



Covid-19 Risk Assessment

This document is to assess the risk to the firm’s partners, staff and visitors attending the firm’s premises during the Covid-19 pandemic. The firm’s policy is to:-

- Follow the regulations and advice of HM Government and NHS/PHE as published directly on their respective websites;
- Keep this risk assessment under constant review.

For reference the terms ‘Social Distance’ and ‘Social Distancing’ are abbreviated to ‘SD’.

Risk	Partner/Staff	Visitors	Action
Transmission of infection by those who test positive for Covid-19	No member of staff who has tested positive in the previous 7 days (as defined by NHS/PHE) for any period beginning in the previous 7 days may attend our premises, and must leave upon the onset of any symptoms.	No visitor who has tested positive in the previous 7 days (as defined by NHS/PHE) for any period beginning in the previous 7 days may attend our premises, and must leave upon the on- set of any symptoms.	S: All staff to be informed V: To be included in Meeting Instructions on website, emailed to every attendee pre-meeting, and displayed at each office entrance,
Transmission of infection by those who are Post-Symptomatic or Co-Symptomatic	No member of staff may attend our premises within 7 days of suffering from symptoms or within 14 days of someone they live with suffering symptoms (as defined by NHS/PHE).	No visitor may attend our premises within 7 days of suffering from symptoms or within 14 days of someone they live with suffering symptoms (as defined by NHS/PHE).	S: All staff to be informed V: To be included in Meeting Instructions on website, emailed to every pre-booked visitor pre-visit, and displayed at each office entrance,
Meetings	All meetings between staff or with clients should take place remotely where possible, either by phone or video-conference. Where a meeting is unavoidable for technical or operational reasons it must be pre-booked in a meeting room and SD guidance for that room must be observed. Each member of staff will be supplied with hand-sanitiser to be used regularly when entering, leaving or at the firm’s premises. No physical contact between staff or with visitors is permitted.	Client meetings will only take place where the purpose of the meeting cannot take place remotely, by phone or video-conference. Meetings must be pre-booked in a meeting room and SD Guidance must be observed. Visitors will be required to use hand-sanitiser on entering the firm’s premises, and this will be included in Meeting Instructions.	S: All staff have been trained how to use video conferencing. SD guidance for each meeting room is included in office-specific instructions given to staff. V: SD guidance is included in the Meeting Instructions and must be sent to the visitor in advance if possible, and must always be drawn to the visitor’s attention when being directed by a Receptionist to the meeting room. It is also displayed at the entrance to the firm’s offices.

			<p>S&V: All meeting rooms have been re-configured to be SD-compliant.</p> <p>Cleaning: Meeting room tables and chairs will be wiped down by after each meeting.</p>
Reception, Entrances and Doorways	<p>Each office has been assessed to identify an office-specific protocol for arrival and departure, covering doorways, direction of movement within the building where appropriate. SD marking is in place where deemed appropriate. Where possible all doors including entrance doors will remain open throughout the day.</p>	<p>SD marking has been put in place where deemed appropriate.</p>	<p>S: Instructions for working in each office will be given to each member of staff.</p>
Offices	<p>All offices have been reviewed and reconfigured as necessary, including the re-location of individual members of staff, to ensure that no two members of staff are expected to sit within 2m of each other in any direction. Members of staff are invited to raise any concerns regarding their workspace with any Partner.</p>	<p>Clients must not be permitted to enter the firm's premises beyond the Meeting Room areas. Other visitors such as service engineers, those making deliveries etc must enter and leave only via Reception and must be escorted while on the firm's premises. Direction will be given to staff on the process for arranging escorts.</p>	<p>Cleaning: A deep clean of each office was carried out prior to re-opening and regular cleaning will be maintained.</p> <p>S: Instructions for working in each office will be given to each member of staff</p>
Stairs and Corridors	<p>In some instances SD cannot be guaranteed by the Firm, and it will be the responsibility of all members of staff to avoid being within 2m of each other. Measures include checking that a corridor or staircase is clear before embarking upon it, and waiting at 'passing points' if a colleague is approaching. Staff should be vocal in alerting colleagues who may not have seen them. Specific instruction for each office will be provided to staff on working in each office. Staff are encouraged to raise concerns or make suggestions to any Partner.</p>	<p>N/A for clients.</p> <p>Other visitors should be escorted following the same measures and routes as members of staff.</p>	<p>S: Instructions for working in each office will be provided to each member of staff</p>

Office Equipment	No office equipment should be shared. Printing/scanning/copying is limited to reception only.	N/A	S: Instructions for working in each office will be given to each member of staff
Kitchens and Kitchen Equipment	Visits to kitchens should be kept to a minimum throughout the day. Drinks must not be made for colleagues. Only one person at a time is permitted in any kitchen. Hand- sanitiser must be used before entering the kitchen and then any equipment use should be wiped with sanitising wipes. Only single-use paper towels may be used for any drying purpose in the kitchen.	N/A	S: Instructions for working in each office will be given to each member of staff
Bathrooms	Hand-sanitiser must be used before entering and a paper towel should be used for hand- drying before being disposed of.	Visitors should not be invited to use the bathrooms but where they request to do so their attention should be drawn to the staff instructions .	S: Instructions for working in each office will be given to each member of staff
In-coming Post	Hand-sanitiser must be used before and after all in-coming post is handled.	N/A	S: Instructions will be given to each member of staff
Off-site Meetings	No member of staff should place themselves in danger by attending a meeting away from the office where there is any reason to suspect that SD will not be observed. Meetings should be conducted via phone or video-conference where possible, but where this is impossible due to the nature of the client or the purpose of the meeting, it is the responsibility of the member of staff to ensure in advance of the meeting that SD will be observed, in the absence of which the meeting should not proceed.	N/A	S: Instructions will be given to each member of staff

<p>Disregard of processes by anyone</p>	<p>Everyone should feel confident that the processes put in place for their safety will be observed and enforced. A reporting process for non-compliance should be dealt with in the following way:</p> <ul style="list-style-type: none"> • Where the member of staff is comfortable doing so they should raise the non-compliance with the relevant person; • Where not comfortable or the person repeatedly infringes, report should be made to a Partner 	<p>N/A</p>	<p>S: Instructions will be given to each member of staff</p>
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Date of Adoption: 01.08.20
Date of Last Review: 01.08.20