

Archers Law LLP

Covid-19 Risk Assessment. Last reviewed 04 January 2021.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

As advised by The Government this risk assessment has been shared with all employees and is published on our website. It follows and complies with the Government's guidance on managing the risk of COVID-19 within the workplace.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

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What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Reviewed and actions taken		
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p><u>Hand Washing and gel sanitisers</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place in all kitchen and bathroom areas. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available 	<p>Gel sanitiser stations at entry point to each floor and outside of boardroom/seminar room. Monthly contract with CH to refill and order freestanding items for foyer.</p> <p>Gel sanitiser bottles provided in lift, on reception desk, in stationery pods, boardroom, seminar room and on each printer/photocopier.</p> <p>Handwashing dispensers in bathrooms refilled monthly by CH. Handwash bottles and emollient provided in all kitchen areas throughout the building.</p> <p>Employees to be reminded in weekly bulletin 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.</p> <p>Tissues will be made available throughout the workplace.</p> <p>Encourage workforce with regular bulletins to report any problems and carry out skin checks as part of a skin surveillance programme</p>	4/1/21	Reminder email to team	SH/HB

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			<p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone in the regular bulletins of the public health advice. https://www.gov.uk/government/organisations/public-health-england</p> <p>Posters, leaflets and other materials are available for display to include handwashing, sanitising gel, 2m social distancing. Ordered from AG. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	4/1/21	Additional posters displayed around the office	SP/HB
		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Clean desk policy in all areas. All files and folders to be returned to cabinets overnight. Unit Heads to arrange for each desk in their area to be cleared. Checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Working desk, keyboard and telephone to be wiped down with antibacterial spray before commencing working day and at end of working day by person using the desk.</p> <p>Persons to wipe down kitchen surface with antibacterial spray after usage. All communal use mugs, cutlery and crockery to be removed from kitchen areas.</p>	4/1/21	Reminder email to Unit/line managers	SH
				4/1/21	Reminder email to team	SH/HB
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		<p>Daily antibacterial wipe of main touchpoint areas throughout the building to include stair rails, door pushes/handles, lift controls, printers.</p> <p>Deep clean of all floors before office re-opens. Daily clean to re-commence. Review contract items with EcoClean.</p> <p>Monthly electrostatic fogging of office space (to consider).</p>	4/1/21	To remind cleaners	HB	
		<p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Redesigning processes to ensure social distancing in place.</p>	<p>Identify the desks that can be used whilst complying with the 2m social distance requirements. (See appendix 1 and 2). Provide plan and mark out those desks that will not be used. Avoid face to face. Max floor capacity. Review monthly.</p> <p>To ensure no more than two people use a working desk. If used by more than one person to ensure there is not a hot desk swap during a working day. Weekly swap is preference.</p> <p>If different team attendees onsite, fix as a shift group so the same group of people are in attendance at any one time. Unit Heads to identify based on team requirements.</p> <p>No sharing of objects except documents that require wet signature.</p>	4/1/21	Reminder email to Unit/line managers	SH
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			<p>One way system implemented on each floor. (See appendix 1, 2 and 3).</p> <p>To ensure the entry and exit point on ground floor is different during 9am and 5pm hours and follows a one way system.</p> <p>To provide 2m distance markings in reception area, from working desks and in stationery pods. Clearly mark no entry zones.</p> <p>Carpark. Leave two spaces between each parked car.</p> <p>To install reception screen.</p> <p>Use lefthandside of staircase and landings to go up and down. Signage.</p> <p>To implement a bollard system for bathroom entry.</p> <p>Letterbox used for document and post drop offs.</p> <p>Front door on closed. Reception to provide access between 9am to 5pm during via intercom system.</p> <p>Stagger lunch breaks. Stagger arrival and exit times.</p> <p>Each employee will be asked to sign and accept social distancing and hygiene policy. Remote acknowledgement.</p>	4/1/21	Reminder email to team	SH/HB
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			<p>Employees who have ability to work from home continue to do so. Monthly review.</p> <p>IT to fix onsite computer using remote access. If need physical access to the computer to request employee leaves desk in advance. IT person to wipe down desk and computer with antibacterial wipe and wear gloves. Dispose of gloves immediately.</p>	4/1/21	Reminder email to team	SH/HB
		<p>Taking steps to review work patterns including start & 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.</p>	<p>At home workstation assessment to be undertaken for employees working from home. This information used to inform the firm who can continue to work from home environment as we move past the temporary period of 8 weeks.</p> <p>Review furlough employee status and gradual phasing of those employees who can be returned to workplace safely and in line with operational capacity requirements.</p>	11/20	Actioned queries with Unit Heads/ team Dec 20	SH/HB
			<p>Identify employees who are in high risk categories. Review risks and implement safety measures before return to workplace.</p> <p>Onsite attendance between 8:30am and 5:30pm during June? (Reason security of building and opening/closing rota, as well as access for cleaning team).</p>	4/1/21	Communicated with team	SH/HB
			<p>Employees to be reminded in regular bulletin of the importance of social distancing both in the workplace and</p>	4/1/21	Reminder email to team	SH/HB

