

COVID-19 Health & Safety Risk Assessment

General Information

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| Date of assessment | 20 th August 2020 |
| Date of next review | 21 st September 2020 |
| Person(s) conducting assessment | Grant Adlard – Compliance Manager |

COVID-19 Risk Assessment

| What is the risk or hazard identified? | Who might be harmed and how? | What is the potential impact? (High / Medium / Low) | What is the likelihood of the risk occurring? (High / Medium / Low) | What is the overall risk level? (High / Medium / Low) | What is the firm already doing to control the risks? | What steps should be put in place to avoid or mitigate the risks? | By whom? | By when? |
|---|--|--|---|---|---|---|----------------------------------|--|
| Spread of COVID-19 to Staff from working at their workstations | Any staff including members could be affected ultimately which could result in multiple individuals becoming infected and possibly seriously or fatally ill. Vulnerable staff could be worst affected | Medium | Low | Low | All Staff are to continue working from individual offices where possible, to ensure the compliance with social distancing. Where it is impossible to have an office separated from others, Working from home is a policy which has been encouraged. Proactive regular sanitising of desks encouraged | If a staff member is hot-desking in a shared office or meeting room, then the Cleaner or that staff member will be required to clean desk and Workstation including Mouse, Keyboard and Telephone receiver. | Cleaning Staff and Staff Members | New measures introduced as soon as possible. |
| Spread of COVID-19 to staff from use of toilets | As above | Medium | Low | Low | Daily cleaning of toilets by cleaning staff undertaken using strong commercial cleaning products Email sent to all staff my HR Manager with government guideline and reminders of the importance of regular handwashing and how to do so effectively. | None but continuation of policy | N/A | N/A |
| Spread of COVID-19 to staff from use of kitchen space | As above | Medium | Low | Low | Email sent from HR Manager to discourage any communal drinks making for other staff until further notice. Additionally encouraged to remain vigilant and not commune in Kitchen space to socialise during office hours. Kitchen facilities again cleaned regularly with commercial cleaning products A matter of policy all Cups and Utensils should be loaded into the Dishwasher by the user to prevent cross contamination Reminders sent to wash hands regularly whilst using communal kitchen equipment such as kettle or microwave. | None but continuation of policy | N/A | N?A |
| Spread of COVID-19 to staff from gaining access to workstation (communal areas / reception etc) | Staff most likely to be affected are those who sit in Reception, but not limited to just those staff. This could affect any staff including members could be affected ultimately which could result in multiple individuals becoming infected and possibly seriously or fatally ill. Vulnerable staff could be worst affected | High – as current Reception staff both carry out essential cleaning duties and deal with incoming and outgoing post. | Medium – if any point where multiple staff may congregate even unwittingly will be the weakest point for risk | Medium | Members strongly recommended by email from HR Manager to ensure social distancing of at least 2m is observed when in the office and not to congregate in communal areas. Regular cleaning and sanitising of the reception desk and workstation by reception and cleaning staff. Reception staff currently sign Staff in and out of office, so that communal pens or equipment are not used unnecessarily. | Continuation of policy. Marketing Materials such as pens or newspapers and magazines removed from client reception area | Marketing manager | As above |
| Spread of COVID-19 to Visitors to your premises | Any Clients or visitors could be affected ultimately which could result in multiple individuals in that household becoming infected and possibly seriously or fatally ill. | Medium – reputation and social responsibility not complied with. Would also need to inform other visitors who attended the office. | Low | Medium | Firm is encouraging wherever possible to not have face to face meetings in the office to limit the amount of visitors. A new protective screen has been put up in Reception to shield Receptionists from Visitors in line with Government recommendations. Visitors who need to attend the office are not shown to communal spaces such as reception area to wait for Fee Earner, but shown directly to their pre-arranged Meeting room. | Continuation of Policy. | Fee Earner and Reception Staff | As above |

