

WARNERS SOLICITORS – COVID-19 RISK ASSESSMENT

Premises: Bank House, Tonbridge & 2nd floor, 16 South Park, Sevenoaks

Assessment date: 29 June 2020

Reviewed: 8 August 2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Partners and Staff • Visitors to our premises • Cleaners • Contractors • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with us in relation to our business 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available 	<ul style="list-style-type: none"> • Employees to be reminded by clear signage throughout the offices to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. • Signs will also be visible to remind staff to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. • Tissues will be made available throughout the workplace. • Hand sanitiser stations will be situated at the main entrances to both offices. Hand sanitiser also available by all printers, in kitchen, etc. • As from 8 August, clients/visitors to be asked to wear face coverings whilst they are in the office as per new Government legislation. 	SH	01.07.20	v
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		<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<ul style="list-style-type: none"> • Deep clean of both offices to be carried out prior to limited number of office-based staff returning • Cleaners given specific instructions on daily cleaning requirements • Staff supplied with antibacterial wipes to use on office equipment after use • Marketing material (brochures and literature), newspapers and magazines removed from client reception area • Enhanced cleaning regime, including before/between/after each individual meeting. • Sanitation products (hand sanitiser, cleaning wipes) available inside each meeting room • No catering/refreshments offered inside meeting rooms 	<p>Wettons</p> <p>SH</p> <p>SH</p> <p>KH</p> <p>SH</p> <p>SH</p> <p>Fee earners</p>	<p>20.06.20 and 27.06.20</p> <p>01.07.20</p> <p>01.07.20</p> <p>01.07.20</p> <p>Ongoing</p> <p>01.07.20</p> <p>Ongoing</p>	<p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p>
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