

COVID-19 Risk Assessment

Simons Muirhead & Burton LLP

Assessment completed by: Chloe Gunn – Facilities Manager

Reviewed by: Job title/role: Razi Mireskandari, Jane McDonagh, Simon Goldberg (RTOC)

Approved by Job title/role: Razi Mireskandari, Jane McDonagh, Simon Goldberg (RTOC)

Date last updated: 28 July 2020

Date of next scheduled review: As and when Public Health England announcements are made

Risk title	Description & consequence	Mitigation
Spread of COVID-19 in the firm	<p>This will result in multiple individuals (partners, associates and staff) becoming infected and possibly seriously or fatally ill</p> <p>Vulnerable workers could be worst affected</p>	<ul style="list-style-type: none"> - Staff to continue to work from home where possible. - Flexibility around start and finish times to reduce the amount of staff travelling in rush hour. - No more than 40 member of staff to be on site at any one time. - Desks to be marked with a 'do not use' sign and initially limited to 32 bookable desks. - Social distancing markers to be put in place in communal areas such as the atrium, ground floor kitchen area and print room. - If a staff member feels slightly unwell, they are not to come to the office and if they are due in for a meeting, the meeting should be cancelled. - If a member begins to feel slightly unwell whilst they are in the office, they must leave the office and inform their line manager. - Return to work guidance to be circulated and various signage to be around the office. - Enhanced cleaning regime to be in place. Cleaners to visit once in the afternoon and again in the evening with all touchpoints to be cleaned and extra hours allocated to cleaning on a Friday evening for a deeper clean. - Hand washing awareness: signs to be placed in each of the toilets. - Cleaning pack of sanitation products to be available on each desk (hand sanitiser, tissues, cleaning wipes) and sanitation products widely available throughout the office.
Spread of COVID-19 to clients or visitors	<p>This will result in multiple individuals (partners, staff, visitors/clients and contractors) becoming infected and possibly seriously or fatally ill</p>	<ul style="list-style-type: none"> - No social events or marketing events permitted on site until further notice. - Face-to-face meetings discouraged and conference calls / video calls to take place where possible. - Upper limit on meeting numbers determined by available room size ensuring social distancing is possible in all rooms.

Risk title	Description & consequence	Mitigation
		<ul style="list-style-type: none"> - Meetings to be staggered where possible to limit congestion. - Seats to be marked out of use to ensure physical distancing - Enhanced cleaning regime, including before/between/after each individual meeting. - Sanitation products (hand sanitiser, cleaning wipes) available inside each meeting room. - Tea/coffee to be self-serve and no food to be offered inside meeting rooms. - Pre-meeting notification (if possible) sent to all attendees asking them to stay away if feeling unwell. - Temperature checks for all visitors attending the office. - Physical distancing in place in reception/waiting area. - 1 hour maximum per meeting. - No cloakroom service – visitors should look after their own personal items.
<p>COVID-19 case (suspected) in our offices</p>	<p>This may result in the individual staff member experiencing medical distress on-site and could increase the risk of onward transmission of the virus among other people with whom the individual has been in proximity</p>	<ul style="list-style-type: none"> - If anyone starts to feel unwell with a new continuous cough, a high temperature or loss of sense of smell and/or flue like symptoms in the workplace, the employee must leave the office straight away, inform their line manager and follow the stay at home guidance and the guidance set by Public Health England. - Tracing to anyone who was in the office at the same time and, if appropriate, will be asked to stay at home for 2 weeks if they have come into contact with the individual. - Everyone in the office on the same day as suspected case to be made aware if appropriate. - Deep clean to be carried out if suspected/confirmed case in the office. - Temperature checks to be taken on arrival to the office. - Maintaining up-to-date contact information (including emergency contacts) for all partners and staff. - Record keeping on who is in and where in the office on a given day to aid potential contact-tracing efforts and processes.
<p>COVID-19 transmission via communal resources or areas</p>	<p>This may result in increased risk of transmission, including to/from clients and visitors</p>	<ul style="list-style-type: none"> - Marketing material (brochures and literature), newspapers and magazines removed from client reception area - Hand sanitiser to be used before and after looking through the books in the LGF library. - If advised that a member of staff or visitor has developed COVID-19 and was recently on the premises the management team will ask the local public health authority for advice, identify people who have been in contact with them and take on any actions or precautions
<p>Mental health problems and poor wellbeing</p>	<p>This may result from increased stress caused by home-working and the lockdown, potential bereavements,</p>	<ul style="list-style-type: none"> - CALM contact details located around the office.

Risk title	Description & consequence	Mitigation
	<p>increased caring responsibilities, elevated incidence of anxiety and depression associated with isolation, concerns about personal and family circumstances and job security</p> <p>Staff members of BAME background may feel more uncomfortable coming back into the office</p>	<ul style="list-style-type: none"> - Details of mental health first aiders with contact details in the main print room. - Awareness on Employee Assistance Programme (EAP) offering access to additional resources and support sent by Simon Goldberg. - Flexibility around home working. - Regular internal communications from senior leadership emphasising self-care and regular and inclusive communication. - Open-door policy for those who need additional support - Provide assurance over measures taken to protect employees' health and safety.
Ergonomic injuries	<p>Insufficient chairs, screens, footstools, desks etc. may be available in the office.</p> <p>It may be difficult to perform workspace risk assessments whilst maintaining physical distancing or if people sit in different locations each time they are in the office</p>	<ul style="list-style-type: none"> - All screens chairs which were taken home to be returned to the office when required. - Where possible, people to be asked to use their more portable ergonomic equipment (such as keyboards, wrist supports or mice) with them when working in the office or at home.
Public transport virus transmission	Crowded and unsanitary conditions on public transport services	<ul style="list-style-type: none"> - Interest-free loan/cycle to work scheme available. - If staff members need to travel (for example to courts) they should not share vehicles or taxis, unless face masks are worn. - Flexibility around travel times to avoid rush hour especially for those using public transport.
Car/bike park virus transmission	Narrow spaces in the firm's carpark or bicycle storage area may elevate the risk of person-to-person transmission	<ul style="list-style-type: none"> - When using the bike storage, social distancing to be adhered to which may involve waiting for someone to leave the area before locking up.
Safety and security at building entrance	There is a risk that individuals waiting for extended periods of time at building entrances due to physical distancing and temperature checks experience adverse weather-related health impacts or could be subject to opportunistic crime/harassment	<ul style="list-style-type: none"> - Reception desk to have a screen up where deliveries are put and a social distancing 2m sign added to keep a distance between the desk and visitor/staff members.
COVID-19-related stigma and harassment	Risk that there is an increase in targeted harassment or stigma directed at individuals who have been ill or are from a specific ethnic background	<ul style="list-style-type: none"> - Reporting channels to line managers to permit investigation of any harassment/stigma and where proven appropriate misconduct procedures followed. - Partners and managers to offer support to staff who are affected by COVID-19 or have a family member affected. - Ensure senior figures in the organisation issue and support messages about values and diversity and inclusion.
Non-compliance with government regulations	Risk that a member of the firm ignores firm's guidance	<ul style="list-style-type: none"> - Communicate the importance of the adherence to the rules. - Strict enforcement of rules from partners/line managers against people continuing to attend the office while feeling unwell.