

## COVID-19 RISK ASSESSMENT

This form is provided as a guide for the purpose of determining the additional hazards and risks likely to be experienced as a consequence of the COVID-19 (Coronavirus) pandemic by all staff and third parties to enable suitable and sufficient risk control measures for the health and safety of the employee and third parties entering business premises.

Physical Hazards	Risk (H/M/L)	Identified Risk	Control Measure Guidance	Assessor Comments / Adjustments Made
Risk of exposure to the virus from Clients entering business premises	Low	All personnel are at risk from the virus due to Clients entering their workplace. Those that are pregnant, shielding or vulnerable are at an increased risk	<ul style="list-style-type: none"> <li>• Where possible meetings should be conducted remotely</li> <li>• Clients will not be able to freely enter office premises and will instead be greeted at the entry way and, where possible, their query dealt with without access being permitted into the main building</li> <li>• Where Clients do need to enter business premises ie. for a planned appointment, they will be asked on arrival whether or not they have any coronavirus symptoms and denied entry if they do. Those who do not have symptoms will be asked to use hand sanitiser before entering the main building</li> <li>• No more than 2 Clients will be allowed into the main building at any one time. For larger offices a central diary will be used to ensure this is adhered to</li> <li>• Client access will be restricted to the waiting area and interview room/Fee Earner office. They will not be permitted to use the toilet facilities</li> <li>• At the end of the appointment the Fee Earner will escort the Client off the premises and will sanitise the office which has been used</li> </ul>	

			<ul style="list-style-type: none"> <li>In line with Government guidance, face masks will not be provided however those staff that wish to use masks or face coverings will not be prohibited from doing so</li> </ul>	
Risk of exposure to the virus from colleagues or third parties entering business premises eg. for the essential maintenance	Medium	All personnel are at risk of contracting the virus from their colleagues or third parties entering businesses premises eg for essential maintenance works. Those that are pregnant, shielding or vulnerable are at an increased risk	<ul style="list-style-type: none"> <li>Social distancing measures will be adhered to as advised by the Government</li> <li>Minimal personnel will be present in the office at any one time. This will be achieved by home working, where possible, and staggered hours if necessary.</li> <li>Those that are pregnant, shielding or identified as vulnerable will be required to work from home for their own protection where possible.</li> <li>All staff and personnel will be encouraged to wash their hands regularly and for at least 20 seconds</li> <li>Where possible those entering business premises to carry out necessary maintenance work etc will do so outside of business hours.</li> </ul>	
Risk of exposure to the virus as a consequence of personnel moving between offices	Medium	Personnel moving between offices increases the risk of exposure to the virus	<ul style="list-style-type: none"> <li>Where possible all personnel will have one office base</li> <li>Use of meetings via digital means such as video calling will be encouraged and face to face meetings discouraged unless absolutely necessary</li> <li>Where it is essential that personnel from different offices do travel to other offices social distancing measures will be stringently observed</li> </ul>	
Risk of exposure to the virus from	Low	Personnel are at risk from exposure to the virus from	<ul style="list-style-type: none"> <li>All personnel will have access to cleaning materials and will be encouraged to clean their</li> </ul>	

contaminated surfaces or equipment		contaminated surfaces or equipment	<p>own workstations at the start and end of their working day</p> <ul style="list-style-type: none"> <li>• Door handles, hand rails and other regularly touched common surfaces are being disinfected daily by cleaners</li> <li>• Personnel will be encouraged to clean kitchen areas prior to the preparation of food and to wash their hands thoroughly before eating</li> </ul>	
Other Related Factors				
Psychological wellbeing	Low	Personnel may have concerns about their own health, the health and wellbeing of their family members, their financial security etc which could impact their mental and emotional health	<ul style="list-style-type: none"> <li>• Staff will be encouraged to speak to their Line Manger/Head of Department or the HR Manager about any concerns they may have</li> <li>• All personnel have access to an Employee Assistance Programme which provides confidential counselling to both staff members and certain dependents in their household</li> <li>• Personnel will be signposted to appropriate external agencies/charities where appropriate to support their needs</li> <li>• All personnel have access to resources such as webinars relative to managing stress in the workplace, working from home etc</li> </ul>	
Managing workload amongst personnel when others are absent due to illness, self isolating or other reasons pertaining to		Increased physical, mental or emotional pressure may lead to stress which could impact the health and general wellbeing of personnel	<ul style="list-style-type: none"> <li>• Head's of Department will monitor workloads against staffing levels and will liaise with the HR Manager as appropriate to ensure sufficient staffing levels are maintained</li> </ul>	

COVID-19				

**Signed**



Assessor

Date

12/6/2020