

## Risk assessment template

**Overall risk: That COVID-19 could be transmitted following a return to work**

**Company name: E C Financial Services Limited**

**Assessment carried out by: Stephen Franklin**

**Date of next review: 31 December 2021**

**Date assessment was carried out: 5 October 2021**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
That COVID-19 will be transmitted as a result of social distancing measures not being applied in our workplace.	<ol style="list-style-type: none"> <li>1. Directors and employees and members of their household.</li> <li>2. Individuals who visit the workplace and members of their household.</li> <li>3. Persons who come into contact with the persons listed at 1 and 2 above.</li> </ol>	<p>Following the change in the rules allowing gradual return to the workplace we have:</p> <ol style="list-style-type: none"> <li>1. Instructed staff to observe the recommended social distance at all times, when in the workplace.</li> </ol>	Remind staff of the procedures in place around the office to ensure these are observed. Provide reminders as considered necessary if it is felt that procedures are not being followed.	Directors	5 October 2021	Yes

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		<ul style="list-style-type: none"> <li>2. Instructed staff that only one person should use the kitchen at one time and to wipe down before and after use.</li> <li>3. Designated men and women toilets and to be wiped down after use.</li> <li>4. Designated a specific room as an isolation area for any employees who display symptoms of COVID-19 while in the workplace.</li> </ul>				

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		5. Instructed all employees who display symptoms of COVID-19 to stay away from the workplace and self-isolate in accordance with government guidance. 6. Encourage potential visitors to consider all other methods of communication before coming to the workplace. 7. Encourage all visitors to the workplace to make an appointment, rather than ad hoc visitors.				

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		<p>8. Instruct all visitors to the workplace to observe social distancing rules while in the office.</p> <p>9. Provided protective screens in meeting rooms and areas to be wiped down following meeting.</p> <p>10. Identified vulnerable employees (including those with vulnerable individuals in their household) and discussed with them if they should continue to work from home.</p>				

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		<p>11. For those not excluded from working in the workplace by 10 above, establish a rota to minimise the number of people in the workplace at any one time.</p> <p>12. Held a staff meeting prior to return to the workplace, to give clear instructions on the procedures to be followed. Issued written instructions as a follow up to that meeting.</p>				

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		<p>13. Ensured that all employees who use public transport to get to and from the workplace are aware of and follow the government guidance.</p> <p>14. Encourage staff to undertake lateral flow tests at the beginning and end of the week they are in office.</p> <p>15. Advised staff to allow for ventilation by opening windows and using the air conditioning.</p>				

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<b>2. That COVID-19 will be transmitted as a result of the virus attaching to work surfaces, door handles etc in our workplace.</b>	As for hazard 1 above.	<ol style="list-style-type: none"> <li>1. Reinstated daily office cleaning.</li> <li>2. Instructed staff to leave work surfaces clear at the end of each working day to facilitate cleaning.</li> <li>3. Instruct staff to minimise touching of other surfaces in the workplace, eg, stair rails, door knobs, as much as they can.</li> <li>4. Without conflicting with fire safety requirements, ensure doors are left open during the day to minimise touching and unintended social contact.</li> </ol>	Remind staff of procedures. Ensure that procedures are being followed and supplies are maintained.	Directors	5 October 2021	Yes

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		5. Provided hand sanitisers at all external entrances to the workplace with a notice to all entering the workplace to use them. 6. Provided hand sanitisers by all doors that have to be opened and closed on a regular basis such as toilets and instructions on their use. 7. Instructed employees to wash their hands on a regular basis in accordance with current government guidance.				



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		<p>8. Provide written instructions to all visitors to the workplace on the procedures they are expected to follow with regard to surfaces while in the workplace.</p> <p>9. Instructed employees who choose to wear face coverings in the workplace to follow the guidance in respect of these with regarding to cleaning, minimising touching the face etc.</p>				

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That COVID-19 will be transmitted as a result of employees of the firm visiting external workplaces/premises.	All employees and members of their household.	Following the change in the rules allowing the gradual return to the workplace visits to clients premises have been reinstated.	<ol style="list-style-type: none"> <li>1. Encourage clients where we would normally visit at home or work to provide information digitally and hold meetings by video wherever possible.</li> <li>2. For clients who are unwilling or unable to hold meetings remotely, if at their workplace, obtain a copy of their COVID -19 risk assessment and review its adequacy.</li> <li>3. If the client cannot provide a COVID-19 risk assessment of their work place, carry one out before any work is done by the firm's staff at that workplace.</li> </ol>	Directors and advisers	Ongoing	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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