

**COVID 19 RISK ASSESSMENT**

**Last updated:** 1 June 2020

What are the hazards?	Who might be harmed and how?	Steps already taken / in progress	Further steps to be taken	Responsibility	Action by when?	Done
Transmission of CV19 by face-to-face contact between staff.	Staff – by contracting CV19	<p>All staff working from home except for post-room staff (who is working alone).</p> <p>When staff need to attend the office, staff to notify office manager. Multiple staff should not be in the same area of the building at the same time.</p> <p>All staff advised to maintain a 2m distance at all times.</p> <p>Posters placed around the office building advising of hygiene and social distancing advice.</p> <p>Staff to be reminded not to attend the office if they feel unwell, have a high temperature, or display any symptoms of CV19.</p> <p>Electronic accounts forms have replaced hard copy forms, to reduce movement around the office.</p>	<p>When office re-opens:</p> <ul style="list-style-type: none"> <li>• Number of staff in each office will be limited, to allow a distance of at least 2m between work stations. In some cases, teams will be split between office working and home working.</li> <li>• Screens to be installed between workstations in open plan offices.</li> <li>• Staff will be reminded not to attend the office if they feel unwell, have a high temperature, or otherwise display symptoms of CV19.</li> <li>• Staff who are clinically vulnerable will be assisted to continue working from home.</li> <li>• Post to be delivered to a central location for collection by each department.</li> <li>• Team meetings to be conducted by video call (secretaries and those without cameras can still participate using Dictaphones and headsets).</li> </ul>	<p>All staff</p> <p>CVC / Admin / CES</p> <p>All staff</p> <p>Partners</p> <p>Admin / Deeds</p> <p>Dept Heads</p>	<p>Prior to office re-opening. Date currently unknown.</p>	

			<ul style="list-style-type: none"> <li>One way system to be created in reception and kitchen area, so that there is only one direction of travel through the back entrance passage and the kitchen.</li> </ul>	CES / CB		
Transmission of CV19 between staff from touching hard surfaces	Staff – by contracting CV19	<p>All staff working from home except for post-room staff (working alone).</p> <p>Staff to be reminded not to attend the office if they feel unwell, have a high temperature, or display any symptoms of CV19.</p> <p>When staff do attend the office, hard surfaces in those areas of the office used will be cleaned. All handrails, door handles and other contact points to be disinfected.</p> <p>General cleaning regime implemented across the office.</p> <p>Hand sanitiser stations at all entrances to the office, and at the landings for each floor of the office.</p> <p>Posters and notices around the office reminding staff of the need to regularly wash their hands.</p> <p>Provision of PPE (gloves and aprons) for cleaning staff.</p>	<p>When the office opens:</p> <ul style="list-style-type: none"> <li>All areas of the office will be cleaned daily. All handrails, door handles and other contact points to be disinfected.</li> <li>Staff who are clinically vulnerable will be assisted to continue working from home.</li> <li>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.</li> <li>Sanitizing wipes will be provided next to all communal equipment, including printers and photocopiers, and in the firm van.</li> <li>Follow <a href="#">government guidance</a> on cleaning following a known or suspected case of CV19</li> </ul>	<p>Cleaners</p> <p>Partners</p> <p>All staff</p> <p>Admin</p> <p>Cleaners / CES</p>	Prior to office re-opening. Date currently unknown.	
Transmission of CV19 between staff and visitors in face-to-face contact.	Staff and visitors– by contracting CV19	<p>Minimise face-to-face client meetings. Meetings should be by telephone or video conference, where possible.</p> <p>All client meetings to take place in largest meeting</p>	<p>If meeting rooms are used more frequently, install screens in smaller meeting rooms.</p> <p>Screens to be installed at reception desk once office is open.</p>	<p>CVC / Admin / CES</p> <p>CVC / Admin /</p>	Screens at reception to be installed before office opens.	

		<p>rooms (Rooms 1,3,5 and 7), to allow a distance of 2m to be maintained.</p> <p>Clients and staff to wear face 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> <p>Visitors with deliveries drop off outside the admin building.</p> <p>Clients told not to attend if they feel unwell, have a temperature or display any symptoms of CV19.</p>	<p>Markings to be placed on meeting room floors or tables to indicate a 2 m distance.</p> <p>Providing guidance for visitors on social distancing measures, and face covering requirements, on our website and with notices in the reception area.</p> <p>One way system to be created in reception area, so that there is only one direction of travel through the back entrance to the main building.</p>	<p>CES</p> <p>Admin / CES</p> <p>Admin TMDC (website)</p> <p>Admin / CES</p>	<p>Other measures - if and when demand for meeting rooms increases.</p>	
<p>Transmission of CV19 between staff and visitors attending the office from touching hard surfaces.</p>	<p>Staff and visitors – by contracting CV19</p>	<p>All staff working from home except for post-room staff (working alone).</p> <p>Visitors with deliveries drop off outside the admin building.</p> <p>Minimise face-to-face client meetings. Meetings should be by telephone or video conference, where possible.</p> <p>Whilst office is closed, all meetings to take place in Room 1. Clients to be received directly into Room 1.</p> <p>Hand sanitiser in meeting Room 1.</p> <p>Room 1 to be cleaned after each day on which a meeting takes place.</p>	<p>When office opens:</p> <ul style="list-style-type: none"> <li>• Hand sanitiser station to be installed in reception area, and at entrance to meeting room corridor.</li> <li>• Meeting rooms to be cleaned after each meeting.</li> <li>• Surfaces in reception and waiting areas to be cleaned every 2 hours</li> <li>• Signing-in register to be completed by receptionist rather than visitor.</li> </ul>	<p>CES / CB</p> <p>Cleaners / Reception to organise</p> <p>Reception</p>	<p>Prior to office re-opening. Date currently unknown</p>	

Transmission of CV19 in toilet and kitchen areas.	Staff – by contracting CV19	Only one person allowed in a kitchen at any time.  Kitchen and toilet areas that are used whilst office is closed, shall be cleaned each day.	Once office re-opens, kitchen and toilet areas to be cleaned every 2 hours  Kitchen areas to be kept well ventilated.	Cleaners	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.	Whilst office is closed, everyone attending the office shall notify Christine Shaves, and inform the person manning the post-room of when they arrive and leave.  The person manning the post-room is responsible for ensuring that all persons who have reported in to them are present on an evacuation.	If office opens with limited staff numbers, reception 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	On office partly re-opening.	
Staff working at home with inappropriate office set-ups	Staff – may suffer back, neck and wrist pain or injuries due to poor posture and inappropriate seating or desk arrangements.		Staff to complete a home working risk assessment.  Any problems to be discussed and rectified with Christine Shaves.  Staff should actively report any issues faced to their head of department or Christine Shaves	All staff  Staff /CES  All staff	Now	
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.	Heads of department regularly contacting all members of staff in their team. Heads of Dept escalate where required.  Staff can also refer to the Employees Assistance Program for support, using existing access and login details.		Heads of Department		