



Glaisyers Solicitors LLP

COVID-19 Office Risk Assessment

Assessment completed by:	Name / Date
Reviewed by:	Luis Fernandez Risk Management Consultant AJG International
Approved by:	Luis Fernandez on 24 th July 2020
Date last updated:	23 rd July 2020
Date of next scheduled review:	1 st September 2020

Key Individuals mentioned throughout this document within the Actioned by who and by when column:

SXR – Susan Rocca, Partner and Practice Manager

CMS – Carolyn Smith, Assistant Practice Manager

SCE – Sean Edwards, Business Analyst

DRJ – David Jones, Partner, Head of Commercial Litigation

DXM – David Marlor, Partner, Head of Property

ALL – Collection of all 5 staff members

Thank you for supporting and respecting our workspace safety guidelines. If you require further support please contact our management team on 0161 832 4666 or email enquires@glaisyers.com

COVID-19 – Summary and Symptoms

COVID-19 is a new illness as of March 2020, that can affect your lungs and airways. It's caused by a virus called coronavirus.

The main symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough and a loss or change to your sense of smell or taste.

To help stop the spread of coronavirus (COVID-19), avoid close contact with anyone you do not live with and wash your hands regularly.

Staying COVID secure – our commitment

- We recognize the risk posed by Coronavirus (COVID-19) to our employees, their families and those who use our services. Control measures to minimize the risk of infection and the transmission of the virus are provided in this risk assessment.
- We will ensure, as far as is reasonably practicable, the health, safety and wellbeing of our employees and others.
- We will share this risk assessment and its findings with employees and consult on its contents
- We will continue to comply with all relevant health and safety legislation.

Routes of entry	Generic sources of infection
<p>Inhalation of droplets / aerosols (coughs, sneezes etc.)</p> <p>Introduction through contaminated hands / fingers via mucous membranes (eyes, nose, mouth)</p> <p>Access for virus via broken skin / open wounds / cuts</p> <p>Splashes of body fluids containing virus into mucous membranes (eyes, nose, mouth)</p>	<p>Direct transmission. Other people with virus in close proximity – <i>person to person (hand to hand, hand to mouth, hand to body), airborne (coughing, sneezing)</i></p> <p>Indirect transmission. Contaminated surfaces / equipment – <i>hands and hand contact surfaces, food and food contract services, clothing and bed linen, waste.</i></p>

General Risk Assessment					Area/Activity/Machine: Re-occupation of Office Premises following COVID- 19 Lockdown					
Hazards	Who is affected and how	Risk			Existing Controls (measures already in place)	Residual Risk			Additional controls to be done (things to be implemented)	Actioned by who and by when?
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Spread of COVID-19 in the firm	This will result in multiple individuals (partners / directors and staff) becoming infected and possibly seriously or fatally ill. Vulnerable workers (including the BAME community and pregnant mothers) could be worst affected.	5	5	25	Most Partners and staff (where possible) to work from home	3	2	6		All 1 st July 2020
					Take steps to review work schedules including start and finish times/shift patterns, to reduce the number of people on site any one time	3	2	6		
					Set an upper occupancy limit of 70% for our offices at any time	3	2	6		
					Desks spaced to encourage physical distancing	3	2	6		
					Closure of kitchen / communal areas	3	2	6	Putting in place social distancing markers and measures in communal areas including kitchens and shared areas. A max occupancy of one person at a time will take place in our business hubs, kitchens and postroom. If the communal areas are kept open then there must be sanitising facilities available to clean everything down after each use.	
					Staff training and on-going personal development	2	1	2	Due to social distancing measures, it is no longer feasible to run classes and/or workshops for training purposes. Microsoft teams has been made available to all staff as a communication and training tool so we can continue to remotely work together. Social distanced considerations are to be made for shared screen facilities in the office for requirements such as video conferencing.	

