

Howard Worth Covid-19 Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a **Risk Assessment** for dealing with the current Covid-19 situation in the workplace.

Department / Office:

Howard Worth Accountants and Business Advisers

All offices and Departments

Northwich and Nantwich offices

Assessment Carried Out By:

Tim Lwin, Tax Partner

Date:

June 2020

Description of Task / Activity:

Risk Assessment re COVID-19 and Return to Offices

Reviewed By:

The Partner Team and HR

Risk Areas	Who is at risk	Controls Required	Additional Controls	Action by who?	Action when?	Done
Staff Entry into the Premises	Reception staff	Colleagues to reverse into car parking spaces in the Northwich car park and where possible to leave a car parking space between the next car		All colleagues	Ongoing	-
		Hand sanitation before or straight after entrance to reception.	Handheld sanitisers to be provided to all staff.	All colleagues	Ongoing	-
		2m distancing to be observed outside the premises.	Hand sanitisation station in reception	SMc	23/06/20	Yes
		Facemasks for reception staff and reception cover staff	2m Social Distancing Poster in reception	SMc	23/06/20	Yes
			Sanitisation of handheld devices on reception on changeover	Reception / Cover staff	Ongoing	-
Client entry into the Premises	Reception staff	<p>Our office premises remain closed to the general public. Physical client and other meetings have been prevented unless absolutely essential (a partner will determine what is deemed to be absolutely essential) and are taking place remotely. Where essential, any meeting or visitation from contractors etc. takes place the following measures apply:</p> <p>Communicate with those attending the meeting, prior to the meeting, to ask whether they are feeling unwell or experiencing COVID-19 symptoms – IF YES, POSTPONE THE MEETING</p> <p>Social distancing of a minimum of 2m is in place appropriate handwashing and sanitisation facilities are provided to be used before and after the meeting</p> <p>Any absolutely essential meetings should be held in those meeting rooms closest to the main reception areas ie Pickmere in the Northwich office and Alvaston in the Nantwich office</p> <p>Open doors and windows in the meeting area where possible to ensure adequate ventilation</p> <p>Consider practical ways to say hello without hand-touching</p> <p>Tissues and waste bins to be provided in meeting areas</p> <p>If anyone displays symptoms after the meeting, those attending must be informed and self-isolation measures adhered to</p>	Hand sanitation station in reception.	SMc	Ongoing	-
	Staff meeting clients		Social Distancing notice in reception and 2m marking on flooring	SMc	Ongoing	-
	Clients		Provide/offer face masks to all attending physical meetings			
	Contractors		HW colleague to sign in their visitors and no visitor ID / passes to be handed out	HW colleagues	Ongoing	-
			Visitors should not use toilet or kitchen facilities	HW colleagues	Ongoing	-

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Client paper records received into and taken off premises		Records to be left untouched for 72 hours Disposable gloves	Labelled Drop off boxes in reception with details of client, date and time received and handling date.	All Colleagues	Ongoing	-
Interaction of staff inside premises	Staff working in the office Cleaners during out of office hours Subcontractors – repairers –	<ul style="list-style-type: none"> • 95% of staff members are working remotely from home. • Any staff having to work from office premises have been instructed to: <ul style="list-style-type: none"> • Maintain a minimum social distance of 2m between one another • A one-way system will operate on the staircases at the Northwich and Nantwich offices • Work side by side or back to back, whilst maintaining the minimum 2m social distance • Paper towels have been provided in all offices for hand drying • Surfaces including door handles, office equipment are cleaned using anti-bacterial spray or wipes • Regular cleaning of our offices is taking place outside of normal working hours • Offices and staff areas are well ventilated with space to ensure social distancing measures are maintainable for staff who are in work • Staff numbers working from offices are being kept to a minimum, and only where essential and that person cannot work from home. • Departments and teams are rotating staff to ensure each person only works with a few others, minimising contact • Staff on the rotation are in work only for a short time, then move back to remote working • No hot-desking is taking place, office equipment sharing is kept to an absolute minimum 	<p>Working from home survey and requirements</p> <p>Back to work policy</p> <p>2m gap floor signage</p> <p>Desks which should not be used as social distancing cannot be maintained, will be marked with black and yellow tape.</p> <p>Disinfectant wipes will be available around the offices</p> <p>A Hygiene key and stylus pen will be provided to each colleague. The hygiene key is to be used for opening doors, drawers, light switches, main buttons, switching on kettle, microwave.</p> <p>Stylus keys to use on the control panels of the copiers and printers</p>	SMc SMc SMc SMc SMc	Ongoing Provided to all staff before they access the office 29/06/20 Ongoing Ongoing	- 22/06/20 23/06/20 - -

		<ul style="list-style-type: none"> • Client and other meetings in person have been cancelled and are being conducted online or over the phone • Essential travel only is permitted • Air conditioning systems, where provided, are regularly serviced and maintained • Tissues and waste bins provided throughout the offices • When signing in/out and out using the books in each office, staff members are to use their own pens and hand sanitise before signing in/out • A rotation system is to be utilised in kitchen areas to ensure social distancing measures are adhered to (minimum of 2m), with only one person in each kitchen area at any one time • Only one person in the toilet areas at any one time • Disposable gloves are to be provided for all staff handling deliveries • Any staff member displaying symptoms of COVID-19 when in work is to leave the premises and go home to self-isolate for the period required by Public Health England, reporting the fact to Human Resources. Any staff member whilst at home experiencing symptoms of COVID-19 is to remain at home and self-isolate in accordance with PHE and Government guidelines and must report this to the Practice Manager • Any staff member who has tested positive for COVID-19 must self-isolate in accordance with the above, reporting the fact to Human Resources. 				
Vulnerable staff	Those staff members aged over 70, pregnant workers and those staff members with underlying health conditions	Members of staff classified in the vulnerable group are not permitted to attend work and are either working from home or are furloughed.				

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Staff at workstations Staff working from home	Staff Staff working from home	Clean desk policy to be implemented. Cleaning of hands, keypads, phones, screens, mice, chair rails, desk space at the start and end of the working day. Tissues to be binned after use Masks can be worn but not compulsory All staff have been provided with the appropriate guidance and training relating to the risk associated with operating DSE, both at work and home, including information on the risks, how to set up their workstations and why taking regular breaks is essential in order to prevent injury	Tissues, hand sanitisers, disinfectant wipes to be provided throughout the offices	SMc	Ongoing	-
			Regular check up on equipment Working environment guide	MS / SMc	Ongoing	-
Mental Health	All staff	Mental health & wellbeing awareness to staff during the Coronavirus outbreak. <ul style="list-style-type: none"> Advice and guidance has been distributed specific to mental well-being All staff are regularly updated with relevant information, ensuring we are keeping staff informed Regular contact via phone is taking place to enquire as to staff-wellbeing Team social events are occurring via Zoom and Teams etc. We have access to a qualified counsellor who may be able to assist staff The management team have viewed a webinar on mental resilience and well-being Staff have a means to contact others at work outside of normal working hours using MS Teams 	Regular communication of mental health support. Mental health survey of all staff.	Partners / SMc	Ongoing	-
			Continue to stay in contact and provide regular information updates to all staff	Partners / SMc	Ongoing	-
			Microsoft teams available to staff	Partners / MS	March 2020	March 2020
			Mental wellbeing counsellors in place	Partners/ SMc	February 2019	February 2019
			Whatsapp groups for all staff including furloughed staff	Partners	March 2020	March 2020