

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: F Whitbread

Date of next review:

Date assessment was carried out: 25 July 2020

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. 	Following the announcement of the lockdown in March, the immediate closure of the office and an instruction to staff to work from home.	For a return to work in the workplace: <ol style="list-style-type: none"> Instruct partners and staff to observe the recommended social distance at all times, when in the workplace. Where needed, use floor marking to show the required 	Partners.	10 August 2020	

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	<p>3. Persons who come into contact with the persons listed at 1 and 2 above.</p>		<p>social distance.</p> <p>3. Introduce a one way system for movement around the workplace.</p> <p>4. Introduce procedures to restrict access to any rooms and areas where there is a danger of groups congregating, to ensure only one person can be in the room at a time.</p> <p>5. Designate a specific room as an isolation area for any partners or employees who display symptoms of COVID-19 while in the workplace.</p> <p>6. Instruct all partners</p>			

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			<p>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 workplace to make an appointment, rather than ad hoc visitors.</p> <p>9. Instruct all visitors to the workplace to observe social</p>			

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			<p>distancing rules while in the office.</p> <p>10. Provide protective screens for the reception area and all other places where the appropriate social distancing rules would be breached in the absence of screens.</p> <p>11. Identify vulnerable partners and employees (including those with vulnerable individuals in their household) and instruct them to continue to work from home.</p> <p>12. For those not excluded from</p>			

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			<p>working in the workplace by 12 above, identify a rota to minimise the number of people in the workplace at any one time.</p> <p>13. Hold a meeting for partners and staff prior to any return to the workplace, to give clear instructions on the procedures to be followed. Issue written instructions as a follow up to that meeting.</p> <p>14. Ensure that all partners and employees who use public transport to get to and from the workplace are</p>			

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			<p>aware of and follow the government guidance.</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. Undertake a deep clean of the workplace before any return. 2. Undertake regular deep cleans after the return to the workplace has taken place. 3. Instruct partners and staff to leave work surfaces clear at the end of each working day to facilitate cleaning. 4. Instruct staff to minimise touching of other surfaces in the workplace, e.g. stair rails, door knobs, as 	<p>Partners</p>	<p>10 August 2020 and ongoing</p>	

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			<p>much as they can.</p> <ol style="list-style-type: none"> 5. Without conflicting with fire safety requirements, ensure doors are left open during the day to minimise touching and unintended social contact. 6. Provide hand sanitisers at all external entrances to the workplace with a notice to all entering the workplace to use them. 7. Provide hand sanitisers by all doors that have to be opened and closed on a regular basis such as toilets 			

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			<p>and instructions on their use.</p> <p>8. Instruct partners and employees to wash their hands on a regular basis in accordance with current government guidance.</p> <p>9. Provide written instructions to all prearranged visitors to the workplace on the procedures they are expected to follow with regard to surfaces while in the workplace.</p> <p>10. Provide a stock of gloves for partners, employees and visitors to the workplace who wish to wear them.</p>			

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			11. Instruct partners and employees who chooses to wear face coverings in the workplace to follow the guidance in respect of these with regarding to cleaning, minimising touching the face etc.			
That COVID-19 will be transmitted as a result of partners and employees of the firm visiting external workplaces.	Partners and employees and members of their household.	As a consequence of the lockdown, all visits to external workplaces have been suspended.	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 own workplace.	Client contact partner and Health and Safety partner.	Ongoing	

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			<ul style="list-style-type: none"> 2. Develop new work procedures to facilitate work being carried out away from clients' workplaces. 3. For clients who are unwilling or unable to have work done other than at their workplace, 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 one out before any work is done by the firm's partners and staff at that workplace. 			

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