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| | Vulnerable clients in particular could be worst affected | | | | <p>Following Government guidelines all Visitors must put on a Face Covering or mask before entering the building. Failure to have a face covering may result in any meeting being cancelled or rearranged.</p> <p>Hand sanitizer clearly placed near entrance for all visitors to use when entering the building</p> <p>Front door remains locked as a matter of policy so that visitors cannot access the building without clear direction. Sign placed on door, notice on website and disseminated to Fee Earners to inform visitors early who are dropping off documents either not to enter the building or to put on a Face Covering.</p> <p>Products in place to enable the sanitizing of meeting rooms by Fee Earners after each meeting is concluded to prevent cross contamination and stress the importance of this as the office becomes progressively more busy with visitors.</p> <p>A GDPR compliant Track and trace Form for all clients to complete should they enter the building for a meeting is now compulsory. These forms are held securely with contact details to be passed to the NHS should there be an outbreak in the office.</p> | | | |
| Spread of COVID-19 to Cleaners | Implications Firm wide as CD Law is currently working on a skeleton staff, and so the cleaning staff is also acting as Reception Staff and Office Manager | Medium | Low | Low | <p>Relevant PPE provided to cleaning staff to protect themselves whilst cleaning office from cross infection.</p> <p>Informal Reminder to staff to wear relevant PPE and the need for all staff to self-isolate from the office should COVID-19 symptoms appear.</p> | | N/A | N/A |
| Spread of COVID-19 to and from contractors | Limited Contractors being brought into the Office at this time. But any such event where a contractor enters the building and their family immediate family. Staff may be at risk as mentioned above if it is caught from a contractor. | Medium if COVID-19 is caught from a contractor / Low if COVID-19 is transmitted to the Contractor but larger Social Corporate Responsibility would be broken | Low | Low | <p>Minimal Persons allowed to enter into the office to carry out works and only for essential works.</p> <p>Reception or support staff actively encouraged to socially distance from any Contractors brought onto site.</p> <p>Recognised and approved commercial companies used only for Contractual work, who themselves have COVID-19 preventative processes</p> | Informal reminder to staff to socially distance still from any contractor entering the building. | N/A | N/A |
| Spread of COVID-19 to Vulnerable groups – Elderly, Pregnant workers, and those with existing underlying health conditions | CDLaw deals with clients from many vulnerable groups such as Elderly or those with underlying health conditions. | Medium | High – given the right circumstances | Medium | <p>Encouraging and sourcing of IT to enable Staff to work from home if identified in a Vulnerable Group or to spend as little time as possible in the office.</p> <p>Home visits suspended to see clients if elderly or with a pre-existing health condition.</p> <p>Encourage Fee Earners to have telephone conferences with vulnerable clients to protect them, while undertaking more identity checks for any client we are unable to verify in person</p> <p>Staff must mandatorily wear appropriate face coverings when seeing vulnerable clients when meeting face to face in home visits or outside the building. It is encouraged if the vulnerable client needs to visit the building although the preferred method of contact for vulnerable client is not to come to the Building.</p> | Encourage staff to clients to use Video Conferencing platforms such as Zoom for clients who require face to face meetings but need to be shielded due to age or health conditions with relevant training | IT Manager and Fee Earning Staff | As soon as practicable |
| Spread of COVID-19 transmission via mail/packages | Any staff including members could be affected ultimately which could result in multiple individuals becoming infected and possibly seriously or fatally ill. | Medium | Low | Medium | Cleaning protocol is in place for all incoming mail and courier packages | <p>Reception desk to be sanitized once mail items have been open.</p> <p>Policy to have mail opened wearing disposable Latex gloves if possible or in its</p> | Reception staff through HR Manager | As soon as practical or the resources are available to order. |

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| | Vulnerable staff could be worst affected | | | | | absence to wash hands thoroughly after opening. | | |
| Public transport virus transmission | Staff who need to travel to the office by public Transport. This could then be transmitted around the office affecting various staff. | Low | Low – No staff currently take Public Transport to work | Low | Email sent encouraging all staff to use private transport to commute for the foreseeable future. If staff members need to travel, (for example to courts) they should not share vehicles or taxis unless suitable distancing can be achieved and to remind all staff to wear surgical masks on all Public Transport in line with Government Policy | | N/A | N/A |
| | | | | | | | | |
| Non-compliance with government regulations | Any staff ultimately could be affected if COVID-19 is brought into firm through noncompliance including members could be affected ultimately which could result in multiple individuals becoming infected and possibly seriously or fatally ill. Vulnerable staff could be worst affected | High | Medium | Medium | Regular advice to all staff on the importance of COVID-19 Preventions and those regulations imposed by the Government and importance to stick and adhere to the rules Members continue to be in the Office on a rota system so that should any breach of these guidelines be that COVID-19 enters the office not all Members are exposed to the virus and therefore day to day functions and decisions can continue including financial transactions. | Regular informal reminders that while Lockdown eases, the COVID-19 regulations still apply, and should be taken seriously for the foreseeable future. Circulation of any new Government guidelines or regulations when they have a material effect on the day to day running of the business. Strict enforcement by Members of rules against people continuing to attend the office while feeling unwell. | N/A | N/A |
| Mental Health problems and poor wellbeing | Any member of staff. This may result in increased stress caused by home-working and the lockdown, potential bereavements increased caring responsibilities. Elevated incidents of anxiety or depression, concerns about personal and family circumstances and job security | Low | Medium | Low | Adjusted policies around home working and flexibility of when staff must be in the office Adjusted policies around leave-taking to support working parents, or vulnerable groups Regular communication and an open door policy for those who need additional support including those around the subject of mental health. Regular internal communication from senior leadership emphasising self-care and regular and inclusive communication. Additional assurance over measures taken to protect employee's health and safety. | None | N/A | N/A |

COVID-19 Health & Safety Action List (in order of priority):

The following priority actions are planned commencing 20/08/2020:

| Action | By whom | Start date | Review Date |
|---|----------------|-------------|-------------|
| Approval of Risk assessment | AR | 25/08/2020 | NA |
| Updated Email to all Staff reiterating previous advice and new updated guidance | GA | | NA |
| Implementations of new recommendations across the office | All Staff | | NA |
| Future discussion by Members of changes to the COVID-19 Risk Assessment | AR, KE, DM, SF | WC 28/09/20 | WC 28/09/20 |