

COVID-19 RETURN TO OFFICE RISK ASSESSMENT - WANSTEAD
21 JULY 2020

Edwards Duthie Shamash
 Solicitors

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 style="list-style-type: none"> ▪ Social distancing of the recommended 2 Metres to be observed at all times. ▪ Advice Notices in and around the office to be observed. ▪ Hand Washing and Sanitising stations to be available at key points ▪ Perspex screens to be erected at reception desk ▪ All hard surfaces to be cleaned on a daily basis. (Hand rails. Door handles. Switches etc.) ▪ First Aiders & Fire Wardens to be available with five or more people in the building. 	<p>Desks and furnishings to be arranged to comply with this.</p> <p>Gary Steadman to fix</p> <p>Cleaners to sanitise daily.</p>	<p>KG/TY</p> <p>Colleagues</p> <p>KG</p> <p>KG/TY</p> <p>Cleaning contractors</p> <p>TY/Anna Orpwood</p>	<p>Prior to office occupation</p> <p>Daily Checks</p> <p>Daily</p>	<p>Yes. Once the office is open.</p> <p>Daily Checks</p> <p>Weekly Checks</p>
	Clients	Meetings with Clients are to be a last resort where other				

		<p>Media/communication methods cannot be used.</p> <ul style="list-style-type: none"> ▪ Wanstead’s current meeting room arrangements cannot satisfy the current social distancing requirements. Where one to one meetings are the only option, these should be arranged at either Bank House or Stratford. These must be booked on the meeting room calendar available for each office to avoid a clash of meeting times. ▪ Clients to be sent a health questionnaire PRIOR to arranging an office meeting. <ul style="list-style-type: none"> • 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. • Observe One Way Systems in place at Stratford and Bank House. 		<p>Partners/TY/KG/</p> <p>Fee-earners</p> <p>Fee-earners</p> <p>Fee-earners/Receptionists</p> <p>Fee-earners/Receptionists</p> <p>Fee-earners</p> <p>Fee-earners/Receptionists</p>	<p>To be updated upon decision by Partners on re-design of meeting rooms</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Weekly compliance checks</p>
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		<ul style="list-style-type: none"> • Clients are not to use 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	
	Contractors/Other Visitors	<ul style="list-style-type: none"> ▪ Any outside workers/contractors who need to 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 visitor to attend the office, consultation with your head of department or Toni Young should take place prior to arranging this. ▪ All visitors must use the hand sanitiser on entering the office and adhere to the information and advice signage that is in place. 		Colleagues Heads of Department/Toni Young Colleagues/Receptionists Colleagues/Receptionists	Ongoing Ongoing Ongoing Ongoing	Weekly compliance checks

		<ul style="list-style-type: none">▪ Visitors must not consume any food or drink on the premises				
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