

CoVid-19 Risk Assessment		Naylor Wintersgill		31.05.22			
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?	Reviewed	Done
Insufficient social distancing	All employees	Continue hybrid working. Ees required in the office only 2 days a week minimum	Layout of desks considered based on individual needs	CF	May-22	31.05.22	x
	Clients and visitors to site	Meetings also a hybrid of zoom/in person	Face to face meetings with clients kept to a minimum	All			
Inadequate cleaning and hygiene procedures	All employees	Anti-bacterial wipes available at each work station and communal areas and expected to be used regularly		All		31.05.22	X
	Clients and visitors to site	Hand sanitiser available at each work station and communal areas and expected to be used regularly		All		31.05.22	X
		Ensure hand sanitiser used before and after signing in on the Reception Ipad		All		31.05.22	x
		Office fully cleaned at the end of each day		Cleaners		31.05.22	x
Attendance at client sites	Audit employees / Directors	Onsite visits reduced where possible	Reporting process for employees to report concerns	CF	01.06.2020	31.05.22	X
	Management accountants	Use of zoom meetings wherever possible				31.05.22	X
Employee wellbeing	All employees	Regular communications and updates to the team		CF and HoDs	Ongoing		X
		Regular one to one catch ups Encouraging use of support systems such as EAP and mental health support groups			Ongoing		X
Symptoms of Covid-19	All employees	Employees should not attend site if showing symptoms of Covid-19	HR and Line managers to maintain regular contact with employees and continue to check on their current health	CF and HoDs	As required		X
	Visitors to site	Employees who starts to display symptoms whilst in the office are sent home immediately	Support provided as required to any employees affected by Covid-19 or has a member of their household who is affected	CF and HoDs			X
		Employees asked to stay away from site if feeling unwell					X
		Employees should not attend site where a member of their household is displaying signs of Covid-19					X