# Risk assessment template

## Company name: Chafes Hague Lambert Solicitors Assessment carried out by: H Laing/E Jackson

## Date of next review: All procedures are reviewed after each government briefing Date assessment was carried out: 27/04/2021

| 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.  Work station assessments carried out – completed 1/12/2020 | None |  |  |  |
| **Possible virus transmission working in the office** | Employees  Mental health | Home working where possible  Seating plan, routes and ways of moving for each office to 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  Ventilation guidance for each office  Regular staff communication both formal and informal | Information issued to all members of staff by C Calverley on 4/1/2021.  Policy to be issued/reviewed  Hand sanitiser bottles in Reception and meeting rooms to be kept filled  Hand sanitiser delivered to each employee June 2020  To be refilled as needed from stock retained in office  Consult with staff before return to work. If issues identified seek to provide support and signposting to appropriate help. | Helen Laing  Designated person at each office  Individual employees | As and when required  1-2 days before an employee returns to work. | Issued 9/10/2020  13/5/2020  5/1/2021 |
| **Possible virus transmission meeting with clients** | Employee or Client | Limited hours for client appointments /document drop off. Meetings by appointment to last no longer than 15 minutes.  Clients 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.  In the event of furtherLockdown/Restrictions  No client meetings in any building  Exceptional circumstance meeting with one client outside of the office to sign a document or see ID proof | Meeting procedure and guidance to all staff issued June 2020 by C Calverley.  Reminder e-mail sent  Guidance re ID requirements issued by Risk Manager | Caroline Calverley  R Brindley  Ellen Jackson | 8/1/2021 | June 2020  April 2021 |
| **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.  Completed for regular contractors June 2020 | Ellen Jackson | As and when required |  |
| **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. | Ellen Jackson | After notification by member of staff |  |
| **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/](http://www.hse.gov.uk/simple-health-safety/risk/)

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