



Coronavirus Risk Assessment

The risk of transmitting Coronavirus will be managed as outlined in the following Risk Assessment:

Risk	Likelihood	Impact	Detail	Responsibility
Control Environment				
Employees do not adopt the requirements of the Coronavirus Management Policy undermining the practices response as outlined in this risk assessment.	Medium likelihood	Medium impact	The Coronavirus Management Team will establish the necessary control environment by communicating, demonstrating and, where necessary, enforcing the required standards of the Coronavirus Management Policy.	Judi Bonham
Active Risk Response				
Too many employees, clients and third parties attending site to allow adequate social distancing.	Medium likelihood	Medium impact	The majority of employees will work from home completing all possible client and third-party meetings via teams. Access to branches will gradually increase for employees, clients and third parties in line with HM Government Coronavirus Alert Level. This will impact how certain functions are conducted	Coronavirus Management Team Branch Leads

			<p>e.g. reception opening hours which will adjust with the Coronavirus Alert Level.</p> <p>Access to buildings will be controlled via the use of an intercom system.</p> <p>Employees will not be able to have parcels delivered to branches minimising third party access.</p>	
Best Practices				
Employees, clients or third parties make indirect contact (touching a “contact point”) physical contact.	Medium likelihood	Medium impact	<p>All entrances/exits to have hand sanitiser available, as well as other communal areas, i.e. toilets and meeting rooms.</p> <p>The Practice Management team will, at least twice per day, clean contact points in communal areas. They will also minimise “contact points” by opening all doors at the beginning of each day (and close at the end of each day).</p>	Christiane Holland

			<p>All employees are required to “clean as they go”, using anti-bacterial wipes to clean down contact points at their desk or in communal areas.</p> <p>All branches to have increased cleaning following an initial deep clean.</p>	
A failure of employees, clients and or third parties to social distance despite sufficient available room.	Assumed low likelihood due to a high current public awareness of social distancing which it is assumed has increased social distancing discipline.	Medium impact	Place markers will be added at appropriate points in offices to facilitate the 2-meter social distancing guidance. This will include in reception and meetings rooms. This will be summarised for all employees, clients and third parties in signs at the entrances and exits of each branch.	Silas Miller
An employee, client or third party sneeze/cough on or near to a another employee, client or third party.	Medium to high likelihood.	Medium impact.	All reception areas and meeting rooms will have plastic screens set up.	Christiane Holland

			<p>Employees meeting clients or third parties will have access to face masks to protect the client and or third party.</p> <p>Tissues will be placed throughout the branches, including at all employee desks and in communal areas.</p>	
An employee, client or third party attends a branch who has Coronavirus symptoms.	Medium likelihood reduced by the known symptoms of coronavirus but increased by symptoms not being apparent for seven days.	High impact.	<p>Signs at each entrance confirming the symptoms of coronavirus and the required next steps (e.g. client's ability to promptly postpone a meeting without cost).</p> <p>As part of the Coronavirus Management Policy, employees will be required to contact Practice Management if they have any symptoms of Coronavirus.</p>	Silas Miller
Employees coming into contact with each other	Low likelihood due to low building attendance.	Low impact due to the other provisions of this risk assessment.	Implement a one-way system in the Stroud branch stairwells. Please	Silas Miller



due to “choke points” and or blind corners.			note the basement staircase to 3 Rowcroft is not considered suitable for a one way system.	
Employees congregating in communal areas e.g. kitchens preparing lunches.	Medium likelihood	Medium impact	Employees will be required to stay at their desk unless essential i.e. meeting a client or to attend the toilet. Breaks must be taken at the employees desk or outside of the offices.	Coronavirus Management Team Branch Leads