Date: 1st July 2020

Likelihood

Severity

Total Risk = Likelihood x Severity

Reviewed by:

(chance of injury occurring)

(nature of injury)

1. No chance
2. Unlikely
3. Possible
4. Likely
5. Definite

1. Minor injury – no time off work
2. Minor injury – time off work
3. Injury resulting > 7 days off work
4. Major injury
5. Fatality

Likelihood of the hazard happening	Severity of the potential injury/damage				
	Insignificant damage to Property, Minor Injury	Non-Reportable Injury, minor loss of Process or slight damage to Property	Reportable Injury, moderate loss of Process or limited damage to Property	Major Injury, Single Fatality, critical loss of Process/damage to Property	Multiple Fatalities, Catastrophic Loss of Business
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Spread of COVID-19 in the firm cont.					No one feeling ill / unwell will be allowed to come into our office premises to work.	3	3	9	<p>Enhanced cleaning regime, including for toilets, kitchen areas and frequent touchpoints such as door handles, light switches, Reception area using appropriate cleaning products.</p> <p>Those that contract COVID-19 on-site should be isolated in the building and 111 should be called to support that/those individuals. A two-stage deep clean should be organised with professional cleaners for the individuals working area and floor.</p> <p>Staff are to wash their hands for 20 seconds and also refer to the current NHS safety guidelines here: NHS guidance</p> <p>Sanitation products (hand sanitiser, cleaning wipes) widely made available. Consideration of 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>	
					Communication and awareness-raising posters referring to the above measures will be electronically provided to staff as well as be physically placed around the office.	1	2	2		
					Office cleaning schedule	3	3	9		
					Personal hygiene and hand washing awareness against COVID-19	3	3	9		
					Fire Drills and Evacuation Plans	5	2	10		

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Spread of Legionella in the building	On-site workers contracting legionella, a pneumonia-type illness called Legionnaires' disease, which can cause a flu-like illness called Pontiac Fever.	5	2	10	Water service / pumps / tank is managed by the buildings landlord	4	2	8	Office and building have continued to be open since March 1 st 2020.	All 1 st July 2020
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.	5	4	20	No face to face events permitted on-site	5	2	10	Face to face meetings discouraged with conference calls / video conferencing to be used instead	All 1 st July 2020
									Meeting room occupancy levels halved determined by available room size	
									Meeting end and start times to be staggered by 15 minutes so no congestion possible. Virtual booking system provided.	
									Non-required seating removed from meeting rooms to ensure physical distancing	
									Enhanced cleaning regime, including before/between/after each individual meeting	
									Sanitation products (hand sanitiser, cleaning wipes) available inside each meeting room	
									No catering/refreshments offered inside meeting rooms	

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Spread of COVID-19 to clients or visitors cont.								Pre-meeting notification (if possible) sent to all attendees asking them to stay away if feeling unwell		
								One hour upper limit on meetings strongly advised and communicated		
								Physical distancing in place in Reception / waiting area		
								No cloakroom service – visitors should look after their own personal items		
								Access to our office in Manchester is maintained by the landlord who has confirmed that the building access is closed apart from post-deliveries. Other considerations from them include: <ul style="list-style-type: none"> - Hand sanitiser stations - Doors propped open to minimise physical contact - Reminder stickers and posters throughout the building 		
					Air conditioning	3	2	6	Confirmation received from our landlord stating that the air conditioning system can run without creating any additional risk	
COVID-19 case (suspected) in the office	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	5	4	20	Staff wellbeing procedures	5	3	15	If anyone becomes unwell with a new continuous cough, a high temperature or loss of sense of smell in the workplace, they will be assisted and notified through the 111 NHS service. Advice and guidance provided through this will be strictly adhered to. Everyone in the office at the time of awareness will be notified.	All 1 st July 2020

