

Risk assessment template

Overall risk: That COVID-19 could be transmitted following a return to work

Company name: Edmund Carr LLP

Assessment carried out by: A McDowall

Date of next review: 31 December 2021

Date assessment was carried out: 16 September 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
That COVID-19 will be transmitted as a result of social distancing measures not being applied in our workplace.	<ol style="list-style-type: none"> Partners and employees and members of their household. Individuals who visit the workplace and members of their household. 	<p>Following the change in the rules allowing the gradual return to the workplace we have:</p> <ol style="list-style-type: none"> Split staff into two teams, with the exception of reception and new staff. This is to reduce the numbers in the 	Remind staff of the procedures in place around the office to ensure these are observed. Provide reminders as considered necessary if it is felt that procedures are not being followed.	Partners.	30 September 2021	Yes

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	3. Persons who come into contact with the persons listed at 1 and 2 above.	<ul style="list-style-type: none"> office and allow for distancing. 2. Instructed partners and staff to observe the recommended social distance at all times, when in the workplace. 3. Introduced a one way system for movement around the workplace. 4. Instructed staff that only one person should use the kitchen at one time and to wipe down before and after use. 5. Designate the toilet in reception as a client toilet. Allocate all staff to 				

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		<p>use one toilet and asked them to wipe down after use.</p> <p>6. Instructed all partners and employees who display symptoms of COVID-19 to stay away from the workplace and self isolate in accordance with government guidance.</p> <p>7. Encourage potential visitors to consider all other methods of communication before coming to the workplace.</p> <p>8. Encourage all visitors to the</p>				

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		<p>workplace to make an appointment, rather than ad hoc visitors.</p> <p>9. Where the board room is used for meetings advised partners and staff to wipe down after use.</p> <p>10. Instruct all visitors to the workplace to observe social distancing rules while in the office.</p> <p>11. Provide protective screens for the reception area and all other places where the appropriate social distancing rules would be breached in the</p>				

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		<p>absence of screens.</p> <p>12. Identified vulnerable partners and employees (including those with vulnerable individuals in their household) and discuss with them if they should continue to work from home.</p> <p>13. Held a meeting for partners and staff prior to return to the workplace, to give clear instructions on the procedures to be followed. Issued written instructions as a follow up to</p>				

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		<p>that meeting.</p> <p>14. Ensured that all partners and employees who use public transport to get to and from the workplace are aware of and follow the government guidance.</p> <p>15. Encouraged staff to undertake lateral flow tests at the beginning and end of the week that they attend the office.</p> <p>16. Request that staff wear face masks when moving around the office.</p> <p>17. Advised staff to</p>				

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		<p>allow for ventilation by opening windows and using the air conditioning.</p>				
<p>2. That COVID-19 will be transmitted as a result of the virus attaching to work surfaces, door handles etc in our workplace.</p>	<p>As for hazard 1 above.</p>	<p>As for hazard 1 above.</p> <ol style="list-style-type: none"> 1. Reinstated daily office cleaning. 2. Instructed partners and staff to leave work surfaces clear at the end of each working day to facilitate cleaning. 3. Instruct staff to minimise touching of other surfaces in the workplace, e.g. stair rails, door knobs, as much as they can. 4. Without conflicting 	<p>Remind staff of procedures. Ensure that procedures are being followed and supplies are maintained.</p>	<p>Partners</p>	<p>30 September 2021</p>	<p>Yes</p>

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		<p>with fire safety requirements, doors are left open during the day to minimise touching and unintended social contact.</p> <p>5. Provided hand sanitisers at all external entrances to the workplace with a notice to all entering the workplace to use them.</p> <p>6. Provided hand sanitisers by all doors that have to be opened and closed on a regular basis such as toilets and instructions on their use.</p>				

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		<ul style="list-style-type: none"> 7. Instructed partners and employees to wash their hands on a regular basis in accordance with current government guidance. 8. Provided hand sanitisers and anti- bacterial sprays at regular points around the building and advised partners and staff to use on a regular basis. 9. Instructed partners and employees who chooses to wear face coverings in the workplace to follow the 				

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		<p>guidance in respect of these with regarding to cleaning, minimising touching the face etc.</p>				
<p>That COVID-19 will be transmitted as a result of partners and employees of the firm visiting external workplaces.</p>	<p>Partners and employees and members of their household.</p>	<p>Following the change in the rules allowing the gradual return to the workplace visits to client premises have been reinstated.</p>	<p>1. Encourage clients where we would normally carry out detailed work at their premises to provide information digitally so it can be worked on by partners and employees at home or in our</p>	<p>Client contact partner.</p>	<p>Ongoing</p>	

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			<p>own workplace.</p> <ol style="list-style-type: none"> 2. Develop new work procedures to facilitate work being carried out away from clients' workplaces. 3. When staff are visiting clients premises obtain a copy of their COVID -19 and review its adequacy. 4. If the client cannot provide a COVID-19 risk assessment of their work place, carry out our own review before any work 			

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			is done by the firm's partners and staff at that workplace.			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/