## COVID-19 RETURN TO OFFICE RISK ASSESSMENT - STRATFORD 21 JULY 2020

WHAT ARE THE HAZARDS	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ANY ADDITIONAL CONTROLS	ACTION BY WHO	ACTION BY WHEN	IS A RE-VIST REQUIRED?
Containment of Covid-19	STAFF	<ul> <li>Social distancing of the recommended 2 Metres to be observed at all times.</li> </ul>	_	KG/TY	Prior to office occupation	Yes. Once the office is open.
		<ul> <li>Advice Notices in and around the office to be observed.</li> </ul>		Colleagues	Daily Checks	
		<ul> <li>Hand Washing and Sanitising stations to be available at key points</li> </ul>	L&C Contractors	Cleaning contractors to maintain		Daily Checks
		<ul> <li>Perspex screens to be erected at reception desk</li> </ul>	L&C contractors to supply and fix	KG/TY	Before office re- opens	
		<ul> <li>All hard surfaces to be cleaned on a daily basis. (Hand rails. Door handles. Switches etc.)</li> </ul>	Cleaners to sanitise daily.	Cleaning contractors	Daily	Weekly Checks
	Clients	Meetings with Clients are to be a last resort where other				

	Media/communication methods				
	cannot be used.				
			Fee-earners	Ongoing	Weekly compliance
	• Clients to be sent a				checks
	health questionnaire				
	PRIOR to arranging an				
	office meeting.		Fee-earners	Ongoing	
	• The fee earner MUST				
	receive the reply prior				
	to booking the meeting		Fee-earners/Receptionists	Ongoing	
	<ul> <li>Fee earner must be</li> </ul>				
	available to meet the				
	client at the arranged				
	time. No waiting area is				
	available.		Fee-earners/Receptionists	Ongoing	
	<ul> <li>Clients to use the hand</li> </ul>				
	sanitiser on entry.		Fee-earners	Ongoing	
	<ul> <li>One Way System in</li> </ul>			0000	
	place. Meet and enter		Fee-earners	Ongoing	
	through main entrance.				
	÷				
	Exit via the rear door				
	into the courtyard and				
	through the blue				
	shutter		Fee-earners/Receptionists	Ongoing	
	Clients are not to use			Ongoing	
	any facilities. W.Cs ETC.				
	No Client hospitalities		Foo oproors (Pocontionists	Ongoing	
	(drinks etc) to be		Fee-earners/Receptionists	Ongoing	
	offered to the client. No				
	Food or Drinks to be				
	consumed.				
General	First Aiders & Fire Wardens to be	Fire system checks to	KG	Monitor weekly	
	available with five or more	be completed			
	people in the building.				

Contractors/Other	Any outside workers/	Colleagues	Ongoing	Weekly compliance
Visitors	contractors who need to	concugues	01120112	checks
VISICOIS	enter the office MUST			Checks
	complete the Covid-19			
	Questionnaire and return			
	the completed form before			
	arranging to visit any office.			
	Once completed the person			
	requesting the service will			
	then make an appointment			
	date and time that must be			
	adhered to. This applies to			
	anyone visiting our offices			
	for any reason.			
	<ul> <li>If you require an outside</li> </ul>	Heads of Department/Toni	Ongoing	
	visitor to attend the office,	Young	Ongoing	
	consultation with your head	Toung		
	-			
	of department or Toni Young should take place			
	<ul><li>prior to arranging this.</li><li>All visitors must use the</li></ul>	Colloggues (Pecentionists	Ongoing	
		Colleagues/Receptionists	Ongoing	
	hand sanitiser on entering			
	the office and adhere to the			
	information and advice			
	signage that is in place.		<b>a</b> .	
	<ul> <li>Visitors must not consume</li> </ul>	Colleagues/Receptionists	Ongoing	
	any food or drink on the			
	premises			