

Spratt Endicott Limited Covid 19 Risk Assessment – Buckingham Office

Assessment Carried out by:Carole Carbery..... Date: 29th September 2020

What are the Hazards?	Who might be affected?	What are we already doing?	What future action needs to be taken?	Who needs to carry out the action?	When is the action needed by?	Done
Entry and access points	Employees/ in future Clients	Office Closed to off street clients Limited and rota's staff in office Social Distancing Hand Gel/Dispensers Cleaning Limited and supervised client meetings No entry to Service providers delivery/ collections Use of Hand gel prior to and post entry Regular hand washing Displaying Covid 19 safe environment posters Individual disinfecting keypads, mouse, keyboards Limit travel between offices to essential only Appointed Covid Monitor – Social Distancing spot checks/controls NHS Track and Trace scan up Promoted use of NHS track and trace app	Continue to carefully monitor and adapt	All staff Covid 19 Monitor	Ongoing	Yes
Employees	Employees/Clients	Creating risk assessments agreed by all employees Disciplinary Policy in place Social Distancing Creating a working from Office policy Advise employees check with Manager and report to Covid Monitor before attending office Create rota system social distancing Home Working Team Meetings via Zoom No hot desking – designated desk space only	Continue to carefully monitor and adapt	HR (Covid Co-ordinator) Covid Monitor All staff	Ongoing reviews	Yes
Communal areas kitchen/bathrooms/Corridors	Employees/in future Clients	Limited and rota'd staff in office Staff supplied with personal hand spray anti bac bottles and towels. Social distancing rules One in kitchen and bathroom at a time Regular Hand washing Glass Shield for reception area Regular disinfecting of door handles, kettle handles, taps following each use Disinfecting Fridge and microwave after each use Regular hand washing Regular disinfecting of bannisters/ door handles Staff bring in own lunches Staff bring in own drinks (limit use of kitchen areas) Close	Continue to carefully monitor and adapt	All staff Covid Monitor	Ongoing	Yes

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Emptying Bins	Employees	Individual responsibility to ensure bins are emptied into one larger waste bag one at a time reducing need for one person to attend all desks to collect all.		All staff	Ongoing	Yes
Telephones/Keyboards/Desks	Employees	Personally Disinfect phone, keyboard and desk area at the end of each shift No use of others desk/phones/staplers etc Purchased sufficient and appropriate materials sprays/ paper rolls Bins for safe disposal of cloth used Daily emptying of bins Strict Clear desk policy	Continue to carefully monitor and adapt	All staff Covid Monitor	Ongoing	Yes
Employees cough/sneezing or unwell	Employees	Staff notified not to attend the office if they have cold or cough but to work from home until their symptoms have gone if they can or if too sick to report in as sick.	Continue to carefully monitor and adapt	All staff Covid Monitor	Ongoing	Yes
Essential Client meetings	Employees/Clients	Client meetings limited to essential only Social Distancing Clear client instructions pre- essential meetings Notify Clients bring own pens Mandatory wearing of masks Track and trace system in place Hand Gel before entry No client beverages supplied	Continue to carefully monitor and adapt	All staff/Clients All Fee Earners/Support staff Covid Monitor	Ongoing	Yes
Social Distancing of staff	Employees	Limited and rota'd staff able to social distance while working Reviewed desk/office spacing Facilities used one at a time Appointed Covid Monitor- spot checking	Continue to carefully monitor and adapt	All staff Covid Monitor	Ongoing	Yes
Communal equipment/ copiers	Employees	Limited staff Limited need for copier due to home working and Departments using email system while working from home Drive to go paper- lite and paperless where possible Disinfect equipment after each use Staff provided with personal anti bac sprays and towels. Purchased appropriate and sufficient anti bac stock Safe disposal of cleaning materials	Continue to carefully monitor and adapt	All staff Office Services Covid Monitor	Ongoing	Yes

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Cleaning	Employees	Constant Clean of communal areas Individuals daily clean of phones, mouse, keyboard and desk External cleaning service used No sharing of desk or telephones Arranged fog clean of all offices	Continue to carefully monitor and adapt	All staff Covid Monitor	Ongoing	Yes
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