

COVID 19 RISK ASSESSMENT

Last updated: 29 November 2021

What are the hazards?	Who might be harmed and how?	Steps already taken / in progress	What further steps could be taken	Responsibility	Action by when?	Done
Transmission of CV19 by face-to-face contact between staff.	Staff – by contracting CV19	<ul style="list-style-type: none"> • Screens installed between workstations in open plan/multiple occupancy offices. • Staff reminded about the need for good ventilation, and encouraged to keep windows open (as far as possible allowing for weather conditions) and if windows are closed, to open windows periodically through the day to allow fresh air in. • Air purifiers installed in each open plan/multiple occupancy office. Purifiers to also act as heaters to enable air circulation heating system to be disabled where possible. • Staff to wear masks when moving around office and in communal areas. • Staff strongly encouraged to take regular lateral flow tests, and at least 2 per week. • Posters placed around the office building advising of hygiene and social distancing advice. • Staff to be reminded not to attend the office if they feel unwell, have a high temperature, or display any symptoms of CV19. 	<ul style="list-style-type: none"> • Temperature checking of all staff on arrival. But this creates additional risks of transmission. Also an unreliable measure. LFTs are a more reliable approach. • Implement one-way system in kitchen and reception area. This was previously trialed, but makes very little difference. Risk from momentarily passing someone in the kitchen or reception area is very low. • Install fresh-air ventilation systems. Long term solution not possible at present. 	Partners All staff		Yes

		<ul style="list-style-type: none"> • A number of new procedures introduced to restrict movement of admin and accounts staff around the office, including electronic accounts form processes. • Large staff meetings (team meetings, partners' meetings) to be conducted by video conference, to avoid large numbers of individuals in a confined space. • Staff who are clinically vulnerable will be assisted to continue working from home. • Office occupancy rates are generally low, with good spacing between individuals in offices. • Conducting CO2 monitoring in multiple occupancy offices, to help monitor ventilation. 						
Transmission of CV19 between staff from touching hard surfaces	Staff – by contracting CV19	<ul style="list-style-type: none"> • All areas of the office will be cleaned daily. All handrails, door handles and other contact points to be disinfected. • Staff who are clinically vulnerable will be assisted to continue working from home. • Entry key-pads will not be active during the day, and entry doors will be left unlocked, provided someone is in the office within sight or hearing of the main entry door. • Sanitizing wipes will be provided next to all communal equipment, including printers and photocopiers, and in the firm van. 	<ul style="list-style-type: none"> • Increase frequency of cleaning in some areas. 	Cleaners	Partners	All staff	Admin	Done

		<ul style="list-style-type: none"> • Follow government guidance on cleaning following a known or suspected case of CV19. • Touch-free hand sanitiser stations at all entrances to the office, and at the landings for each floor of the office. • Posters and notices around the office reminding staff of the need to regularly wash their hands. • Provision of PPE (gloves and aprons) for cleaning staff. 		Cleaners / CES		
Transmission of CV19 between staff and visitors in face-to-face contact.	Staff and visitors– by contracting CV19	<ul style="list-style-type: none"> • Screens installed at reception desk. • All clients asked to take a lateral flow test before attending for a meeting, and to only attend if the result is negative. Temperature checks taken of clients on arrival. • Providing guidance for visitors on social distancing measures, and face covering requirements, on our website and with notices in the reception area. • Use largest meeting room available. Meeting rooms well ventilated between meetings by opening windows. Meeting rooms ventilated during meetings as far as possible, weather conditions allowing. • Clients and staff encouraged to wear face 	<ul style="list-style-type: none"> • One way system could be implemented in reception area, so that there is only one direction of travel through the back entrance to the main building. This was previously trialed, but makes very little difference. Risk from momentarily passing someone in reception area is very low. • Visitors with deliveries to drop off outside admin building to avoid entering the offices. But risk of visitor being in reception for a short moment is low. • 	Admin / CES		Done

		<p>coverings during meetings. Clients to provide their own coverings. Firm to provide face coverings for staff for client meetings. We will have some spares for clients to use, and take away with them if they do not have their own</p> <ul style="list-style-type: none"> • Clients told not to attend if they feel unwell, have a temperature or display any symptoms of CV19. 				
Transmission of CV19 between staff and visitors attending the office from touching hard surfaces.	Staff and visitors – by contracting CV19	<ul style="list-style-type: none"> • Hand sanitiser station to be installed in reception area, and at entrance to meeting room corridor. • Meeting rooms and reception areas cleaned daily. • Meeting room surfaces to be cleaned after each meeting. • Signing-in register to be completed by receptionist rather than visitor. 	<ul style="list-style-type: none"> • Surfaces in reception and waiting areas to be cleaned more frequently. • Visitors with deliveries to drop off outside admin building to avoid entering the offices. But risk of visitor being in reception for a short moment is low. 	CES / CB Cleaners / Reception to organise Reception		Done
Transmission of CV19 in toilet and kitchen areas.	Staff – by contracting CV19	<ul style="list-style-type: none"> • Daily cleaning • Kitchen area to be well ventilated 	<ul style="list-style-type: none"> • Surfaces to be cleaned more frequently. 	Cleaners, Reception to organise	Prior to office re-opening. Date currently unknown	
Emergency evacuation of office building	Staff - if office is to be evacuated due to a fire alarm, the usual fire wardens are not present. There may be no awareness of who is in the office.	Reception and Admin must be notified each day (by email) of who is present. One secretary from each department must notify reception each day of which staff are in, and when.		All staff	.	Done
Staff working at home	Staff – may suffer	Staff have completed a home working assessment,		All staff		Done

with inappropriate office set-ups	back, neck and wrist pain or injuries due to poor posture and inappropriate seating or desk arrangements.	and appropriate equipment has been provided. Staff should actively report any new/ongoing issues faced to their head of department or Christine Shaves		Staff /CES		
Staff working at home with limited or no contact.	Staff – the mental health and wellbeing of staff may suffer whilst working at home during the pandemic, particularly those living alone.	<ul style="list-style-type: none"> • Most staff will now be regularly in the office for several days per week. • Staff who remain at home should be regularly contacted by their Head of Dept, and involved in team meetings by video conference. • Staff can also refer to the Employees Assistance Program for support, using existing access and login details. 		Heads of Department		Done