



Symonds & Sampson LLP

COVID-19 Risk Assessment

v1.20.0514: on partial resumption of Agency Activity

<b>ORGANISATION :</b>	<b>Symonds &amp; Sampson LLP</b>				
<b>SUBJECT:</b>	<b>Health and Safety during the COVID-19 Outbreak and return to work when permitted</b> This risk assessment describes the hazards and controls required to prevent the spread of COVID-19 virus during the current pandemic. This assessment will be reviewed regularly in line with Government and professional body advice: Gov.UK: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/</a> <a href="https://www.gov.uk/guidance/government-advice-on-home-moving-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/guidance/government-advice-on-home-moving-during-the-coronavirus-covid-19-outbreak</a> Public Health: <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a> NHS: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>				
<b>COMPLETED BY</b>	<b>ANDREW WP CARLESS</b>	<b>JOB TITLE</b>	<b>PARTNER</b>	<b>Date of completion</b>	<b>14/05/20</b>

Describe the hazard	Who might be harmed & how	Describe what is done to prevent harm	What else needs to be done	When must it be completed
<p><b>1) COVID-19 Virus spreading between employees, visitors, contractors and customers in the workplace</b></p> <p><b>Symptoms of COVID-19</b>            If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>Employees, customers, contractors and visitors to our workplaces</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions are at heightened risk if they contract the virus</p>	<ul style="list-style-type: none"> <li>Managers are to monitor their staff to watch for the signs and symptoms of COVID-19. Also to respond to reported cases in staff or visitors.</li> <li>Staff are to declare to their manager any suspected or actual symptoms, illness or contact, or requirement to self-isolate</li> <li>Identify vulnerable staff, and protect them so far as possible – furlough, home-working, enhanced measures.</li> </ul>	<ul style="list-style-type: none"> <li>If advised that a member of staff or public has developed COVID-19 and were recently on our premises the management team will contact <b>NHS 111</b>: <a href="https://111.nhs.uk/covid-19/">https://111.nhs.uk/covid-19/</a> to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</li> <li>As appropriate on return to work, given circumstances pertaining at that time (manning levels, roles, visitor interaction), to be dealt with by managers and/or AWPC on a case-by-case basis.</li> </ul>	

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a) <b>Poor personal hygiene</b>	Cross-contamination	<p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water have been provided and are maintained in a clean and hygienic condition.</li> <li>• Stringent hand washing taking place.</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Gel sanitisers in any area where washing facilities not readily available.</li> <li>• Hand wash before and after use of kitchens and washrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</li> </ul>	
b) <b>Contamination</b>	Cross-contamination	<p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• We are frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception areas and meeting rooms using appropriate cleaning products and methods.</li> <li>• Equipment not to be shared if possible but, if it must be, enhanced sanitisation after use.</li> <li>• Office cleaning</li> <li>• Bring in own refreshments</li> <li>• Leave incoming deliveries and post for some hours, if possible. If not, deal with any packaging swiftly and ensure sanitisation afterwards.</li> </ul>	<ul style="list-style-type: none"> <li>• Checks to be carried out by line managers to ensure that the necessary procedures are being followed.</li> <li>• Regular office cleaning to be re-instated</li> </ul>	<p>Daily, or more often as appropriate</p> <p>ASAP</p>

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<p><b>c) Proximity</b></p>	<p>Infection of others via coughs and sneezes, if unwell, even if not showing symptoms</p>	<p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Government. Issues per attached Office Notice</li> <li>• Taking steps to review work schedules including start and finish times/shift patterns, working from home etc., to reduce number of workers on site at any one time. Also relocating workers to other tasks.</li> <li>• Redesigning processes to ensure social distancing in place.</li> <li>• Conference calls to be used instead of face to face meetings where possible</li> <li>• Social distancing also to be adhered to in kitchen (if used) and washroom areas, encouraging use of outside spaces for breaks, staggered breaks.</li> </ul> <p><b><u>PPE</u></b></p> <ul style="list-style-type: none"> <li>• It is not currently advised or recommended by Gov that PPE need be worn if distancing can be maintained. However, it will be provided if requested.</li> </ul>	<ul style="list-style-type: none"> <li>• Management to ensure that distancing is adhered to.</li> <li>• Attached "Office Notice" to be displayed, setting out protocol.</li> <li>• Adapt outside areas for break time, or informal meetings, if available.</li> <li>• Provide PPE (mask/gloves) if required</li> </ul>	<p>Daily</p> <p>Immediately</p> <p>As soon as practicable.</p>
<p><b>d) Visitor management</b></p>	<p>Customers, contractors and staff members interacting and spreading or contracting the virus</p>	<ul style="list-style-type: none"> <li>• Meetings should be video-conferencing if possible</li> <li>• Visitors by appointment only. Max 2 at any time.</li> <li>• Attached notice on front door (locked).</li> <li>• Physical or visual barrier to keep visitors apart from staff, if they are</li> </ul>	<ul style="list-style-type: none"> <li>• Display attached notice</li> </ul>	<p>Immediately</p>

