RISK ASSESSMENT – WORKING SAFELY DURING CORONAVIRUS

__Note__: This Risk Assessment is based on the document issued by HM Government entitled "Working safely during COVID-19 in offices and contact centres - Guidance for employers, employees and the self-employed 11 May 2020".   The focus for conducting this Risk Assessment is to enable safe working and support workers' health and wellbeing during the COVID-19 pandemic. This Assessment applies to those who are currently in the workplace or about to restart as they cannot work from home and is intended to help businesses think about how to prepare for when office working returns. The government is clear that workers should not be forced into an unsafe workplace.

How to use this risk assessment

Requirement: This assessment is based on the Government guidance which details the requirements the business must meet to comply.

Potential issues: Record issues you identify, whether they be risks to health, well-being, financial or commercial risks to the business.

Initial Risk Rating: Each risk which is identified will need to be assessed by a **High**, **Medium** and **Low** rating

Existing Risk Controls: Record what controls you already have in place to tackle the issue.

Additional Risk Controls: Record the additional risk controls which are needed.

Residual Risk Rating: Reassess the risk with the controls to determine the final assessment.

Company name: Druces LLP

Assessment carried out by: Jo Secker

Date assessment was carried out: 24 June 2020

Reviewed by the firm's Business Continuity Committee on: 25 June 2020

Signed off by Executive Committee on: 25 June 2020

Date of next review: 31 July 2020

		Requirement	Potential Risks	Initial Risk Rating	Existing Risk Controls	Additional Risk Controls	Residual Risk Rating
1.		**WHO SHOULD GO TO WORK?** **Objective:** Everyone should work from home, unless they cannot work from home.	Risk to health and well-being of staff due to spread of Covid-19	**High**	Staff working from home where possible Phased re-opening of the workplace from 1 July. Strict social distancing measures in place Stringent hygiene measures in place Hand sanitizers in place at all entrance/exit points and high touch points Cleaning stations throughout the office Signposting reminding staff about hygiene and social distancing measures Staff reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Staff reminded on a regular basis to follow social distancing guidance	Keep up to date with the Government guidance	**Low**

(a)	**Protecting people at higher risk** **Objective:** Protect clinically vulnerable individuals.	Risk to health and well-being of vulnerable staff due to spread of Covid-19	**High**	High risk or vulnerable staff have been identified and advised to work from home until further guidance issued by the Government Support around mental health and wellbeing provided by the firm and external resources	Keep up to date with Government guidance which may change from time to time.	**Low**
(b)	**People who need to self-isolate** **Objective:** Make sure individuals who are advised to stay at home under existing government guidance and the new Track and Trace system do not physically come to work. Includes individuals who have symptoms of COVID-19 as well.	Risk to health and well-being of staff self isolating due to spread of Covid-19	**High**	Staff members who need to self isolate have been identified and advised to work from home until further guidance issued by the Government. The firm is following guidance relating to statutory sick pay due to COVID-19 The firm is following guidance for people who have symptoms and those who live with others who have symptoms		**Low**

| (c) | **Equality in the workplace** **Objective**: To treat everyone in your workplace equally. | Discrimination in the workplace | **Medium** | Health and safety risks have been assessed for any pregnant staff.

Remote working self assessments have been carried out

Understand and take into account the particular circumstances of those with different protected characteristics

Involve/communicate appropriately with staff whose protected characteristics might expose them to a different degree of risk

Considered whether we need to put in place any particular measures or adjustments to take account of the firm's duties under the equalities legislation.

Making sure steps the firm takes do not have an unjustifiable negative impact on some groups compared to others. | Keep up to date with Government guidance. | **Low** |

| 2 | **SOCIAL DISTANCING AT WORK**

Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites. | Risk to health and well-being of staff due to spread of Covid-19 if social distancing measures not adhered to | **High** | The firm is following the Government's COVID-19 Recovery Strategy and COVID-19 Secure guidelines which can be found on the Government's website www.gov.uk.

Phased re-opening of the office from 1 July 2020.

