

Risk assessment template

Company name: Hedley May LLP Assessment carried out by: Nikki Walker

Date of next review: 20/09/2020 Date assessment was carried out: 02/07/2020 & 20/08/20

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
Transmission of Covid-19	All employees and visitors to office premises	All workers are homeworking and the office is officially shut. One employee is going into the office once a week for the post, but the Partners would like to plan the gradual reopening of the office	A full risk assessment in order that the office premises can be opened in three phases: Phase 1 – open to client/candidate meetings (asap) Phase 2 – partial opening of office for those who want to return to work (early September 2020) Phase 3 – full reopening of office for all employees (January 2021)	Nikki Walker	02/07/20	Completed

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Workers/visitors who are symptomatic entering the premises	All workers and visitors to premises	Policy to be written with clear guidelines on when someone needs to stay at home Visitors to be contacted 24 hours before each meeting to ensure they remain symptomless	<ul style="list-style-type: none"> - Write a policy and communicate it to all workers - Ensure visitor/employee list of who has been on the premises is kept for 21 days for purposes of test and trace 	Nikki Walker	10/07/20	Policy, email template for visitors and Test and Trace spreadsheet completed
Visitors not adhering to Hedley May processes to prevent Covid-19	All workers and visitors to premises		<ul style="list-style-type: none"> - No meetings to take place simultaneously or back to back (should be a gap of 30 minutes between each meeting) to ensure safety of visitors - Process before meeting to include email with relevant 	Nikki Walker	10/07/20	Meeting information added to the Covid-19 policy; Email template for visitors completed; Test and trace spreadsheet completed;

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			<p>information e.g. how to enter and exit the building. Also, asking them to self declare they are free from symptoms</p> <ul style="list-style-type: none"> - They need to be informed that name and date of visit being kept for 21 days in line with Test and Trace - No tea and coffee to be offered. Only bottled water and biodegradable single use cups - Temperature to be taken at entrance – should be no more than 37.6 degrees 			<p>Water and biodegradable cups available</p> <p>Thermometers available at both entrances</p>

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<p>Contact transmission of virus</p>	<p>All workers and visitors to premises</p>	<p>Increased handwashing, and hand sanitisers on all desk banks and in all meeting rooms</p>	<ul style="list-style-type: none"> - Deep clean to be carried out before going back into the office - Employees to hold passes next to pass readers and avoid touching them - Increased handwashing/sanitising (including on entry to premises) and additional soaps to be provided at all handwashing areas, and hand sanitising stations at key areas (outside lifts, by entrance doors, on all desk banks and in all meeting rooms, in kitchen areas) 	<p>Nikki Walker</p>	<p>10/07/20</p>	<p>Deep clean completed 07/08/20; Pass reader information added to policy; Hand sanitiser available in the office; Signage in the office; Regular cleaning down of common surfaces added to policy; Clear desk and no hot desking added to policy; Sanikeys and additional bins provided; Cutlery and crockery; tea</p>

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			<ul style="list-style-type: none"> - Signage to show hands should be washed for 20 seconds and to encourage all visitors/employees to hand sanitise/wash hands on entry to premises - Regular cleaning down of common surfaces and high-touch areas by nominated person(s) at regular intervals - Nobody to swap desks, and desks to be cleaned down with cleaning products before starting and then again before leaving each day - Clear desk policy 			<p>and coffee and food containers points added to policy; Boxes provided for under desks; Thought leadership moved to the top of the cupboard by the fire escape; Gloves and masks available; Coats on back of chairs added to policy; Manual handling aid bought; Thermometers available at both entrances</p>

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			<ul style="list-style-type: none"> - Signage above photocopier to ask employees to use only if necessary, and to clean after use - Provide Sanikeys for all employees - After meetings with external people, all surfaces in meeting rooms used to be cleaned, and chairs to be wiped down – handles on back of chairs - Kitchen areas to be cleaned by person who has used them immediately after use - Additional bins to be provided to safely dispose of tissues/cleaning wipes 			

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			<ul style="list-style-type: none"> - Employees to bring in own mugs, glasses, cutlery and crockery and immediately washed up on finishing food - Food containers immediately disposed of after eating - Employees to bring in own tea/coffee etc. - Area for storage for personal effects (e.g. box under desk) - Remove thought leadership information from meeting rooms - Gloves and masks to be made available for visitors if they want them - Coats to be kept on back of chairs 			

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			<ul style="list-style-type: none"> - Manual handling aid to be made available to stop staff directly touching deliveries/being able to manage alone with deliveries - Temperature of all employees to be taken at entrance – should be no more than 37.6 degrees 			
<p>Airborne/droplet transmission of virus</p>	<p>All workers and visitors to premises</p>		<ul style="list-style-type: none"> - Ask Helix if aircon unit poses a risk - Ensure social distancing is observed by ensuring that chairs are placed more than 2 metres apart in meeting rooms, (remove chairs in 	<p>Nikki Walker</p>	<p>10/07/20</p>	<p>Helix has confirmed that aircon circulates fresh air, therefore doesn't pose a risk; chairs have been moved in meeting rooms;</p>

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			<p>boardroom for example, desks are more than 2 metres apart and desk banks arranged so employees are not sitting face-to-face without adequate protection</p> <ul style="list-style-type: none"> - Cameras and headsets to be supplied for online meetings - Signage reminding of 2 metre social distancing rules - Employees to remain at their workstations as much as is possible (use tech to communicate etc.) - Disabled toilet only to be used by employees in Phase 1. Should be 			<p>desk banks not currently changed, but employees have to request in advance if they can come in, and can only sit at their own desk if there is nobody sitting next to them or opposite them; Cameras and headsets available; Social distancing signage put up; Not moving from workstation as far as possible in the policy;</p>

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			<p>wiped down after each use</p> <ul style="list-style-type: none"> - Internal toilets to be used by visitors only one person at a time in Phase 1 - Disinfectant wipes to be available in case visitors want to use them to clean before and after use - Disposable hand towels to be used in place of driers - Sofa and chairs to be removed to avoid congregation - Temperature of all employees to be taken at entrance – should be no more than 37.6 degrees 			<p>Disinfectant wipes available in both toilets and throughout office; Disposable hand towels and dispensers available; Sofas and chairs blocked off; Cameras and headsets ordered; Thermometers available at both entrances;</p>

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Virus transmission via deliveries	All workers and visitors to premises		<ul style="list-style-type: none"> - No personal deliveries allowed - Designated drop off point for deliveries - Delivery boxes to be cleaned prior to opening, and hands immediately washed before and after opening deliveries - Try to reduce frequency of deliveries due to ordering in larger quantities - Have one/two nominated people dealing with deliveries 	Nikki Walker	10/07/20	Delivery information added to policy
Accident/illness requiring first aid	All workers and visitors to premises		<ul style="list-style-type: none"> - Masks and gloves to be supplied in first aid box 	Nikki Walker	10/07/20	Masks now in first aid box; gloves available

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No additional bike storage supplied by Helix	All workers and visitors to premises		<ul style="list-style-type: none"> - Bike rack in office dependent on how many people will be planning on cycling? 	Nikki Walker	August 2020	Only 1 person is planning on cycling, so no bike rack to be provided.

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