

COVID-19 Health & Safety Risk Assessment

General Information

Date of assessment	1 st November 2021
Date of next review	3 rd January 2022 or before should latest advice change
Person(s) conducting assessment	Grant Adlard – Compliance Manager



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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 is doing to control the risks?
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. Vulnerable staff could be worst affected	Medium	Low	Low	<ol style="list-style-type: none"> 1. Staff working from the office will do so in individual offices so far as possible to ensure the compliance with social distancing. Where office-sharing cannot be avoided there will be a maximum of two persons sharing whose seats will be located a suitable distance apart and separated by a protective screen. 2. Following the relaxation of restrictions Staff are encouraged to return to work in the office if their personal circumstances allow them to do so. 3. A requirement that while in the office, all staff must wear a facemask save when they are working in their own individual office. 4. Proactive regular sanitising of desks encouraged 5. 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. 6. Good ventilation can help reduce the risk of spreading the virus. It is important not to completely close windows and doors when offices are occupied as this can result in very low levels of ventilation. Natural ventilation around the office can be provided by partially opening windows and doors. Neither fire doors nor the front door should be propped open. Airing rooms can also help improve ventilation. This will involve opening any doors or windows wide to maximise the ventilation in the room. Depending on the weather and circumstances it may be easier to do this when the room is unoccupied. If the area is cold, dress codes are currently relaxed so staff can wear extra layers and warmer clothing. Most staff also have convector heaters.
Spread of COVID-19 to staff from use of toilets	As above	Medium	Low	Low	<ol style="list-style-type: none"> 1. Daily cleaning of toilets by cleaning staff undertaken using strong commercial cleaning products 2. Email sent to all staff with reminders of the importance of regular handwashing and how to do so effectively. 3. As more staff return to the office following the easing of restrictions in the long-term, A4 signs are printed and laminated by all sinks in the office encouraging regular hand washing or the correct methodology of hand washing.
Spread of COVID-19 to staff from use of kitchen space	As above	Medium	Low	Low	<ol style="list-style-type: none"> 1. Communal drinks making for other staff discouraged until further notice. 2. Staff should not commune in Kitchen space to socialise during office hours. 3. Kitchen facilities cleaned regularly with commercial cleaning products 4. Cups and utensils to be loaded into the dishwasher by the user to prevent cross contamination 5. Hands to be washed when using communal kitchen equipment such as kettle or microwave. 6. As more staff return to the office following the easing of restrictions in the long-term, A4 signs are printed and laminated by all sinks in the office encouraging regular hand washing or the correct methodology of hand washing.
Spread of COVID-19 to staff from gaining	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	High – as current Reception staff both carry out essential cleaning duties and deal with incoming and outgoing post.	Medium – If any point where multiple	Medium	<ol style="list-style-type: none"> 1. Social distancing of at least 2m is observed when in the office 2. No congregating in communal areas.

