

Background

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.

The purpose of this Risk Assessment is to identify sensible measures to control risks in the workplace relative to the Coronavirus. It is to be updated as required in the light of new advice from HM Government and as changed circumstances require.

This version has been created by reference to guidance issued by H.M Government to 24.5.20 and information issued by the NHS and Health and Safety Executive to that date.

What are the hazards?	Who might be harmed	Controls Required	Additional controls/Actions	Action by whom?	Action by when?	Done
Transmission of Coronavirus (SARS-CoV-2); Contraction of the related disease COVID-19. <i>Coronavirus infection usually occurs through close contact with a person with novel</i>	<ul style="list-style-type: none"> • Staff • Visitors to our premises • Clients • Cleaners • Contractors • Vulnerable groups – Elderly, Pregnant workers, those with existing • underlying health conditions 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Encourage employees to catch coughs and sneezes in tissues to avoid coronavirus transmission via airborne droplets. Promote <i>Catch it, Bin it, Kill it</i> message and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with soap and water & the importance of proper drying with disposable towels or electrical dryers.</p> <p>Action: Post signs around the building reminding staff to wash their hands regularly for 20 seconds using soap and water</p> <p>Action: Email hand washing instructions to all staff. Post notices with instructions.</p> <p>Action: Distribute stock of disposable paper towels to toilets and kitchen (<i>NOTE: current PHE guidance (19.5.20) promotes use either of paper towels or electrical dryers</i>).</p>	RLG/VGJ	19.5.20	y
				RLG/VGJ	19.5.20	y

<p>coronavirus via coughs and sneezes or hand contact. A person can also be infected by touching contaminated surfaces if they do not wash their hands. (Source:NHS)</p>	<ul style="list-style-type: none"> • Anyone else who physically comes in contact with you in relation to your work 	<ul style="list-style-type: none"> • Gel sanitisers in any area where washing facilities are not readily available • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use, to help reduce the spread of coronavirus (COVID-19) by contact.</p>	<p>Action: post signs around the building with <i>Catch it, Bin it Kill it</i> messaging.</p> <p>Action: remind staff via email of general PHE guidance at https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>Action: Tissues are made available throughout the workplace.</p> <p>Action: Provide gel sanitisers (min 60% alcohol content)</p> <p>Action: provide a stock of emollient cream for staff for personal use, distributed around the building.</p> <p>Regular and effective cleaning of high use contact points such as telephone equipment, door pushes, light switches, reception desk, flush handles, taps and kettle, using appropriate cleaning products and methods; Special attention to shared spaces including kitchen and toilets.</p> <p>Action: Share Risk Assessment with cleaner; ensure cleaning materials are placed at areas of high use to facilitate supplemental cleaning/ disinfecting throughout the day by staff.</p>	<p>RLG</p> <p>RLG/VGJ</p> <p>RLG/VGJ</p> <p>VGJ</p> <p>RLG/VGJ</p> <p>VGJ</p>	<p>28.5.19</p> <p>5.6.20</p> <p>19.5.20</p> <p>ALREADY IN PLACE</p> <p>GELS IN PLACE, REPLACEMENT STOCK DEPLOYED 5.6.20</p> <p>9.6.20</p>	<p>y</p> <p>y</p> <p>y</p> <p>y</p> <p>y</p> <p>y</p>
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			<p>Action: review policy as circumstances change, particularly when decisions are being taken to (a) recall furloughed workers (b) invite clients and other visitors into the building (c) reduce home working - and in the light of any then current official guidance</p>	PARTNERS	ONGOING	y
			<p>In particular consider additional controls including implementing a partial “one way system” if prudent when numbers in the office increase; provision of suitable screens once the public are permitted to enter the building and to enable continued provision of safe work space if 2m distancing between workstations becomes impracticable in certain locations.</p>	PARTNERS	REVIEWED 15.6.20 (SEE BELOW)	Y
			<p>Review whether there should be any changes to work schedules such as start & finish times, shift patterns, working from home etc. to reduce number of workers on site at any one time.</p>	PARTNERS	ONGOING	y
			<p>Actioned steps Screen for reception desk installed.</p>	VGJ	15.6.20	y
			<p>Action: post signs warning against congregating where this may be liable to happen. Replaced by No Standing Zones in Reception and outside Kitchen.</p>	RLG	15.6.20	y
			<p>Action: Tape mark floor at “pinch points”</p>	RLG	3.6.20	y

