

COVID-19 Risk Assessment

Locations:	302 Charminster Road, Bournemouth, BH8 9RU	Assessment date:	25 th March 2020
Operation:	Coronavirus (COVID 19)	Review Date:	6 th July 2020
Completed by:	Samantha Church	Reference:	CV001

Risk title	Description & consequence	Mitigation	Target date
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>	<p>All partners and staff (where possible) to work from home</p> <p>Take steps to review work schedules including start and finish times/shift patterns, to reduce the number of people on site at any one time</p> <p>Set an upper occupancy limit of 25% for our offices at any time</p> <p>Desks removed (or desks marked) to encourage physical distancing</p> <p>Reduce the number of persons in any one area to ensure compliance with 1meter plus gap recommended by Public Health Agency.</p>	On-going

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		<p>Putting in place social distancing markers and measures in communal areas including kitchens, meeting areas, post room</p> <p>No one feeling ill will be allowed to come to work</p> <p>Communication and awareness-raising posters referring to the above measures</p> <p>Enhanced cleaning regime, including for toilets and frequent touchpoints such as door handles, light switches, photocopiers, kitchen equipment, franking machines using appropriate cleaning products and methods</p> <p>Hand washing awareness: see the NHS guidance</p> <p>Sanitation products (hand sanitiser, cleaning wipes) widely available in communal areas and sanitiser stations available on each floor to encourage staff to clean their own work stations frequently.</p> <p>Reminding everyone of the public health advice through posters, leaflets and other materials made widely and prominently available: see the government guidance</p>	
Spread of COVID-19 to clients or visitors	This will result in multiple individuals (partners, staff, visitors/clients and contractors)	Face-to-face meetings discouraged with conference calls and online meetings to be used instead	On-going

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	<p>becoming infected and possibly seriously or fatally ill</p>	<p>Upper limit on meeting numbers determined by available room size</p> <p>Meetings by appointment only and staggered so no congestion possible</p> <p>Meeting rooms adapted to ensure physical distancing</p> <p>Enhanced cleaning regime, including before/between/after each individual meeting</p> <p>Sanitation products (hand sanitiser, cleaning wipes) available inside each meeting room</p> <p>No catering/refreshments offered inside meeting rooms</p> <p>No waiting within reception areas</p> <p>No shaking hands etc</p> <p>1 hour upper limit on meetings strongly advised and communicated</p> <p>No cloakroom service – visitors should look after their own personal items</p> <p>All visitors to be asked prior to arrival at the offices whether they are feeling unwell or showing symptoms of Covid-19</p>	

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COVID-19 case (suspected) in our offices	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>If anyone becomes unwell with a new continuous cough, a high temperature or loss of sense of smell in the workplace, they will be sent home and advised to follow the stay at home guidance</p> <p>Everyone in the relevant office to be informed</p> <p>Partners and managers to increase the frequency of contact with those they supervise during this time</p> <p>Majority of people instructed to work from home</p> <p>Reemphasise that no-one feeling ill is allowed to come to work</p> <p>Maintaining up-to-date contact information (including emergency contacts) for all partners and staff</p> <p>Record keeping on who is in and where in the office on a given day to aid potential contact-tracing efforts and processes</p>	On-going
COVID-19 transmission via communal resources or areas	This may result in increased risk of transmission, including to/from clients and visitors	<p>Marketing material (brochures and literature), newspapers and magazines removed from client reception area</p> <p>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</p>	On-going

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		have been in contact with them and take on any actions or precautions	
COVID-19 transmission via mail/packages	This may result in increased risk of transmission by handling of objects	<p>Cleaning protocol is in place for all incoming mail and courier packages</p> <p>Staff advised to clean any mail/post items delivered to their desks (wet wipes/spray to be provided)</p>	On-going
Mental health problems and poor wellbeing	This may result from increased stress caused by home-working and the lockdown, potential bereavements, increased caring responsibilities, elevated incidence of anxiety and depression associated with isolation, concerns about personal and family circumstances and job security	<p>Signpost to LawCare resources and the Law Society's mental health resources</p> <p>Increase volume of guidance materials and resources available</p> <p>Raise awareness on any Employee Assistance Programme (EAP) offering access to additional resources and support</p> <p>Adjust policies around home working and leave-taking to support working parents</p> <p>Regular internal communications from Managing Partner/HR, Marketing and HODs emphasising self-care and regular and inclusive communication. The emphasis should also be on honesty and transparency about the difficulties the firm is facing and how to best manage these together</p> <p>Regular communication of mental health information and an open-door policy for those who need additional</p>	On-going

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		<p>support</p> <p>Provide assurance over measures taken to protect employees' health and safety</p>	
Ergonomic injuries	Insufficient chairs, screens, footstools, desks etc. may be available in the office as a large proportion of these could have been taken home by staff	<p>Virtual self-administered workplace risk assessment module to be made available (if not already)</p> <p>Where possible, people to be asked to bring their more portable ergonomic equipment (such as keyboards, wrist supports or mice) with them when working in the office</p>	On-going
Public transport virus transmission	Crowded and unsanitary conditions on public transport services	<p>Individuals who feel that they cannot travel safely to/from the office will not be required to do so.</p> <p>If staff members need to travel (for example to courts or to do site visits) they should not share vehicles or taxis, unless suitable distancing can be achieved</p>	On-going
COVID-19-related stigma and harassment	Risk that there is an increase in targeted harassment or stigma directed at individuals who have been ill.	<p>Partners and managers to offer support to staff who are affected by COVID-19 or have a family member affected</p> <p>Publish or signpost colleagues to facts about COVID-19 to dispel myths</p> <p>Ensure senior figures in the organisation issue and support messages about values and diversity and inclusion</p>	Ongoing
Cyber Security attacks	There is a risk of cyber security	Review cyber security to ensure that all reasonable	On-going

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	attacks including computer viruses, phishing and scam emails and coronavirus related ransomware	<p>protection is in place</p> <p>Circulate warnings to staff and managers of any credible threats, especially scam emails</p> <p>Ensure that staff working from home and using remote working systems are covered by cyber risk protections</p> <p>Ensure home working arrangements maintain standards of data protection and IT security</p> <p>Continue to provide regular cyber security training</p>	
Non-compliance with government regulations	Risk that a member of the firm ignores firm's guidance	<p>Communicate the importance of the adherence to the rules</p> <p>Stricter enforcement of rules against people continuing to attend the office while feeling unwell</p>	On-going