

COVID-19 Risk Assessment

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Date of next scheduled review: 16 August 2020

Risk	Description & consequence	Mitigation	Action by who and by when?
<p>Spread of COVID-19 in the firm</p>	<p>This will result in multiple individuals (partners and staff) becoming infected and possibly seriously or fatally ill</p> <p>Vulnerable workers could be worst affected</p>	<p>Most partners and staff (where possible) to work from home</p> <p>Take steps to reduce the number of people on site at any one time</p> <p>Set an upper occupancy limit of 36 for our offices (30 5th floor, five 6th floor and 1 receptionist ground floor) at any time.</p> <p>Desks removed (or desks labelled not to be used) to encourage physical distancing and to avoid face to face working</p> <p>Partners and staff reminded regularly of social distancing both in the workplace and outside of it</p> <p>Putting in place social distancing measures in communal areas including kitchen and external smoking areas</p> <p>One way system introduced in corridors and stairway with appropriate signage</p> <p>Number of persons using each lift limited to just one with appropriate signage</p> <p>No one feeling ill will be allowed to come to work</p> <p>Enhanced cleaning regime, including for toilets and frequent touchpoints such as door handles and locks, copiers, reception area using appropriate cleaning products and methods</p> <p>Doors propped open during normal working hours</p> <p>Hand washing awareness: wash hands on a regular</p>	<p>To be achieved by July 13th</p> <p>LDA to arrange by July 13th</p> <p>LDA to arrange corridor one-way system by July 13th</p>

		<p>basis for 20 secs with water and soap and dry with disposable towels. Wash on arrival and on leaving. See the NHS guidance</p> <p>Sanitation products (hand sanitiser, cleaning wipes) widely available. A 'cleaning pack' will be available on each shared desk and staff asked to clean the desk and equipment before and after use</p> <p>Users of shared desks encouraged to bring in their own keyboard and mouse and only use their own office phone and stationery</p> <p>Partners and staff reminded to catch coughs and sneezes with tissues or inside of the upper arm</p> <p>Communication and awareness-raising posters referring to the above measures</p>	LDA to provide by July 13th
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	<p>Face-to-face meetings discouraged with conference calls to be used instead</p> <p>Upper limit on meeting numbers: Interview rooms maximum 3; Conference room maximum 4</p> <p>Meetings staggered so no congestion possible</p> <p>Seats removed from meeting rooms to ensure physical distancing</p> <p>Enhanced cleaning regime, including before/between/after each individual meeting</p> <p>Sanitation products (hand sanitiser, cleaning wipes) available inside each meeting room</p> <p>No catering/refreshments offered inside meeting rooms</p> <p>Pre-meeting notification (if possible) sent to all attendees asking them to stay away if feeling unwell</p> <p>Physical distancing in place in reception/waiting area</p> <p>No cloakroom service – visitors should look after their own personal items</p>	<p>LDA to arrange by June 29th</p> <p>LDA to arrange by June 29th</p>
COVID-19 case (suspected) in our offices	This may result in the individual staff member experiencing medical distress on-site and	If anyone becomes unwell with a new continuous cough, a high temperature or loss of sense of smell or taste in the workplace, they will be sent home and advised to follow the stay at home guidance	

	could increase the risk of onward transmission of the virus among other people with whom the individual has been in proximity	<p>Everyone in the relevant office to be informed</p> <p>Partners and managers to increase the frequency of contact with those they supervise during this time</p> <p>Majority of people instructed to work from home</p> <p>Reemphasise that no-one feeling ill is allowed to come to work</p> <p>Maintaining up-to-date contact information (including emergency contacts) for all partners and staff</p> <p>If advised that a member of staff or visitor has developed COVID-19 and was recently on the premises the management team will ask the local public health authority for advice, identify people who have been in contact with them and take on any actions or precautions</p>	
COVID-19 transmission via communal resources or areas	This may result in increased risk of transmission, including to/from clients and visitors	<p>Marketing material (brochures and literature), newspapers and magazines removed from client reception area</p> <p>Instructions to clean hands before and after using a library book</p>	
COVID-19 transmission via mail/packages	This may result in increased risk of transmission by handling of objects	<p>Partners and staff advised to clean their hands after handling mail/post delivered to their desk</p> <p>Partners and staff advised not to order personal items to be delivered to the office</p>	
Mental health problems and poor wellbeing	This may result from increased stress caused by home-working and the lockdown, potential bereavements, increased caring responsibilities, elevated incidence of anxiety and depression associated with isolation, concerns about personal and family circumstances and job security	<p>Signpost to LawCare resources and the Law Society's mental health resources</p> <p>Increase volume of guidance materials and resources available</p> <p>Adjust policies around home working and leave-taking to support working parents</p> <p>Regular internal communications from senior leadership emphasising self-care and regular and inclusive communication. The emphasis should also be on honesty and transparency about the difficulties the firm is facing and how to best manage these together</p>	

		<p>Regular communication of mental health information and an open-door policy for those who need additional support</p> <p>Provide assurance over measures taken to protect employees' health and safety</p>	
Public transport virus transmission	Crowded and unsanitary conditions on public transport services	<p>Consideration will be given to those individuals who feel that they cannot travel safely to/from the office</p> <p>Introduce an interest-free loan/subsidy scheme that makes buying a bicycle very cost-effective and provide ample space for cycle storage on-site</p> <p>If staff members need to travel (for example to courts or to do site visits) they should not share vehicles or taxis, unless suitable distancing can be achieved</p>	LDA to look into cycle schemes and to ask landlord to provide additional cycle storage by July 13th
Non-compliance with government regulations	Risk that a member of the firm ignores firm's guidance	<p>Communicate the importance of the adherence to the rules</p> <p>Stricter enforcement of rules against people continuing to attend the office while feeling unwell</p>	