| **What are the hazards/risks?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| *Insufficient staff*  *Tues – 3*  *Wed - 4* | ***Users of café, members of the public*** *– lack of supervision, unknown people gaining access to other areas of the building*  ***Staff who are there*** *– pressure of extra work, taking short cuts, not following safety procedures, moving furniture alone, being alone on site with or without café users* | *Person in charge evaluates who is there and who else is available.*  *Café would close if no one else is available* | *? is there a list of reserve staff available quickly?*  *?when is the decision made that there are insufficient staff and café needs to close?*  *? Reserve staff called in?*  *?staff know who to call and have number readily available if responsible person is not there?*  *?staff know not to let café users in until all staff are present?* | *?who?* | *?when?* |  |
| *Electrical power is not available* | ***Staff and users*** *– no heating or lighting could lead to accidents, drinks cannot be prepared* | *Café would close* | *?who makes this decision? when?*  *?if users book a taxi to collect them, how do you ensure they get collected early?* | *?who?* | *?when?* |  |
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