

Risk assessment template

Company name: Horizon Law

Assessment carried out by: Guy Wheatcroft

Date assessment was carried out: 06.07.2020

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
Spread of Covid-19	Staff Visitors Cleaners Maintenance - workers	Frequently cleaning and disinfecting objects and surfaces that are touched regularly	Carrying out checks to ensure procedures are being followed	All staff Cleaners	Effective immediately	Yes
		Providing an adequate supply of masks and gloves	Reminding staff that gloves are not a substitute for good hand washing	Guy Wheatcroft	Effective immediately	Yes
		Introducing a hand sanitising station, providing individual hand gel sanitiser and disposable paper	Encourage staff to use hand sanitiser on a regular basis and to remind employees to wash hands with soap for 20 seconds	Guy Wheatcroft	Effective immediately	Yes

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
		towels where hand washing facilities are not readily available				
		Adhering to social distancing by reducing the number of persons in the office at any one time, working remotely where possible	Reminding staff of the importance of social distancing on a daily basis both in the workplace and outside of it	All staff Visitors Cleaners Maintenance - workers	Effective immediately	Yes
		Ensuring all staff are familiar with Covid-19 symptoms	Reminding staff and visitors not to enter the premises if they are showing any signs of the virus	All staff Visitors Cleaners Maintenance - workers	Effective immediately	Yes

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/