

Spratt Endicott Limited Covid 19 Risk Assessment – Gilmarde House Banbury – Updated Risk Assessment

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/ Clients	Use of Hand gel prior to and post entry Regular hand washing Display NHS track and trace scan poster upon entry at reception Covid safe environment posters displayed Promote download track and trace app Daily disinfecting keypad Limit travel between offices to essential only No entry to Service providers delivery/ collections from front door Appointed Covid Monitor – Social Distancing spot checks/controls Essential client visits only held in Linden House Staff Rota's in office Social Distancing Hand Gel on reception Cleaning External doors are kept locked with no access to off the street visitors permitted	Continue to monitor, spot check and adjust accordingly	All staff Covid Co-ordinator Covid Monitor	Immediate Immediate Immediate Immediate Immediate Immediate Prior to re-opening Immediate	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes
Employees	Employees/Clients	Creating risk assessments agreed by all employees Disciplinary Policy in place Social Distancing Regular updates to all employees and Senior Management Created a working from Office policy Advise employees check with Manager before attending office Create rota system social distancing Home Working Team Meetings via Zoom	Continue to monitor, spot check and adjust accordingly	HR Covid Co-ordinator Department Heads	Immediate Immediate Immediate	Yes Yes Yes
Key pad entry	Employees	Providing hand sanitiser pumps upon entry and exit Posters reminding all to wash hands Social distancing Ensuring well stocked Regularly update posters– Attract attention Regularly disinfect external door	Continue to monitor, spot check and adjust accordingly	Office Services HR Office services	Immediate Ongoing Immediate	Yes Yes Yes
Communal areas kitchen/bathrooms/Corridors	Employees/in future Clients	Rota'd staff in office Social distancing rules One in kitchen and bathroom at a time Regular Hand washing Regular disinfecting of door handles, kettle handles, taps following each use		All staff	Ongoing	Yes

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		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 to one at a time)				
Emptying Bins	Employees	Cleaners collecting internal bins times per week In the cleaners absence, Individual responsibility to ensure bins are emptied into the larger waste bag in post room one at a time reducing need for one person to attend offices to collect all.	Continue to monitor, spot check and adjust accordingly	All staff Covid Monitor	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 Purchase sufficient materials sprays/ paper rolls for individual use Bins for safe disposal of cloth used Daily emptying of bins Clear desk policy		All staff	Immediate	Yes
Employees cough/sneezing or unwell	Employees	Employees advised to not attend work if cold or cough to work from home until recovered – reducing risk of spreading		All staff	Immediate	Yes
Essential Client meetings	Employees/Clients	Social Distancing Hand Gel before entry No client beverages supplied Masks and Face shields available Clients bring own pens Meetings Clear client instructions pre- essential meetings Clients escorted at all times at Linden House	Ongoing review	All staff/Clients All Fee Earners/Support staff	Immediate Immediate	Yes Yes
Social Distancing of staff	Employees	Staff able to social distance while working – Rota's are in place in many departments Facilities used one at a time Divided workforce into rota's groups minimising risk by reducing staff present in the	Ongoing review	All staff Heads of Department	 Ongoing	 Yes

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		office				
Communal equipment/ copiers	Employees	Limited staff Limited need for copier Remote working/less printing Individuals disinfect after each use Individual and appropriate hand sprays and rolls provided to all Safe disposal of cleaning materials		All staff	Immediate	Yes