

Risk assessment template

Company name: Chafes Hague Lambert Solicitors

Assessment carried out by: C Calverley

Date of next review: All procedures are reviewed after each government briefing Date assessment was carried out: 04/01/2021

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
Possible virus transmission working at home	Virus transmission by other household members. Employee incorrect working posture using IT Mental health	Staff made aware of Government guidance Reminder issued to be aware.	None Contact home workers to discuss	Helen Laing	1/12/2020	1/12/2020
Possible virus transmission working in the office	Employees	Home working where possible Seating plan, routes and ways of moving for each office to	Issue information to all members of staff.	Caroline Calverley		4/1/2021

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	Mental health	<p>ensure social distancing. Track & Trace or child sent home from school Hand sanitiser to be used on entry and exit to building Regular hand washing to take place Each employee provided with own hand sanitiser Receptions screened off Additional cleaning every night Regular staff communication both formal and informal</p>	<p>Policy to be issued</p> <p>Hand sanitiser bottles in Reception and meeting rooms to be kept filled</p> <p>Deliver hand sanitiser to each employee</p> <p>Consult with staff before return to work. If issues identified seek to provide support and signposting to appropriate help.</p>	<p>Helen Laing</p> <p>Designated person at each office</p> <p>Caroline Calverley or Helen Laing</p>	<p>16/10/2020</p> <p>1-2 days before an employee returns to work.</p>	<p>9/10/2020</p> <p>June 2020</p> <p>13/5/2020</p>

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Possible virus transmission meeting with clients	Employee or Client	<p>Tiers 1-3 Clients only allowed in building by prior appointment. Clients will be asked to use hand sanitiser on arrival. Meeting rooms marked out to show social distancing. Meetings will only take place where telephone or other technology is not feasible.</p> <p>Tier 4 & Lockdown No client meetings in any building Exceptional circumstance meeting with one client outside of the office to sign a</p>	<p>Issue meeting procedure and guidance to all staff.</p> <p>Guidance re ID requirements issued by Risk Manager</p>	<p>Caroline Calverley</p> <p>Ellen Jackson</p>	<p>8/1/2021</p>	<p>June 2020</p>

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		document or see ID proof				
Possible virus transmission by contractors & Suppliers	Employee or third party	Third party will be asked to use hand sanitiser on arrival. Social distancing to be maintained by out of hours working or clearing space where third party needs to work.	Ask contractors and suppliers what risk assessment they have conducted and incorporate their requirements.	Ellen Jackson	1/6/2020	June 2020
Member of staff tests positive for coronavirus	Co-workers	See above	Notify all staff, any clients and contractors/suppliers who may have been in the building when the employee was potentially infectious. Close office for 72 hours. After 72 hours have offices spray disinfected and then deep cleaned.	Caroline Calverley & Ellen Jackson	After notification by member of staff	

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Client advises they have tested positive for coronavirus	Employee	Not applicable	Guidance note to be issued covering the following:- Assess when and who client has been in contact with. Consider self isolation if appropriate. If contact has been made via paperwork, do not process or touch for 72 hours. Do not allow client to come to office or send paperwork until 10 days have passed from date of test provided they are no longer showing symptoms.	C Calverley	1/6/2020	June 2020

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