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	 Social distancing of the recommended 2 Metres to be observed at all times. 	_	KG/TY	Prior to office occupation	Yes. Once the office is open.
		 Advice Notices in and around the office to be observed. 		Colleagues	Daily Checks	
		 Hand Washing and Sanitising stations to be available at key points 		To be confirmed		Follow up by 7 Aug
		 Perspex screens to be erected at reception desk 	L&C to supply and fix	TY to confirm		Follow up by 7 Aug
		 All hard surfaces to be cleaned on a daily basis. (Hand rails. Door handles. Switches etc.) 		Cleaning Contractors	Daily	Daily checks
	Clients	Meetings with Clients are to be a last resort where other				

	 Media/communication methods cannot be used. Clients to be sent a health questionnaire PRIOR to arranging an office meeting. The fee earner MUST receive the reply prior to booking the meeting Fee earner must be available to meet the client at the arranged time. No waiting area is available. Clients to use the hand sanitiser on entry. One Way System in place. Meet and enter through main entrance. Exit through the side 		Fee-earners Fee-earners/Receptionists Fee-earners/Receptionists Fee-earners	Ongoing Ongoing Ongoing Ongoing Ongoing	Weekly compliance checks
	staff door and through the G/F fire Exit. • Clients are not to use		Fee-earners/Receptionists	Ongoing	
	 Any facilities. W.Cs ETC. No Client hospitalities (drinks etc) to be offered to the client. No Food or Drinks to be consumed. 		Fee-earners/Receptionists	Ongoing	
General	First Aiders & Fire Wardens to be available when five or more people in the building.	First Aiders, Fire Wardens and H&S to be appointed	KG	Prior to office opening	

C	Contractors/Other	•	Any outside workers/	Colleagues	Ongoing	Weekly compliance
V	/isitors		contractors who need to			checks
			enter the office MUST			
			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.			
		•	If you require an outside	Heads of Department/Toni	Ongoing	
			visitor to attend the office,	Young		
			consultation with your head			
			of department or Toni			
			Young should take place			
			prior to arranging this.			
		-	All visitors must use the	Colleagues/Receptionists	Ongoing	
			hand sanitiser on entering			
			the office and adhere to the			
			information and advice			
			signage that is in place.			
		•	Visitors must not consume	Colleagues/Receptionists	Ongoing	
			any food or drink on the			
			premises			