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		<p>outside of it. Signage, posters and banner through the building to include one-way, room capacity, 2m distancing reminders. Order from AG.</p> <p>Room capacity:</p> <ul style="list-style-type: none"> • Stationery pods – two people • Lift – one person • Stairwell – one person on each flight • Seminar room – 4 people • Boardroom – 4 people • Meeting room 1, 2, 3, 4, 5 – no access • 1st and 2nd floor offices – 1 person <p>• Main kitchen – closed. Encourage people to bring cold food. Use outdoor spaces.</p> <p>• 1st and 2nd floor kitchen. One person at any one time. Signage.</p>			
	<p>Social distancing also to be adhered to in kitchen areas.</p>		4/1/21	<p>Already reopened, marked out area – limited to 2 at all times – included in reminder email to team</p>	SH/HB
	<p>Client attendance at office.</p>	<p>Client meetings to continue as video conference and telephone. Face to face client meetings will take place for those that cannot be progressed remotely.</p>	4/1/21	<p>Reminder email to team</p>	SH/HB
		<p>Face masks compulsory for members of public at premises from 08 August. To include on client disclosure form.</p> <ul style="list-style-type: none"> • Onsite client meetings – See COVID archernet policy for meeting 	4/1/21	<p>Reminder email to team</p>	SH/HB

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			<p>procedure.</p> <ul style="list-style-type: none">• Onsite marketing events/BD meetings – None• Drop ins – none. All documents to be posted through letterbox, electronic and via royal mail/DX.• Payment – None onsite. Online or by telephone with accounts team.• No refreshments.• No visitor badges. <p>Visual aid for one way system. Separate entry and exit point.</p> <p>Onsite social distancing and safety policy sent to client(s) in advance of face to face meeting when they commence. To be in receipt of secure docs or email acknowledgement before appointment takes place. Saved on proclaim. Remote acknowledgement.</p> <p>Documents – All incoming and outgoing client documents should be sent electronic unless there is no means to do that. Letterbox can be used for dropping of documents. Unit Heads can authorise a client collecting or dropping off documents but the non-access procedure to be followed.</p> <p>Incoming post – to use gloves or use the sanitiser gel provided throughout opening of post.</p>			
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		<p>Identify suppliers that require onsite access to ensure the firm adheres to HSE regulation.</p> <p><u>Handling goods and materials that come onsite</u></p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>PPE</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene</i></p>	<p>Onsite social distancing and safety policy sent to all suppliers identified in advance of onsite attendance. To be in receipt of secure docs or email acknowledgement attendance takes place. Saved in M folder. Remote acknowledgement.</p> <p>Implement cleaning procedure for incoming items. Spray with antibacterial. Wear gloves to unwrap, dispose of gloves when contents are removed.</p> <p>No personal deliveries to office.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>The Government says that workplaces should not encourage the precautionary use of extra PPE outside of clinical settings. On that advice the firm does not plan to provide face masks/coverings or aprons so PPE remains an optional choice by employee. Decision agreed at OB meeting 28 May,</p>	4/1/21	Government guidance encourages use of face masks in "high street" law	SH/HB
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		<p><i>behaviours</i></p> <p>Review air ventilation within office space. Ensure fresh air filtration is in operation.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace (or they have a family member in their household with) 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>reviewed in v2/v3. However, if an employee wishes to wear PPE they can do so but must provide their own. An employee is not allowed to provide other employees with PPE to use in workplace settings. If an employee chooses to wear PPE they must follow the HSE guidance on how to use each garment correctly as example: Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Members of public are required to wear face covering from 08 August when attending premises that provide legal services.</p> <p>Onsite check by Durham Air Con. Filter changes to include anti-bacterial agent compliant with Government regulation. Continue bi-annual maintenance services.</p> <p>Each employee will be asked to confirm read and understood the COVID Secure policy that includes HR questions regarding symptoms and onsite attendance. Remote acknowledgement.</p> <p>Electronic confirmation of key HR questions when employee logs on to computer and is attending the office.</p> <p>The firm has been accepted by the Government online testing portal. If an employee who has been and/or needs to</p>		<p>firms where meeting the public – included in email to team</p> <p>Amended isolation days to 10 per Government Guidance</p>		<p>SH/HB</p>
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		<p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority 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.</p>	<p>work from the office has symptoms (or a member of their household), the firm will register that person to receive a postal test. It also assist with the employee returning to workplace sooner than isolation requirements if the test is negative and they feel well enough to work.</p> <p>Track and trace. Encourage employees to register the Government's track and trace app. To inform employer should the app request them to self isolate, even when working from home.</p> <p>Temperature checks. The firm is not planning to implement a temperature programme. Agreed at OB meeting 28 May.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	4/1/21	Reminder email to Unit/Line managers	SH
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		<p><u>Drivers</u> Persons should not share vehicles for business use where adequate social distancing cannot be achieved. This will include 2m distance, screen and good ventilation system.</p> <p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/</p> <p><u>Communications and training</u></p>	<p>Implement employee engagement activity for all employees including those furloughed. Promote Life Service employee benefits telephone support.</p> <p>Line Managers regular communication with employees providing updates. Escalate to OB if extra support is required.</p> <p>Workstation risk assessment for home workers.</p> <p>Powerpoint video for all employees.</p> <p>Provision of COVID-19 Secure risk assessment and policy to all employees.</p> <p>Unit Head to verbally ask each person in their team if they have any questions regarding the risk assessment and policy actions.</p>	4/1/21	Reminder email to Unit/line managers	SH
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Review. SB meeting 07 July 2020. Agreed to keep current risk assessment in place.

Review. 04 August. Face coverings for attending members of public.

Review 24 September. To maintain working practices as they are.

Review 02 and 04 November 2020. To maintain current working practices as they are.

Review 4 January 2021. Update to wearing face covering on entry/exit to the office and if in reception area – areas where there is the possibility of meeting members of the public. Reminder email sent to the team and unit/line managers