

Kerry Butcher Accountancy Services

Risk Assessment - COVID 19 Update -12 April 2021

Hazards	What is being done	what else could be done	Person Responsible
Risk of Infection at entrance	<p>No Clients to enter office other than for pre arranged essential meetings - masks to be worn at door by staff and at all times by clients - notice to advise clients of new guidance.</p> <p>Guidance at Entrance to remind of social distance requirements - Books and records still to be left in Entrance Hall</p> <p>Hand sanitiser available - Track and Trace book</p>		<p>Kerry has overall responsibility</p> <p>Tracey, Lira Kerry, Shannon Joe</p>
Staff Working	<p>Remind all staff that masks must be worn when opening door and if closer than 2 metres to other staff - PPE provided by KBA - carry out handwashing regularly and sanitise when handling client books and records.</p> <p>Posters to remind staff of hand washing procedures. Staff to sanitise their desks every day and after each set of books reviewed and before leaving.</p> <p>Sanitiser available in every room with anti bacterial wipes</p> <p>Hand washing and desk cleaning before any food or drink. Breaks to be taken regularly for food to ensure hands are clean and desk cleanliness maintained. Maintain Social distancing with other members of staff in the office using 2 mtres as guidance. Ensure all staff have masks - PPE now provided</p>	<p>Staggered lunch breaks and shifts</p> <p>have now been instigated</p>	<p>Each staff member</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>
Staff Facilities	<p>Disposable masks provided by KBA provided. Posters in each washroom reminding staff of efficient hand washing procedure. Hand sanitiser available in each office, entrance and records office</p> <p>Regular cleaning of washroom facilities on a daily basis. Daily cleaning of kitchen facilities Posters to remind of social distancing</p>		<p>Kerry</p> <p>Kerry/Tracey/ Shannon</p> <p>Kerry/Tracey/ Shannon</p> <p>Tracey/Lira/Kerry Kerry/Sarah</p>
Client Meetings	<p>Majority of client meetings to be carried out over telephone. Any vital meetings to be held in meeting room - sanitise before and after each meeting - do not invite clients to use toilet facilities unless essential. Takeaway cups provided for hot drinks or client use mugs only.</p>		<p>All staff</p>
Maintaining Hygiene	<p>Deep cleaning of office to be completed every 7 days</p> <p>Wiping of all light switches, handles and surfaces daily Staff crockery to be sterilised regularly and washed in hot water after each use - staff now have own mugs Paper towels only to be used for hand drying. Dish drying cloths to be changed each day. Teatowels changed each day. Reminding all to stay alert and be aware of potential risks.</p>		<p>Paula Durrant</p> <p>Tracey /Kerry</p> <p>Tracey/Sarah /Kerry</p> <p>Kerry</p>