

Spratt Endicott Limited Covid 19 Risk Assessment Updated Sept 2020 – Linden House Banbury -

Assessment Carried out by: ...Carole Carbery..... Date: 23rd 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	Glass screens in reception area Use of Hand gel prior to and post entry Regular hand washing Daily disinfecting keypad Limit travel between offices to essential only Limited entry to Service providers delivery/ collections from front door Appointed Covid Monitor – Social Distancing spot checks/controls Covid safe environment posters displayed Essential client visits only Staff Rota's in office Social Distancing Hand Gel on reception Regular hand washing Cleaning Displaying Covid 19 safe posters Display NHS track and trace scan poster upon entry Promote download track and trace app A visitors book will be kept for those not able to use the track and trace app.	Continue to monitor, spot check and update risk assessments Continue to report on Government advice and progress	Office Services All staff All staff All staff Covid Co-ordinator Covid Co-ordinator Office Services All staff All staff Covid Monitor Covid Monitor All staff Covid Monitor Covid Co-ordinator Covid- Cordinator	Immediate Immediate Immediate Immediate Immediate Immediate Immediate Immediate Immediate Immediate Immediate Immediate Immediate Immediate	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes 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 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)	Continue to monitor, spot check and update risk assessments	All staff	Immediate Ongoing review	Yes Yes
Emptying Bins	Employees	External Cleaners	In absence of cleaners, Individual responsibility to ensure bins are emptied into the larger waste bag in kitchen one at a time reducing need for one person to collect all.	All staff Covid 19 Monitor	Immediate Ongoing monitoring	Yes Yes
Telephones/Keyboards/Desks	Employees	Personally Disinfect phone, keyboard and desk area at the end of each shift No use of others desk/phones Purchased sufficient materials sprays/ paper rolls	Continue to monitor, spot check and update risk assessments	All staff	Immediate	Yes

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		Small, lined covered bins for safe disposal of cloth used Daily emptying of bins Strict Clear desk policy				
Employees cough/sneezing or unwell	Employees	All Employees advised not to attend the office until cold and cough has gone work from home or call in sick – reducing spread	Continue to monitor	All staff	Immediate	Yes
Essential Client meetings	Employees/Clients	Social Distancing Hand Gel before entry No client beverages supplied Masks and Shields available Clients bring own pens Clear client instructions pre- essential meetings Mandatory Clients/Visitors wear masks Meeting room are cleaned in between each client Introduced screens in between client and fee earner	Continue to monitor	All staff/Clients	Immediate	Yes
Social Distancing of staff	Employees	Rota'd staff able to social distance while working Facilities used one at a time Working from home available	Continue to monitor	All staff	Immediate	Yes
Communal equipment/ copiers	Employees	Rota'd staff Limited need for copier Home working reducing need for printing Disinfect after each use IT authorised appropriate method of cleaning Purchased appropriate product Supplied all with individual hand sprayers and disposable towel Safe disposal of cleaning materials	Continue to monitor	All staff	Immediate	Yes