Voluntary employees in phased re-opening.

No expectation of staff to attend the workplace.

Office to open to larger groups of staff members on a gradual basis whilst still complying with the social distancing guidelines.

Shift patterns, staggered start times, flexible working and an ongoing requirement | Keep under review the guidance in relation to services such as Wills and LPAs.

Where staff travel off-site to see a client, perhaps at home, consider implementing a policy where two staff members should attend, often travelling together, which will not be possible under this guidance.

Consider whether activities need to continue for the business to operate if social distancing measures cannot safely be achieved. | **Low** |

				to work from home has been implemented Strict social distancing measures are in place throughout Salisbury House and the workplace. Taking all mitigating actions possible to reduce the risk of transmission between staff. Using screens or barriers to separate staff from each other Using back to back or side to side working (rather than face to face) wherever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' so each person works with only a few others.		
(a)	**Coming to work and leaving work** **Objective**: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.	Risk to health and well-being of staff due to spread of Covid-19 if social distancing measures or cleaning procedures not adhered to by all staff	**High**	Staff travelling to the office should avoid using public transport and walk, cycle if possible. Staff advised to follow Government guidance and wear a face covering if they need to use public transport Shift patterns, staggered start times, flexible working and an ongoing requirement	Keep under review guidance provided by the Government in relation to using public transport and keep staff informed of any changes	**Medium**-**Low**

				to work from home has been implemented Hand sanitisers on all entry/access points and signage to remind staff of hand washing and hygiene regimes		
(b)	**Moving around buildings and worksites** **Objective**: To maintain social distancing wherever possible while people travel through the workplace.	Risk to health and well-being of staff due to spread of Covid-19 if social distancing measures or cleaning procedures not adhered to by all staff	**High**	Floor markings and signage for safe social distancing throughout the office Non essential movement around the office has been discouraged The use of email and telephone has been encouraged Social gatherings not permitted and if speaking with other members of staff, safe social distancing will be adhered to at all times. Internal doors will be kept open where possible to allow free movement around the office and avoid unnecessary touching of door handles/touch pads. Hand sanitisers and cleaning materials are available at high traffic areas		**Low**

| (c) | **Workplaces and workstations Objective**: To maintain social distancing between individuals when they are at their workstations. | Risk to health and well-being of staff due to spread of Covid-19 if social distancing measures or cleaning procedures not adhered to by all staff | **Low** | Hot desking/desk sharing is not permitted

Desk rota is in operation to ensure social distancing measures are met

Clear Desk and Screen Policy in force

Using screens or barriers to separate people from each other

Using back to back or side to side working (rather than face to face) wherever possible.

Cleaning stations have been set up throughout the workplace

Additional cleaning throughout the day | Keep under review guidance provided by the Government and keep staff informed of any changes

Review occupancy levels as those wanting to return to the workplace increases | **Low** |

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| (d) | **Meetings**
Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings. | Risk to health and well-being of staff due to spread of Covid-19 if social distancing measures not adhered to | **High** | Meetings with external clients or contacts are not currently permitted.

The use of remote working tools is encouraged to avoid in person meetings.

In person meetings should only take place if absolutely necessary and with the minimum number of people required with social distancing measures adhered to.

Meeting rooms for internal meetings only and set up with social distancing measures in place.

Shared collaboration tools removed from all meeting rooms.

The use of corporate mobile phones encouraged.

Small meeting rooms to only accommodate one member of staff at any one time.

Meeting rooms that cannot be used will be clearly indicated. | | **Low** |

| (e) | **Common areas**
Objective: To maintain social distancing while using common areas. | Risk to health and well-being of staff due to spread of Covid-19 if social distancing measures or cleaning procedures not adhered to by all staff | **High** | Working collaboratively with the landlord and other tenants for consistency across common areas in Salisbury House

Limiting the number of people using staff kitchens

Encouraging staff to bring their own food and beverages from home and manging these from their desk.

Opened food items not permitted in the fridge

Worksurfaces and food preparation equipment wiped down with antibacterial spray after use.

