**Name of Client:**

**Address:**

**Date:**

**Contact Number:**

**Email Address:**

**Assessment completed by: Job title/role:**

**Reviewed by: Job title/role:**

**Date of next scheduled review:**

| **Risk title**  | **Description & consequence** | **Steps to be Taken by Queens Court Chambers**  | **Questions to be Answered by Client**  |
| --- | --- | --- | --- |
| 1. Spread of COVID-19 to clients or visitors
 | This will result in multiple individuals (partners, staff, visitors/clients and contractors) becoming infected and possibly seriously or fatally ill  | Any outdoor events to take place following social distancing and limited to 30 people Indoor events no to take place (to be reviewed in October 2020)Face-to-face meetings discouraged with conference calls to be used insteadUpper limit on meeting numbers determined by available room sizeMeetings staggered so no congestion possibleSeats removed from meeting rooms to ensure physical distancing Enhanced cleaning regime, including before/between/after each individual meetingSanitation products (hand sanitiser, cleaning wipes) available inside each meeting room No catering/refreshments offered inside meeting rooms Pre-meeting notification (if possible) sent to all attendees asking them to stay away if feeling unwellOPTIONAL: Temperature checks at building entrance will keep away any external attendee with an elevated temperaturePhysical distancing in place in reception/waiting area1hour upper limit on meetings strongly advised and communicated No cloakroom service – visitors should look after their own personal items  | 1. Have you been diagnosed with COVID - 19? If so, when were you diagnosed?
2. Have you had any symptoms of COVID-19? If so, how long ago did you start to see these symptoms?
3. Have you been in contact with anyone who may have had COVID-19 or have had any symptoms of COVID-19? If so, how long ago?
4. Do you consider yourself as a vulnerable person or have you been categorised as high risk in accordance with the Governments’ guidelines of COVID-19? If so, please provide details. If you are unsure, please see [guidance here](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19).
5. Have you read our COVID-19 Risk Assessment on our website? Please see [link attached](http://www.queenscourtchambers.co.uk/covid-19).
6. Have you read the Government guidance on meeting people outside your household? Please see [link attached](https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july).
 |

**STATEMENT OF TRUTH**

I hereby certify that the information I have provided is true to the best of my knowledge. I understand that the information that I have provided is solely for the purposes of Queens Court Chambers carrying out a risk assessment for COVID-19 and these details will be held in accordance with the privacy notice\* below. Should Queens Court Chambers believe that I may have come into contact with someone suspect of COVID-19, I give them permission to contact me and understand it may be necessary to pass on my details to an authorised government body in order to prevent the further transmission of COVID-19.

**FULL NAME:**

**SIGN:**

**DATE:**

**\*Privacy Notice**

Information provided to Queens Court Chambers and its members is used solely for the purpose of Queens Court Chambers carrying out a risk assessment for COVID-19. Any personal data you provide me with may be retained/stored electronically in accordance with GDPR regulations and the Data Protection Act 2018.