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access to workstation (communal areas / reception etc)	<p>result in multiple individuals becoming infected and possibly seriously or fatally ill.</p> <p>Vulnerable staff could be worst affected</p>		staff may congregate even unwittingly will be the weakest point for risk		<ol style="list-style-type: none"> 3. Regular cleaning and sanitising of the reception desk and workstation by reception and cleaning staff. 4. Reception staff currently sign staff in and out of office, so that communal pens or equipment are not used unnecessarily. 5. Marketing materials such as pens or newspapers and magazines removed from client reception area. Where clients use company pens to fill out forms encourage client to keep complementary pen.
Spread of COVID-19 to Visitors to your premises	<p>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.</p> <p>Vulnerable clients in particular could be worst affected</p>	Medium – reputation and social responsibility not complied with. Would also need to inform other visitors who attended the office.	Medium	Medium	<ol style="list-style-type: none"> 1. Face to face meetings should be minimised unless there is a genuine and urgent need for a client to attend the office. 2. A protective screen has been put up in reception to shield receptionists from visitors. 3. A protective screen has been put up in the Meeting room to shield staff from visitors. 4. All essential visitors are strongly encouraged to put on a face covering or mask before entering the building. 5. Hand sanitizer clearly placed near entrance for all visitors to use when entering the building. All visitors should be encouraged to use hand sanitiser upon entering the office 6. 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. Although the door will remain locked, visitors should generally be permitted to enter so long as the reason for their visit is legitimate in the circumstances and they are wearing a face mask. 7. If the visitor has a booked appointment in one of the boardrooms, then the visitor should be shown to the relevant boardroom, assuming it is free. Other visitors who do not have a pre-booked appointment in a boardroom should be encouraged to contact the fee earner by telephone or email to make a booking and return then, unless there is a boardroom free and they can be attended to by the fee earner without delay. 8. If in the unlikely event that the boardrooms are occupied and a client must wait in reception, the following rules apply:- <ol style="list-style-type: none"> (a) Visitors may only sit together if they are part of the same family group or support bubble. (b) If reception is already at capacity, visitors should be required to wait in the hallway. 9. Visitors should be encouraged to scan the NHS Test & Trace QR poster. There is a copy of the poster in the hallway and in each of the boardrooms. 10. 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. 11. Products in place to enable the sanitizing of meeting rooms by Fee Earners after each meeting is concluded to prevent cross contamination. 12. If clients attend for the purpose of ID certification and verification, then this should be dealt with by the fee earner or their secretary. If neither the fee earner nor a secretary in the relevant department is available, this may be done by any receptionist staff person who is not dealing with answering telephone calls or attending to other clients. 13. Where possible airing meeting rooms can improve ventilation. This will involve opening any doors or windows wide to maximise the ventilation in the room. Depending on the weather and circumstances it may be practical to do this whenever the room is unoccupied particularly between uses.

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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	<ol style="list-style-type: none"> 1. Relevant PPE provided to cleaning staff to protect themselves whilst cleaning office from cross infection. 2. 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.
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	<ol style="list-style-type: none"> 1. Contractors only allowed to enter into the office to carry out essential works. 2. Reception and support staff actively encouraged to socially distance from any Contractors brought onto site. 3. Recognised and approved commercial companies used only for contractual work, who themselves have COVID-19 preventative processes
Spread of COVID-19 to Vulnerable groups – Elderly, Pregnant workers, and those with existing underlying health conditions	Christopher Davidson Solicitors deals with clients from many vulnerable groups such as Elderly or those with underlying health conditions.	Medium	High – given the right circumstances	Medium	<ol style="list-style-type: none"> 1. Staff to work from home if identified in a Vulnerable Group or to spend as little time as possible in the office. 2. Any staff undertaking home visits must clearly explain COVID safety measures to the client before entering their home. This includes making sure that members of the household know they should maintain social distancing from staff. 3. Staff to avoid crowded areas if visiting a client in their home. Identify busy locations in the house such as hallways and avoid moving through them where possible. 4. Limit contact with clients. Not accepting offers of food and drink and being in the house for as limited time as possible. This would also involve the avoidance of sharing items such as pens. 5. When working in a household with people at higher risk, take extra measures to avoid contact, such as working in a separate room from other family members or using electronic methods to have a conference with them. 6. 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 7. Staff to wear appropriate face coverings when seeing vulnerable clients when meeting face to face in home visits or outside the building. 8. Staff to use video conferencing platforms such as Zoom for face-to-face meetings when 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. Vulnerable staff could be worst affected	Medium	Low	Medium	<ol style="list-style-type: none"> 1. Policy to have mail opened wearing disposable Latex gloves if possible or in its 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	<ol style="list-style-type: none"> 1. If staff members need to travel they should wear masks on all public transport.
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. Vulnerable staff could be worst affected	High	Medium	Medium	<ol style="list-style-type: none"> 1. Staff to self-isolate for Government required periods if testing positive or if required to do so by the NHS Test and Trace app 2. Staff should not attend or continue to attend the office if displaying any Coronavirus symptoms and should continue to self-isolate until they have a negative lateral flow test result.

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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	<ol style="list-style-type: none"> 1. Adjusted policies around home working and flexibility of when staff must be in the office 2. Adjusted policies around leave-taking to support working parents, or vulnerable groups 3. Regular communication and an open door policy for those who need additional support including those around the subject of mental health.

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

The following priority actions are planned commencing 01/11/2021:

Action	By whom	Start date	Review Date
Approval of Risk assessment	AR	01/11/2021	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 03/01/22	WC 03/01/22