Encouraging staff to remain on site and if going off site, reminded about social distancing

Encouraging storage of personal items and clothing | | **Low** |

(f)	**Accidents, security and other incidents Objective:** To prioritise safety during incidents.	Risk to health and well-being of staff due to spread of Covid-19 if social distancing measures not adhered to. In an emergency staff do not have to stay 2m apart.	**High**	In an emergency staff do not have to stay 2m apart. People involved in the provision of assistance to others have been advised to pay particular attention to sanitation hygiene. Office rota shows who is responsible for ensuring the office is evacuated on each given day.	Consider providing PPE to fire marshals and first aiders. Consider training more First Aiders when external training is available.	**Medium**

3.	MANAGING YOUR CUSTOMERS, VISITORS AND CONTRACTORS	Risk to health and well-being of staff and visitors due to spread of Covid-19 if social distancing measures or cleaning procedures not adhered to by all staff and visitors	High	The office is closed to visitors and clients until such time as is permitted.		Low
(a)						
	Manage contacts			Meetings with clients are encouraged by using remote working tools e.g. video conferencing where possible.		
	Objective: To minimise the number of unnecessary visits to offices.					
				Where visitors or clients are required to the office e.g. signing of documents, contractors, deliveries etc. site guidance on social distancing and hygiene has been explained before arrival or visible on arrival.		
				Clear visual guidance on hygiene and social distancing displayed on entry points to the building and office.		
				Schedule of essential contractor visits is maintained.		

(b)	**Providing and explaining available guidance** **Objective:** To make sure people understand what they need to do to maintain safety.	Risk to health and well-being of staff and visitors due to spread of Covid-19 if social distancing measures or cleaning procedures not adhered to by all staff and visitors	**High**	Clear guidance on social distancing and hygiene to people on arrival Coordinating and working collaboratively with the landlords and other tenants when accessing shared areas	Consider how to provide visitors with this information before attending attending, such as any policy in relation to the use of entrances, lifts etc	**Low**

4.	**CLEANING THE WORKPLACE**	Risk to health and well-being of staff due to spread of Covid-19 if cleaning procedures not adhered to by staff	**High**	Deep clean of the office has been undertaken	Increase cleaning as occupancy levels increase	**Low**
(a)	**Before Opening** **Objective:** Make sure any site or location that has been closed or partially operated is clean and ready to restart, including: An assessment for all sites, or parts of sites, that have been closed, before restarting work. Carrying out cleaning procedures and providing hand sanitiser before restarting work			Assessment of the air conditioning system and bi-annual service has taken place. Cleaning stations installed around the office which contain antibacterial spray, antibacterial wipes, cleaning tissue, hand sanitizer and PPE equipment. Frequent hand washing with hot, soapy water regularly encouraged. Hand sanitisers are available at each Cleaning Station and around the office near common touch points. Additional cleaning throughout the day focusing on high traffic and shared areas Ongoing evening cleaning.		

(b)	**Keeping the workplace clean** **Objective:** To keep the workplace clean and prevent transmission by touching contaminated surfaces.	Risk to health and well-being of staff due to spread of Covid-19 if cleaning procedures not adhered to by staff	**High**	Frequent cleaning of work areas and equipment. Frequent cleaning of objects and surfaces that are touched regularly. Clearing workspaces and removing waste and belongings from the work area at the end of each day. Limiting or restricting use of high-touch items and equipment.		**Low**

(c)	**Hygiene – handwashing, sanitation facilities and toilets** **Objective:** To help everyone keep good hygiene through the working day.	Risk to health and well-being of staff due to spread of Covid-19 if cleaning procedures not adhered to by staff	**High**	Providing regular reminders and signposting to maintain personal hygiene standards. Providing hand sanitisers in multiple locations. Using signs and posters to build awareness of good handwashing techniques Providing paper towels for hand drying. Enhancing cleaning for busy areas Social distancing floor markings by the toilet wash basins and men's urinals	Increase cleaning as occupancy levels increase	**Medium**-**Low**

| (d) | **Changing rooms and showers** **Objective:** To minimise the risk of transmission in changing rooms and showers. | Risk to health and well-being of staff and others due to spread of Covid-19 if social distancing and cleaning not adhered to | **High** | Coordinating and working collaboratively with the landlords and other tenants when accessing shared showers and changing rooms

Clear guidance is provided and social distancing adopted.

