

Risk assessment template

Company name: Chafes Hague Lambert Solicitors
Jackson

Assessment carried out by: H Laing/E

Date of next review: All procedures are reviewed after each government briefing Date assessment was carried out: 27/05/2021

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			

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<p>Possible virus transmission working in the office</p>	<p>Employees</p>	<p>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</p>	<p>Information issued to all members of staff by C Calverley on 4/1/2021.</p> <p>Policy to be issued/reviewed</p> <p>Hand sanitiser bottles in Reception and meeting rooms to be kept filled</p> <p>Hand sanitiser delivered to each employee June 2020 To be refilled as needed from stock retained in office</p>	<p>Helen Laing</p> <p>Designated person at each office</p> <p>Individual employees</p>	<p>As and when required</p>	<p>Issued 9/10/2020</p> <p>13/5/2020</p> <p>5/1/2021</p>

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	Mental health	Regular staff communication both formal and informal	Consult with staff before return to work. If issues identified seek to provide support and signposting to appropriate help.		1-2 days before an employee returns to work.	
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 30 minutes or a home visit meeting of no more than an hour in a garden or car port with free flowing air only. Clients asked to use hand sanitiser on arrival. Meeting rooms marked out to show social distancing.	Meeting procedure and guidance to all staff issued June 2020 by C Calverley. Reminder e-mail sent Update e-mail sent	Caroline Calverley R Brindley R Brindley		June 2020 April 2021 May 21

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		<p>Meetings will only take place where telephone or other technology is not feasible.</p> <p>In the event of further Lockdown/Restrictions No client meetings in any building</p> <p>Exceptional circumstance meeting with one client outside of the office to sign a document or see ID proof</p>	<p>Guidance re ID requirements issued by Risk Manager</p>	<p>Ellen Jackson</p>	<p>8/1/2021</p>	
<p>Possible virus transmission by contractors & Suppliers</p>	<p>Employee or third party</p>	<p>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</p>	<p>Ask contractors and suppliers what risk assessment they have conducted and incorporate their requirements. Completed for regular contractors June 2020</p>	<p>Ellen Jackson</p>	<p>As and when required</p>	

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		third party needs to work.				
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.	C Calverley	1/6/2020	June 2020

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			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.			

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