

Guile Nicholas COVID-19 Risk Assessment

Assessment completed by: Omiros Nicholas

Job title/role: Director / COLP

Reviewed by: Job title/role: Andrew Guile

Approved by Job title/role: Director / COFA

Date last updated: 01/07/20

Date of next scheduled review: 01/08/20

Risk title	Description & consequence	Mitigation	Action by who and by when?
Spread of COVID-19 in the firm	<p>This will result in multiple individuals becoming infected and possibly seriously or fatally ill</p> <p>Vulnerable workers could be worst affected¹</p>	<p>Most staff (where possible) to work from home</p> <p>Take steps to review work schedules including start and finish times/shift patterns, to reduce the number of people on site at any one time</p> <p>Set an upper occupancy limit of X% for our offices at any time</p>	<p>All aspects listed in the mitigation column have been fully considered and addressed in our recovery plan</p> <p>Drafted by the COLP / Risk Manager and agreed by the Management Team</p> <p>Training has been given (11/06/20) and is due 02/07/20</p>

¹ Essential services workers need to be identified and a separate risks analysis considered for them, such as mail, document production/reprographics, reception and cleaning staff. Enhanced safety measures for these groups should be considered (e.g. plexiglass screens, enhanced cleaning, etc.)

Risk title	Description & consequence	Mitigation	Action by who and by when?
		<p>Desks / work areas allocated to ensure physical distancing</p> <p>Closure of all kitchen areas (other than for hand cleaning)</p> <p>No one feeling ill will be allowed to come to work</p> <p>Communication and awareness-raising posters referring to the above measures</p> <p>Enhanced cleaning regime, including for toilets and frequent touchpoints such as door handles, light switches, reception area using appropriate cleaning products and methods</p> <p>Hand washing awareness: see the NHS guidance</p> <p>Sanitation products (hand sanitiser, cleaning wipes) widely available. Consider providing a 'cleaning pack' for staff with hand gel, wipes etc</p> <p>Reminding everyone of the public health advice through posters, leaflets and other materials made widely and prominently available: see the government guidance</p>	

Risk title	Description & consequence	Mitigation	Action by who and by when?
Spread of COVID-19 to clients or visitors	This will result in multiple 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 determined by available room size</p> <p>Meetings staggered so no congestion possible</p> <p>Seats / tables arranged in 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>2-hour upper limit on meetings strongly advised and communicated</p>	

Risk title	Description & consequence	Mitigation	Action by who and by when?
		No cloakroom service – visitors should look after their own personal items	
COVID-19 case (suspected) in our offices	This may result in the individual staff member experiencing medical distress on-site and could increase the risk of onward transmission of the virus among other people with whom the individual has been in proximity	<p>If anyone becomes unwell with a new continuous cough, a high temperature or loss of sense of smell in the workplace, they will be sent home and advised to follow the stay at home guidance</p> <p>Everyone in the relevant office to be informed</p> <p>Directors 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>Record keeping on who is in and where in the office on a given day to aid potential contact-tracing efforts and processes</p>	

Risk title	Description & consequence	Mitigation	Action by who and by when?
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>Libraries (if applicable) to develop a special protocol for cleaning all books, journals and other publications held in the open</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 mail/packages	This may result in increased risk of transmission by handling of objects	<p>Cleaning protocol is in place for all incoming mail and courier packages</p> <p>Staff advised to clean any mail/post items delivered to their desks (wet wipes to be provided)</p>	
COVID-19 transmission due to poor ventilation	Poor ventilation can lead to stagnant air which can increase the risk of transmission/infection. Good ventilation helps reduce the risk of transmission/infection.	<p>43/Tring – open windows in all areas to allow air flow; doors too where appropriate.</p> <p>2A – use the aircon at all times (in accordance with HSE guidance). Open windows in AG’s room and back door where possible.</p>	<p>43/Tring – staff present to open windows/doors.</p> <p>2A – reception staff (only – to reduce the risk of transmission/infection) to open windows, doors and operate aircon units.</p>

Risk title	Description & consequence	Mitigation	Action by who and by when?
Mental health problems and poor wellbeing	<p>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> <p>Staff members of BAME background may feel more uncomfortable coming back into the office</p>	<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>Raise awareness on any Employee Assistance Programme (EAP) offering access to additional resources and support</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>	
Ergonomic injuries	Insufficient chairs, screens, footstools, desks etc. may be available in the office	HSE checklist to be completed on ergonomics	

Risk title	Description & consequence	Mitigation	Action by who and by when?
	<p>It may be difficult to perform workspace risk assessments whilst maintaining physical distancing or if people sit in different locations each time they are in the office</p>	<p>Where possible, people to be asked to bring their more portable ergonomic equipment (such as keyboards, wrist supports or mice) with them when working in the office</p>	
<p>Public transport virus transmission</p>	<p>Crowded and unsanitary conditions on public transport services</p>	<p>Individuals who feel that they cannot travel safely to/from the office will not be required to do so unless necessary.</p> <p>Cycle to work scheme offered without uptake – to remain available</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>	
<p>Car/bike park virus transmission</p>	<p>Narrow spaces in the firm's carpark or bicycle storage area may elevate the risk of person-to-person transmission</p>	<p>N/a</p>	

Risk title	Description & consequence	Mitigation	Action by who and by when?
Safety and security at building entrance	There is a risk that individuals waiting for extended periods of time at building entrances due to physical distancing experience adverse weather-related health impacts or could be subject to opportunistic crime/harassment	Staggered arrival times for those attending the office should limit congestion	
COVID-19-related stigma and harassment	Risk that there is an increase in targeted harassment or stigma directed at individuals who have been ill or are from a specific ethnic background	<p>Reporting channels to permit investigation and where proven appropriate misconduct procedures followed</p> <p>Directors and managers to offer support to staff who are affected by COVID-19 or have a family member affected</p> <p>Review the organisation's bullying and harassment policy and remind managers of it</p> <p>Publish or signpost colleagues to facts about COVID-19 to dispel myths</p> <p>Ensure senior figures in the organisation issue and support messages about values and diversity and inclusion</p>	

Risk title	Description & consequence	Mitigation	Action by who and by when?
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>	