



DUNCAN & TOPLIS  
CORONAVIRUS  
RISK ASSESSMENT FINDINGS  
AUGUST 2020



#weareduncantoplis

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## Introduction

As an employer Duncan & Toplis are committed to protecting and safely managing our team members, clients and visitors when working in or attending our offices.

During a serious viral epidemic or pandemic such as the coronavirus, the firm's overall aim is to encourage our team members to carry on as normal as possible if they are well, while taking additional precautions to protect them from exposure to infection and to lessen the risk of spread to others.

A critical part of this process is a risk assessment which must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this is not possible, control the risk

The Coronavirus Task Team (CTT) was formed in early March 2020 and is made up of Adrian Reynolds (Managing Director), Damon Brain, Director, Nicholas Smith, Head of Tax/Director and Heidi Thompson, HR Director.

In conjunction with Cope Safety Management the CTT have agreed and introduced a Covid-19 Risk Assessment for the firm. This risk assessment supports the levels of risk assessed pre and post controls. The findings of this risk assessment are set out below.

## Risk Assessment Findings

- A safe system of work is in place and communicated to all team members
- We are following government guidance and will continue to do so
- Our team members are working from home or safely within our offices.
- Occupancy levels at each office will be maintained to a safe level to allow for social distancing.
- Any visitors to our offices are subject to a strict social distancing policy and in line with our health and safety and social distancing policy.

## Duncan & Toplis Risk Assessment (Covid-19) Findings

- Those working within the office are following clear social distancing and hygiene rules in line with government guidance
- We have clear hygiene and cleaning procedures in place in each office and provide necessary PPE / sanitiser in line with government guidance
- We are encouraging the use of virtual conferencing systems to meet internal and client needs. Where meetings do take place, these are managed in line with social distancing and current government guidance.
- We have a clear policy in place to manage team members who are shielding and those that have underlying medical conditions
- We are encouraging team members to travel to work alone and allowing flexibility of start /finish times if public transport is required.
- Team members experiencing the symptoms of coronavirus are advised to stay at home, self-isolate and follow current guidance.