Enhanced regular cleaning of all facilities | Continue to engage and work collaboratively with landlords and other tenants | **Medium** |

(e)	**Handling goods, merchandise and other materials, and onsite vehicles** **Objective:** To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.	Risk to health and well-being of staff due to spread of Covid-19 if procedures not followed	**Medium**	Deliveries placed in central location for processing. Personnel handling deliveries to wear disposable gloves whilst removing exterior packaging and appropriately discarding. Personal deliveries to the workplace not permitted.		**Low**
5. (a)	**PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERINGS** .	Risk to health and well-being of staff due to spread of Covid-19	**Low**	Following Government advice, the use of PPE equipment in the office is not required. Provide PPE equipment for those that may wish to use it	Keep under review guidance provided by the Government and keep staff informed of any changes Consider providing PPE to fire marshals and first aiders	**Low**

6	**WORKFORCE MANAGEMENT**	Risk to health and well-being of staff due to spread of Covid-19 if procedures not followed	**Medium**	As far as possible, where staff are split into teams or shift groups, fixing these teams so that where contact is unavoidable, this happens between the same people. Areas identified where people directly pass things to each other	Regularly review team patterns to ensure cover for sickness, holidays etc	**Low**
(a)	**Shift patterns and working groups Objective:** To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.					
(b)	**Work-related travel Objective:** To avoid unnecessary work travel and keep people safe when they do need to travel between locations.	Risk to health and well-being of staff and others due to spread of Covid-19 if procedures not followed	**High**	Minimising non-essential travel. Minimising the number of people travelling together. Encourage the use of online collaboration tools for meetings Staff visiting or meeting with clients to carry out individual risk assessments to ensure they can safely travel and meet with the client adhering to social distancing guidelines.		**Medium-Low**

				All staff who meet with clients have been issued with guidance on how to carry out the individual risk assessment. Results of the individual risk assessments will be stored on file		
	(i) Deliveries to Other Sites	Risk to health and well-being of staff and others due to spread of Covid-19 if procedures not followed	**Low**	Procedures in place to minimise person-to-person contact transferring paper and files to staff working from home. Minimising contact during payments, use of electronic payment methods and electronically signed and exchanged documents where possible.		**Low**

| (c) | **Communications and Training Objective:** To make sure all workers understand COVID-19 related safety procedures.

(i) Returning to Work | Staff are unclear of new procedures in place | **Medium** | Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.

Engaging with staff through existing communication routes to explain and agree any changes in working arrangements.

Developing communication and training materials for workers prior to returning to the workplace, especially around new procedures | | **Low** |

	(ii) Ongoing communications and signage	Staff are unclear of new procedures in place	**Medium**	Ongoing engagement with staff to monitor and understand any unforeseen impacts of changes to working environments. Using simple, clear messaging to explain guidelines. Using visual communications. Communicating approaches and operational procedures to suppliers, clients and visitors Awareness and focus on the importance of mental health at times of uncertainty, refer to government published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).	Consider establishing a routine review of all communications, and schedule regular meetings or communications to ensure this doesn't get overlooked.	**Low**

| 7 | **INBOUND AND OUTBOUND GOODS**

Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site. | Risk to health and well-being of staff and others due to spread of Covid-19 if social distancing measures and procedures not followed | **Medium** | Minimising unnecessary contact at Salisbury House security

Maintain social distancing when collecting from Salisbury House Security

Central delivery point for goods in.

Revising procedures and signage for deliveries

Minimising deliveries where possible

Increase quantities when ordering to reduce number of deliveries | Consider the impact of post deliveries, stationery deliveries, archiving and confidential waste collection. | **Low** |