

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

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 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.) 	<p>Desks and furnishings to be arranged to comply with this.</p> <p>L&C to supply and fix</p> <p>Cleaners to sanitise daily.</p>	<p>KG/TY</p> <p>Colleagues</p> <p>To be confirmed</p> <p>TY to confirm</p> <p>Cleaning Contractors</p>	<p>Prior to office occupation</p> <p>Daily Checks</p> <p>Daily</p>	<p>Yes. Once the office is open.</p> <p>Follow up by 7 Aug</p> <p>Follow up by 7 Aug</p> <p>Daily 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"> • 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 staff door and through the G/F fire Exit. • 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. 		<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>Fee-earners/Receptionists</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Weekly compliance checks</p>
	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	