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		<p>not to be directed to a meeting room/reception area.</p> <ul style="list-style-type: none"> <li>• Visitors to be pre-screened for illness or contact</li> <li>• Visitors to be reminded of distancing</li> <li>• No sharing of pens etc. No brochures, magazines or other material to be handed out.</li> <li>• Establish safe methods of working for contractors, to minimise areas visited, materials handled, or proximity to staff members. Sanitise thoroughly after visit</li> <li>• Maintain a log of visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Display Distancing posters</li> <li>• Remove any displays near to hand</li> <li>• Establish a visitor log – name, phone, areas visited.</li> </ul>	<p>Immediately</p> <p>Immediately</p> <p>Immediately</p>
<p><b>e) Shared items</b></p>	<p>Cross-contamination</p>	<ul style="list-style-type: none"> <li>• Items not to be shared if at all possible i.e no hot-desking, sharing of phones, or kit such as pens</li> <li>• Photocopiers and franking machines to be used by one person only if possible. If not, establish handing and sanitisation protocols.</li> <li>• Use IT to minimise hard copy</li> <li>• Use office kitchen equipment or provisions as little as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Provide and mark/identify equipment for private use. Clear desks.</li> <li>• Instigate electronic document handling procedures</li> </ul>	<p>Ongoing</p>

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<p><b>2) COVID-19 Virus spreading between employees, visitors, contractors and customers in a person's home</b></p>	<p>Customers, contractors and staff members spreading or contracting the virus</p>	<ul style="list-style-type: none"> <li>• GOVERNMENT GUIDANCE IS CLEAR ON THE STEPS THAT MUST BE TAKEN IF VISITING A HOME. That is repeated in the attached Guidelines, which have been disseminated to relevant staff.</li> <li>• Office protocols when arranging visits.</li> <li>• Protocols when on visits</li> <li>• Provision of PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Notice circulated and reinforced by management</li> <li>• Notice circulated and reinforced by management</li> <li>• Initial stock distributed. Offices to maintain stock levels</li> </ul>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Mental health and anxiety issues</p>	<p>Staff members may suffer anxiety or depression, stress as a result of the current virus situation</p>	<ul style="list-style-type: none"> <li>• Staff members are encouraged to talk to their manager if they are struggling with mental health issues.</li> <li>• The details of the firm's counselling service are on Sharepoint, or available from Andrew Carless</li> <li>• Teams are encouraged to maintain contact with staff and colleagues by WhatsApp and other means</li> </ul>		
<p>General travel and public interaction</p>	<p>Staff members spreading or contracting the virus</p>	<ul style="list-style-type: none"> <li>• Staff should abide by the restrictions imposed by Government, as varied from time to time.</li> <li>• Staff should not travel and stay at home unless on essential travel as approved by the Government.</li> <li>• Public transport use should be kept to absolute minimum. Ensure that safe social distancing is maintained if using public transport for essential travel.</li> <li>• No foreign travel is permitted.</li> </ul>		

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First aid	Staff members spreading or contracting the virus when administering or receiving first aid	<ul style="list-style-type: none"> <li>• In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.</li> <li>• Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</li> <li>• Wear gloves or cover hands when dealing with open wounds.</li> <li>• Cover cuts and grazes on your hands with waterproof dressing.</li> <li>• Dispose of all waste safely.</li> <li>• Do not touch a wound with your bare hand.</li> <li>• Do not touch any part of a dressing that will come in contact with a wound.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide first aiders with the required PPE relevant to your workplace such as face masks, shields, gloves, clothes coverings etc.</li> <li>• Ensure first aiders are briefed regarding a non-breathing casualty:  <a href="https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/">https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/</a> </li> </ul>	As required.
Non reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	Business could be prosecuted for failing to comply with a Statutory requirement.	<ul style="list-style-type: none"> <li>• We will make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when: <ul style="list-style-type: none"> <li>• an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> <li>• a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.</li> <li>• a worker dies as a result of occupational exposure to coronavirus.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Further detailed information is available:  <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a> </li> </ul>	

## Management

- Please ensure all staff are aware of the content of this document and attached notices.
- Please ensure that all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- Assessments to be reviewed every 6 months or where significant change has occurred.

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, if in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.

## Health Advice (we will regularly update our advice in line with Government announcements)

The current advice (06 May 2020) is towards individual health not whether someone has returned from an affected area. If you have signs and symptoms you should take action as advised below.

- The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough and/or high temperature (above 37.5°C). If you live alone and have these symptoms, however mild, stay at home and do not leave your house for 7 days from when your symptoms started. You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, contact NHS 111 online. If you have no internet access, you should call NHS 111. For a medical emergency dial 999.
- A cough may persist for several weeks in some people, despite the coronavirus infection having cleared. A persistent cough alone does not mean you must continue to self-isolate for more than 7 days.
- If you live with others and are the first person to develop symptoms of coronavirus, you must stay at home for at least **7 days** but all household members who remain well, must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill.
- Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser (preferably with an alcohol content of over 60%) if that's all you have access to.
- To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue away immediately. Then wash your hands or use a hand sanitising gel.
- If someone has symptoms whilst working in the office they should go home. The person should inform their line manager.

<b>LOCAL ASSESSMENT:</b>	
ASSESSOR(S): Name/Job Title	<input type="text" value="INSERT NAME"/>
ASSESSMENT DATE:	<input type="text" value="INSERT DATE"/>
REVIEW DUE:	<input type="text" value="INSERT DATE"/>



I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level. I fully understand my duties as an employee, to follow the control measures in this risk assessment.

Employee name	Job title	Date	Employee comments/recommendations	Signature