomes damp or if you have touched it.• Continue to wash your hands regularly• Change and wash your face covering daily• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it in your usual waste.• Practice social distancing at all times. <p>Disposable face coverings are available from your manager upon request.</p> <p>Cafe employee: When clearing tables it is not recommended to wear gloves (unless necessary for food preparation) as this provides a false sense of security. The frequent washing of hands is much more effective in elimination of coronavirus.</p>				
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			See Appendix for further Government Guidance.				
Receiving and handling deliveries	Contact with packages or items handled by persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Couriers and visitors making deliveries to the premises should maintain strict social distancing at all times and must not be permitted to enter areas where the control of the number of people is in place.</p> <p>There will be designated 'pick-up and drop-off' locations for deliveries to be placed so that employees, couriers and visitors can exchange goods whilst still maintaining 2 meters apart.</p> <p>Employees should not sign for the goods and let the courier do this on their behalf unless specifically told to do so by the courier.</p> <p>Appropriate signage will be located for visitors, couriers or delivery drivers to explain procedures in place for delivering or taking away goods.</p> <p>Where possible it is recommended that drivers remain in their vehicle whilst employees handle goods received.</p> <p>Items that need 2 people to lift or move must only be done so by designated employees using the fixed partnering grouping.</p> <p>Suppliers and couriers will be notified by telephone or email on our procedures</p>	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

Customers returning goods	Contact with packages or items handled by persons who may have been exposed to coronavirus	Employees Customers	<p>The customer returns policy has been extended from 14 day to 100 days only for customers unable to leave their homes if they are self isolating or are clinically vulnerable and have to stay indoors.</p> <p>Customers should place the returned goods in the designated plastic 'returns' box and left for 72 hours before being put back on sale.</p> <p>Employees should wash their hand after handling any returned goods.</p> <p>Items that need 2 people to lift or move must only be done so by designated employees using the fixed partnering grouping.</p> <p>For faulty/broken items, the customer should demonstrate the reason for return. For obvious faults an immediate refund or replacement can be processed. Where inspection/testing is required to verify the problem, the employee should wash their hands after handling any returned goods. The customer should be advised on the time period needed to process any refunds or replacements and their contact details taken (as per GDPR guidelines).</p> <p>When Items have been held for 72 hr isolation, refunds will be processed by telephone whenever possible to avoid social contact.</p>	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
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Using washroom facilities	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>To restrict close proximity and queuing for toilet use, the cubicles may be closed or restricted. Mirrors have been removed to encourage swift use of the facilities. Soap and signage provided throughout to encourage good hygiene. A cleaning schedule will be displayed for staff use to reassure customers of the recent sanitization of surfaces they come into contact with.</p> <p>The warehouse toilet (only for employees to use) will remain unchanged allowing only one user at a time. Soap and signage provided throughout to ensure strict hygiene.</p>	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Using equipment	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>The cleaning of all equipment that is handled by employees should be done hourly or as often as the employee sees fit; and after every change in shift. These include telephones, tills, pricing ticket machines, pens, thermometers, computer keyboards etc.</p> <p>A disinfectant spray for eliminating COVID-19 is provided for all employees use.</p>	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Cleaning rota	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Over and above all normal cleaning schedules there will also be additional hourly cleaning of all items touched regularly by employees and visitors, e.g. door handles, toilets handles and seats, stair banisters, screens. A disinfectant spray for eliminating COVID-19 is provided for all staff to use.</p>	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

Meetings with representatives and other visitors	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	To minimise social contact it is recommended that meetings be held using video conferencing or by telephone wherever possible. The use of MS Teams, Zoom or GoToMeeting, Facetime and Messenger are available for secure business use when required. It is recommended that product orders are placed by telephone or online B2B portals.	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Meetings with employees	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	Where required for a group staff meeting, an outdoor location (for example as the rear yard, weather permitting) would be preferred to minimise possible transmission of COVID-19. If this is not possible, smaller groups or individual meetings at a social distance will be held indoors and in well ventilated rooms.	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Rest periods for employees	Contact with persons who may have been exposed to coronavirus	Employees	Employees are advised to be socially distant when in the large staff room with a capacity for six employees. Employees are also permitted to use the open yard or rear car parking areas for better ventilation if preferred.	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Employee training	Contact with persons who may have been exposed to coronavirus	Employees	Clear, consistent and regular communication will be made with all employees. These may include new ways to communicate to avoid direct social contact, for example video conferencing and social media video chat channels, subject to consent by the employee. Existing methods of communication by telephone, email and post will continue to be used where appropriate. Employees must wear face coverings if training is done in close proximity to each other.	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

			<p>Any new procedures will be made clear to all employees prior to their return to work or whenever there is a change in procedure required.</p> <p>Where appropriate, signage of procedures will be on display in the staff room for reference.</p>				
Emergency accidents, fires and break ins	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>In an emergency, accident, fire or break in, people do not have to stay socially distant if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	5	2	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.
Appendix			<p>PPE protects the user against health or safety risks at work. When managing the risk of COVID-19, additional PPE beyond what you normally wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in the workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. The Government does not recommend the precautionary use of extra PPE in the workplace unless the risk of COVID-19 transmission is very high.</p> <p>There are some circumstances where wearing a face mask may be beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but do not develop symptoms.</p> <p>A face covering can be very simply and may be worn in enclosed places where social distancing isn't possible. It just needs to cover your mouth and nose.</p> <p>It is important to know that the evidence of the</p>				

			<p>benefit of using a face mask covering to protect others is small; therefore face coverings are not a replacement for the other ways of managing risk.</p> <p>Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Who is 'clinically extremely vulnerable'?</p> <p>Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place someone at greatest risk of severe illness from COVID-19.</p> <p>Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in this group.</p> <ol style="list-style-type: none"> 1. Solid organ transplant recipients. 2. People with specific cancers: <ul style="list-style-type: none"> • people with cancer who are undergoing active chemotherapy • people with lung cancer who are undergoing radical radiotherapy • people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • people having immunotherapy or other continuing antibody treatments for cancer • people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs 				
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			<p>(MS), or cerebral palsy</p> <ul style="list-style-type: none"> • diabetes • a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets • being seriously overweight (a body mass index (BMI) of 40 or above) • pregnant women <p>As above, there is a further category of people with serious underlying health conditions who are clinically extremely vulnerable, meaning they are at very high risk of severe illness from coronavirus.</p>				
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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)

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

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

	1	2	3	4	5
	SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government	Y	Martin Coles-Evans	Government guidance reviewed daily
Reviewed and updated the risk assessment to incorporate any changes to the guidance	Y	Martin Coles-Evans	Assessed daily for any changes
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available	Y	Martin Coles-Evans	Sanitation stock levels reviewed daily
Identified and implemented the (new) recommended control measures	Y	Martin Coles-Evans	Assessed daily