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COVID-19 transmission via communal resources or areas	people with whom the individual has been in proximity.	5	4	20		2	2	4	Partners / directors and managers to increase the frequency of contact with those they supervise during this time to help support their staff.	All 1 st July 2020
					Re-emphasise that no one feeling ill is allowed to come to work.					
									Maintain up-to-date contact information (including emergency contacts) for all partners and staff	
									Records to be kept on who is in and where in the office on a given day to aid potential contact-tracing efforts and processes.	
					Communal area hygiene considerations				Marketing material (brochures and literature), newspapers and magazines removed from client reception area	
	This may result in increased risk of transmission, including to/from clients and visitors								If advised that a member of staff or visitor has developed COVID-19 and was recently on the premises the management team will adhere to the latest government guidelines to take any actions or precautions.	
COVID-19 transmission via mail/packages	This may result in increased risk of transmission by handling of objects	5	4	20	Receiving and handling mail and packages procedures when in the office	5	2	10	Staff advised to clean any mail/post items delivered to their desks (wet wipes provided in central team areas).	All 1 st July 2020

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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 incidents of anxiety and depression associated with isolation, concerns about personal and family circumstances and job security	5	4	20		4	3	12	Post room team are provided with disposable rubber gloves and are to use them when dealing with/handling daily arrival of post and packages	All 1 st July 2020
					Employee health and safety procedures and Employee Assistance Programme (EAP)				Increase volume of guidance materials and resources available	
									Raise awareness of any Employee Assistance Programme (EAP) offering access to additional resources and support	
									Flexibility around home working and leave-taking to support working parents / those who are dependant carers.	
									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.	
									Regular communication of mental health information and an open-door policy for those who need additional support.	
									Provide assurance over measures taken to protect employees' health and safety	

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Mental health problems and poor wellbeing cont.								Staff who fall ill with COVID-19 and fully recover after self-isolating are to be checked with regularly after returning to work to ensure they are not overburdened physically or mentally. The relevant department / team for their work is to provide support and cover during this period.	All 1 st July 2020	
Ergonomic injuries	Insufficient chairs, screens, footstools, desks etc. may be available in the office (as a large proportion of these could have been taken home by staff)	3	3	9	Risk assessments	3	2	6	Self-administered workplace risk assessment to be undertaken by each staff member (if not already) Where possible, people will be asked to bring their more portable ergonomic equipment (such as keyboards, wrist supports or mice) with them when working in the office.	All 1 st July 2020
	Office facilities and desks	3	3	9	Hot desk setup	2	3	6	Hot desking facilities to be revised and to follow social distancing guidelines where staff must sit either side to side or back to back, 1 to 2 metres apart. Desk setup should not leave staff being face-to-face without plastic screens as separators. Face coverings to be used as per government / NHS guidelines.	
Public transport virus transmission	Crowded and unsanitary conditions on public transport services	5	4	20		5	3	15	Staff encouraged to follow the latest government guidelines when in need of utilising public transport. As of 1 st July 2020, face coverings were made mandatory for everyone who is travelling on public transport services.	All 1 st July 2020
									Staff encouraged to utilise and maximise the use of on-site office car parking	

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								Introduce an interest-free loan/subsidy scheme that makes buying a bicycle very cost-effective and provide ample space for cycle storage on-site.		
								If staff members need to travel (for example to clients or to do site visits) they should not share vehicles or taxis, unless suitable distancing can be achieved.		
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 have had varying experiences of COVID-19.	3	2	6	Staff wellbeing and disciplinary procedures	2	2	4	Reporting channels to permit investigation and where proven appropriate misconduct procedures followed.	All 1 st July 2020
								Partners and managers to offer support to staff who are affected by COVID-19 or have a family member affected		
								Public or signpost colleagues to facts about COVID-19 to dispel myths.		
								Ensure senior figures in the organisation issue and support messages about values and inclusion		
								Provide staff with visual signposts / aids to display personal sensitivity level to others.		
Non-compliance with government regulations	Risk that a member of the firm ignores firm's guidance	5	3	15		5	2	10	Communicate the importance of the adherence to the rules. Stricter enforcement of rules against people continuing to attend the office while feeling unwell.	All 1 st July 2020

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Office support from first-aiders and fire-marshals	Risk that a member of the firm visiting the office requires first-aid treatment or is in need of notifying a fire-marshal of a fire.	5	3	10	Fire safety and health and safety procedures	5	2	10	Senior staff (of which there is at least one of in the office every working day) briefed on location of first aid / medical supplies and the fire-warden jackets.	All 1 st July 2020

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