

WARNERS SOLICITORS – COVID-19 RISK ASSESSMENT

Premises: Bank House, Tonbridge & 2nd floor, 16 South Park, Sevenoaks

Assessment date: 29 June 2020

Reviewed: January 2021

The Government’s advice as at 5 January 2021 is that *“you can only leave home for work purposes where it is unreasonable for you to do your job from home.”*

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Partners and Staff • Visitors to our premises • Cleaners & Contractors • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with us in relation to our business 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available 	<ul style="list-style-type: none"> • Employees to be reminded by clear signage throughout the offices to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. • Signs will also be visible to remind staff 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. • Tissues will be made available throughout the workplace. • Hand sanitiser stations will be situated at the main entrances to both offices. Hand sanitiser also available by all printers, in kitchen, etc. • All clients/visitors asked to wear face coverings whilst they are in the office as per Government legislation. 	<p>SH</p> <p>SH</p> <p>SJH/SH</p> <p>SJH/SH</p> <p>SH</p>	<p>01.07.20</p> <p>01.07.20</p> <p>01.07.20</p> <p>01.07.20</p> <p>08..08.20</p>	<p>v</p> <p></p> <p>v</p> <p>v</p> <p></p>

		<p><u>Cleaning</u></p> <p>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>	<ul style="list-style-type: none"> • Deep clean of both offices to be carried out prior to limited number of office-based staff returning • Cleaners given specific instructions on daily cleaning requirements • Staff supplied with antibacterial wipes to use on office equipment after use • Marketing material (brochures and literature), newspapers and magazines removed from client reception area • Enhanced cleaning regime, including before/between/after each individual meeting. • Sanitation products (hand sanitiser, cleaning wipes) available inside each meeting room • No catering/refreshments offered inside meeting rooms 	<p>Wettons</p> <p>Minster – Sev office</p> <p>SH</p> <p>SH</p> <p>KH</p> <p>SH</p> <p>SH</p> <p>Fee earners</p>	<p>20.06.20 and 27.06.20</p> <p>25.2.21</p> <p>01.07.20</p> <p>01.07.20</p> <p>01.07.20</p> <p>Ongoing</p> <p>01.07.20</p> <p>Ongoing</p>	<p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p>
--	--	---	--	---	---	---

		<p><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the distancing guidelines recommended by the Public Health Agency</p> <p>Taking steps to review work schedules 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>Redesigning processes to ensure social distancing in place.</p> <p>Conference telephone calls, Microsoft Teams and/or Zoom to be used instead of face to face meetings.</p>	<ul style="list-style-type: none"> • Tls to decide on limited number of staff to be office based within their Teams with remainder working at home • Staff to be reminded by clear signage of the importance of social distancing in the workplace. • Office seating layout amended to accommodate social distancing with desks that are not to be used clearly marked. • Signs restricting entry to one person at a time in kitchens and toilets. • Face to face meetings discouraged with meetings with clients to be held via Zoom, Microsoft Teams (or equivalent) where possible • Clients to be seen at firm's offices only by prior appointment. • Only the larger meeting rooms are to be used (Boardroom, MR1 and MR2 in Tonbridge and Boardroom and MR2 in Sevenoaks) with a maximum of 3 visitors and one lawyer at any one time • Meetings staggered so no congestion possible • Physical distancing in place in reception/waiting area 	<p>TLs</p> <p>SH</p> <p>SH / ACD</p> <p>SH / ACD</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p>	<p>01.07.20</p> <p>01.07.20</p> <p>01.07.20</p> <p>01.07.20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>01.07.20</p>	<p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p>
--	--	--	--	--	--	---

		<p><u>PPE / Gloves</u></p> <p>The guidelines suggest that, when managing the risk of COVID-19, additional PPE beyond that already used will not be beneficial. This is because the risks posed by COVID-19 need to be managed through social distancing, hygiene and fixed teams or partnering, not through use of PPE.</p> <p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough, a high temperature or a loss or change of their sense of smell or taste in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>TLs will maintain regular contact with staff members during this time.</p> <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), HR 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>	<ul style="list-style-type: none"> No action required at present. To be reviewed if guidelines change. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Record keeping on who is in and where in the offices on a given day to aid potential contact-tracing efforts and processes No one feeling ill will be allowed to come to work Pre-meeting notification (if possible) sent to all attendees asking them to stay away if feeling unwell <ul style="list-style-type: none"> Internal communication channels and cascading of messages through HR, TLs (via email and Team WhatsApp groups) 	<p>SJH / SH / ACD</p> <p>SH / ACD</p> <p>SJH / SH / ACD</p> <p>Fee earners</p> <p>TLs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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>will be carried out regularly to reassure and support employees in a fast changing situation.</p> <ul style="list-style-type: none"> The relevant TL and/or HR will offer support to staff who are affected by Coronavirus or has a family member affected. Regular communication of mental health information. 	TL / SJH	Ongoing	
--	--	---	--	----------	---------	--