		<p>Social Distancing Social Distancing -reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England</p> <p>Social distancing also to be adhered to in “shared areas” – Reception, corridors, stairwells, kitchen area.</p> <p><i>Note: Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. (HMG Guidance)</i></p> <p>PPE Public Health England guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p>Face Coverings</p> <p>Note: Cabinet Office guidance updated 24.6.20 states:</p> <p><i>If you can, you should [] wear a face covering in [] enclosed public spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas. You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.</i></p> <p><i>Evidence suggests that wearing a face covering does not protect you. However, if you are infected but have not yet developed symptoms, it may provide some protection for others you come into close contact with.</i></p>	<p>Fixed teams and partnering: the firm is structured into separate departments and “fixed team” working is therefore an established pattern. Contact between members of the different departments is generally limited to incidental contact in offices and shared areas and is addressed by the general Social distancing controls.</p> <p>Action: Avoid wherever possible meetings across departments. Observe social distancing in all meetings (such as Partners’ meetings).</p> <p>Action: Acquire a stock of approved disposable face coverings for staff to use if they wish</p> <p>Action: if an employee chooses to wear a face covering, refer to the detailed PHE guidance regarding fitting, use, cleaning etc.</p> <p>Action copy staff in link to on latest government guidance “Staying Safe Outside Your Home” https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home</p> <p>Action: Communicate the following guidance to all staff:</p> <p>Face coverings will be available for staff and clients from LAA on Reception. Staff will not be required to wear masks unless they wish to do so and/or social distancing cannot be maintained. Staff must wear face coverings when attending care homes, hospitals or vulnerable clients at home or elsewhere. Staff are responsible for wearing their own face coverings on public transport in accordance with government guidance..</p>	PARTNERS	ALREADY IN PLACE	Y
				PARTNERS	ONGOING	Y
				RLG	8.6.20	Y
				RLG	10.6.20	Y
				RLG	26.6.20	Y

		<p><i>Face coverings do not replace social distancing.</i></p> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>The RIDDOR reporting procedure must be followed in the circumstances set out in HSE guidance here: https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</p> <p>Partners will maintain regular contact with staff members during this time.</p> <p>Guidance on cleaning in these circumstances can be found here: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Persons should not share vehicles, where suitable distancing cannot be achieved.</p> <p>Mental Health</p> <p>The Partners are aware of the importance of the emotional health and well being of their staff. They will offer an open door policy and whatever support that they can to those working by way of regular emails, WhatsApp and telephone calls to those working from home.</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>				
			<p>Actions: Internal communication channels and cascading of messages be carried out regularly to reassure and support employees in a fast changing situation.</p>	PARTNERS VGJ		Y
			Partners will offer support to staff who are affected by Coronavirus or has a family member affected.	PARTNERS		Y
			Regular communication of mental health information and “open door” policy (within the bounds of social distancing) for those who need additional support.	PARTNERS		Y

		<p>Temperature gun a temperature gun will be available to staff to be able to take the temperature of people visiting the building should they feel the need to do so. If anyone has a temperature over 37.8 they will be required to leave the building immediately. Staff may also feel unwell during the day. Should they present with a temperature over 37.8 then they will be asked to go home immediately.</p> <p>Reception Inner reception door to be fitted with an electronic entry system to allow receptionist/staff to control who enters the building. This will enable social distancing in reception to be maintained and A Perspex screen to be placed around reception to protect receptionist from public and visitors. Metal tray placed on small table in reception for clients to drop off documents without having to approach reception and breach Perspex screen.</p> <p>Appointments Clients should be encouraged not to come into the building unless they have an appointment. Clients should still be encouraged to use zoom, skype and WhatsApp for appointments where possible. This may not be possible and the client may have to/wish to attend the office. Clients dropping into the building without an appointment should be discouraged. Where a client needs to attend the office then from 15th June appointments can be made but these will be limited to conference room 1 only. Two appointments per day; between 10am-12pm and 2pm-4pm. Clients should not be kept waiting in reception and should be taken straight into con room 1. Clients coming to sign documents should be by appointment only. Home visits may be available in certain circumstances but these need to be considered on a case by case basis</p>	<p>Action: Temperature gun acquired</p> <p>Action: Electronic entry system installed, fobs issued to staff.</p> <p>Action: Perspex screen installed</p> <p>Action: Metal tray put in place</p> <p>Action: Policy to be communicated to all staff.</p>	<p>VGJ</p> <p>VGJ</p> <p>VGJ</p> <p>VGJ</p> <p>RLG</p>	<p>19.6.20</p> <p>15.6.20</p> <p>15.6.20</p> <p>18.06.20</p> <p>26.6.20</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>y</p>
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<p>Specific risks arising from the partial re-opening of the office from 15.6.20</p>	<p>As above</p>	<p>with the fee earner and should not be suggested to clients as a given. Fee earners should make sure that they are compliant where identifying the client is concerned. They should request the client show them their ID while on a video call and this should be checked against the ID that the client emails and followed up with the Lexisnexis ID check to verify. In cases where fee earners do not see clients on a video call then they must meet them once to check their original ID.</p>				
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