

[This is an example only and your risk assessment should reflect the circumstances of your site]

Terrorism Risk Assessment – Small Coffee Shop, Town Centre High Street

Description of Site: Independent High Street Coffee Shop over two floors with additional outdoor seating at the front. Open from 7am to 7pm. Capacity approximately 50 customers, the maximum allowed by the fire regulations with six staff working shifts. Busy city centre location in a pedestrianised street. Single ground floor public entrance plus single ground floor fire exit into a rear service alley.

Responsible Person: Business Owner

Description of Process: Discussion with site proprietor, key staff, neighbouring business and local council / BIDS

Date of Original Assessment: November 2021

Date of this Review: April 2022

Date of Next Review: April 2023 [An annual review is a minimum recommendation]

What are the Threats?	Possible Harm?	Controls already in place	Decisions, further actions and responsibilities	Progress reviews
<p>[It is possible to record risk decisions in a tabular format, with the mitigations for each aligned to the threat. The applicability of mitigations to multiple threats does create some repetition]</p>				
<p>[NaCTSO identify 6 key threats that you may choose to base your assessment on, if you do this you should explain why you have not included any attack types]</p> <p>Marauding attacker (carrying a firearm, blade or other weapon) entering the coffee shop and attacking staff and customers</p>	<ul style="list-style-type: none"> Numerous casualties and deaths Reputational damage if not properly dealt with. Loss of staff (Business Continuity) 	<ul style="list-style-type: none"> Staff trained in event of an incident outside to secure the doors. Staff are trained to be aware of suspicious customers and make the Team leader aware Team leaders advised to share to peers, record in our log and if deemed appropriate inform the police. Linked in to local shop schemes for monthly meetings and information sharing. Business Continuity plans [Where existing measures exist, such as fire plans or Health and Safety measures, a reference to the document should be included to ensure alignment] Fire safety/Health and safety etc. First aid kits available in store Defibrillator available in store 	<ul style="list-style-type: none"> Seen 'ACT awareness' on Protect UK – to investigate getting at least Team leaders and hopefully staff trained. Rehearse locking down the shop in the event of an incident outside and helping members of the public outside if its immediately safe to do so. Investigate 'PaCT kits' as seen on Protect UK 	<p>Allocated to DG (Assistant manager to look into)</p> <p>Briefing Team leaders in a month and begin month after.</p>
<p>Vehicle as a Weapon against the outside seating and front window</p>	<ul style="list-style-type: none"> Numerous casualties and deaths Reputational damage if not properly dealt with. Loss of staff (Business Continuity) Damage to building/loss of facilities (Business Continuity) 	<ul style="list-style-type: none"> See above Front of shop does have bollards to protect shop front 	<ul style="list-style-type: none"> As above 	<p>As above</p>

What are the Threats?	Possible Harm?	Controls already in place	Decisions, further actions and responsibilities	Progress reviews
Improvised Explosive Device placed in the seating area – either upstairs or downstairs	<ul style="list-style-type: none"> Numerous casualties and deaths Reputational damage if not properly dealt with. Loss of staff (Business Continuity) Damage to building/loss of facilities (Business Continuity) 	<ul style="list-style-type: none"> See above Staff also made aware to be alert to suspicious items left unattended within the store 	<ul style="list-style-type: none"> As above Staff do NOT deal with post etc. but consideration to be given to ensuring staff to be trained in checking credentials of delivery drivers, expected delivery schedules etc. 	<p>As above</p> <p>Manager liaising with delivery company to identify relevant ID for sharing to staff</p>
Fire as a Weapon (deliberate use of fire to kill, maim or injure people or to cause damage to the site)	<ul style="list-style-type: none"> Numerous casualties and deaths Reputational damage if not properly dealt with. Loss of staff (Business Continuity) Damage to building/loss of facilities (Business Continuity) 	<ul style="list-style-type: none"> See above Fire extinguishers are available through normal H&S and fire safety parameters H&S first aid at work trained staff – this includes dealing with burns 	<ul style="list-style-type: none"> As above Fire safety awareness is already covered – but awareness in a terrorist incident to be considered/reviewed. 	<p>As above</p> <p>Manager reviewing policy and available information to share with staff on training days.</p>
CBRN (use of chemical, biological, radiological or nuclear means to poison or otherwise cause harm to people) – most likely to be acid attack against staff and can be part of a marauding attack	<ul style="list-style-type: none"> Numerous casualties and deaths Reputational damage if not properly dealt with. Loss of staff (Business Continuity) Damage to building/loss of facilities (Business Continuity) – building may not be lost but may be contaminated 	<ul style="list-style-type: none"> See above for suspicious packages etc. H&S awareness covers a lot of the basic safety protocols for avoiding contamination at a basic level. 	<ul style="list-style-type: none"> As above Not sure what else can be achieved for such an incident – the threat/risk is noted and staff will be made aware but will rely to an extent on the response of the emergency services 	<p>As above</p>
Cyber-attack (when used to harm people, through controlling or disabling equipment or other devices and endangering safety)	<ul style="list-style-type: none"> As above but our IT systems do not control anything which may cause risk of death or otherwise Business Continuity and reputation 	<ul style="list-style-type: none"> Centralised IT services/virus checkers etc. 	<ul style="list-style-type: none"> Make Team leaders aware and re-educate staff not to plug personal devices into work systems Team leaders advised over emails with suspected attachments 	<p>Assistant manager DG to make staff aware.</p>