

**COVID-19 Risk Assessment**

To avoid the risk of infection from Covid 19 we are following closely the Welsh Government guidance re the Health Protection (Coronavirus Restrictions) (No.2) (Wales) Regulations 2020 – which sets out the legal requirement to take all reasonable measures to maintain 2 metre distancing on premises or anywhere where working and to take other reasonable measures to minimise the risk of exposure to coronavirus. The main objective of our risk assessment is to support a reduction in lose face to face interaction, promote the use of PPE and to enhance hygiene .We seek to reduce the risk of the infection to the lowest level reasonably possible by regular communication, risk assessments and mitigation strategies. In preparing this Risk Assessment we have also considered the Coronavirus (COVID-19): returning to the workplace guide from our insurance brokers the Thomas Carroll Group.

**Assessment completed by: Job title/role: CRT**

**Reviewed by: Job title/role:**

**Approved by Job title/role:**

**Date last updated: 31/7/12020**

**Date of next scheduled review: 31/8/2020**

Risk title	Description & consequence	Mitigation	Action by who and by when?
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<sup>1</sup></p>	<p>Questionnaire to staff re health</p> <p>We are increasing numbers in the office as staff return to the workplace but we are continuing to manage numbers in our offices at any one time by use of a rota and by continuing to offer home working and flexible working.</p> <p>Eliminate all unnecessary travel</p> <p>Desks/chairs removed where necessary to encourage physical distancing</p> <p>Social distancing measures in communal areas</p> <p>Use of PPE and Perspex safety screens.</p> <p>No one with possible Covid symptoms allowed to come to work</p> <p>Discourage anyone congregating in work Rooms, reception or kitchen areas. ,</p> <p>Enhanced cleaning regime, including for toilets, and frequent touchpoints such as door handles, light</p>	<p><b>Increased numbers in Cardiff Office</b></p> <ul style="list-style-type: none"> <li>Increased Cleaning required.</li> </ul> <p>VV to arrange for cleaner to come in an extra day to clean desktops, keyboards and phone to reflect desk sharing etc to start 3/08/2020</p> <ul style="list-style-type: none"> <li>Have a supply of blue cleaning rolls and Dettol spray in Cardiff addition to existing anti bac wipes for cleaning of and shared desk space after use.</li> </ul> <p>VV to order from cleaner.to be available 3/08/2020.</p> <ul style="list-style-type: none"> <li>Consider moving the meeting room photocopier to the reception area.</li> </ul> <p>VV to arrange for a quote for cabling etc by 7/8/2020.</p>

<sup>1</sup> Essential services workers need to be identified and a separate risks analysis considered for them, such as mail, document production/reprographics, reception and cleaning staff. Enhanced safety measures for these groups should be considered (e.g. plexiglass screens, enhanced cleaning, etc.)

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		<p>switches, reception area using appropriate cleaning products and methods.</p> <p>Raise Hand washing awareness</p> <p>Sanitation products (hand sanitiser, cleaning wipes) widely available.</p> <p>Communication and awareness-raising - Reminding everyone of the public health advice and office rules through supervision, emails, posters, leaflets and other materials made widely and prominently available.</p>	<p><b>Use of red wristband</b></p> <p>We have introduced a red wristband system in Pontypool for those who feel vulnerable or uncomfortable in the presence of other staff in the office due to Covid risk and want others to be mindful of this and always ensure distancing. It seems to have worked well and we will now roll that out to the other offices.</p> <p>CRT To send red wristbands to each office to be available 3/08/2020</p> <p><b>Desk Sharing</b></p> <p>Emphasise the need to clean any shared desk space after use and provide anti bac wipes for cleaning.</p> <p>CRT, JW, SH/JW to send update emails to remind staff. VV to produce posters/signs and distribute 10/8/2020.</p> <p><b>Travel</b></p> <p>Eliminate all unnecessary travel.</p> <p>HoDs should risk assess any requirements to travel to ensure its safety.</p>
<p>Spread of COVID-19 to clients or visitors</p>	<p>This will result in multiple individuals (partners, staff, visitors/clients and contractors) becoming infected and possibly seriously or fatally ill</p>	<p>Face-to-face meetings discouraged with conference calls to be used instead</p> <p>Upper limit on meeting numbers determined by available meeting room size</p> <p>Meetings staggered so no congestion possible</p> <p>Seats removed from meeting rooms to ensure physical distancing</p> <p>Enhanced cleaning regime, including before/between/after each individual meeting</p> <p>Hand sanitiser available on entering and leaving the premises and each meeting room.</p>	

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		<p>Sanitation products ( cleaning wipes) available in the meeting rooms.</p> <p>No refreshments offered inside meeting rooms</p> <p>Pre-meeting notification (if possible) sent to all attendees asking them to stay away if feeling unwell</p> <p>Clients not allowed into the reception area and visitors may not wait there either.</p> <p>Face to face meeting time limits (where face to face meeting essential)- 15 minutes preferred and no more than a 1-hour upper limit to be strongly advised and communicated.</p>	
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 and establish whether any other staff have symptoms</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>	
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 seek advice, identify people who have been in contact with them and take on any actions or precautions.</p>	
COVID-19 transmission via mail/packages	This may result in increased risk of transmission by handling of objects	Hand sanitation to be used after handling all incoming mail and courier packages.	
Mental health problems and poor wellbeing	This may result from increased stress caused by home-working and the lockdown, potential	Signpost to <a href="#">LawCare resources</a> and the <a href="#">Law Society's mental health resources</a>	

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	<p>bereavements, increased caring responsibilities, elevated incidence of anxiety and depression associated with isolation, concerns about personal and family circumstances and job security</p> <p>Staff members of BAME background may feel more uncomfortable coming back into the office</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 senior leadership 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 support</p> <p>Provide assurance over measures taken to protect employees' health and safety</p>	
Ergonomic injuries	<p>Staff may suffer ergonomic issues due to lack homeworking constraints meaning that they do not have as appropriate work equipment eg desk, chair as in the office.</p> <p>More difficult to perform workspace risk assessments at arms length in respect of home working.</p>	<p>Risk assessment questionnaires sent to all staff .</p> <p>Any issues raised followed up and actioned.</p>	
Public transport virus transmission	Crowded and unsanitary conditions on public transport services	<p>Individuals who cannot travel safely to/from the office will not be required to do so.</p> <p>Office hours amended to allow individuals to utilise less congested public transport.</p>	
Safety and security at building entrance	There is a risk that staff and visitors may come within physical distancing guidelines when waiting or entering the premises.	<p>Staggered arrival times for visitors.</p> <p>Signage and 2m stickers</p> <p>Cameras at Pontypool office to allow receptionist to monitor situation and ensure individuals are allowed in only when route is clear.</p>	
COVID-19-related stigma and harassment	Risk that there is an increase in targeted harassment or stigma directed at individuals who have been ill or are from a specific ethnic background	<p>Reporting channels to permit investigation and where proven appropriate misconduct procedures followed</p> <p>Partners and managers to offer support to staff who are affected by COVID-19 or have a family member affected</p> <p>Review the organisation's bullying and harassment policy and remind managers of it</p> <p>Publish or signpost colleagues to facts about COVID-19 to dispel myths</p>	

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		Ensure senior figures in the organisation issue and support messages about values and diversity and inclusion	
Non-compliance with government regulations	Risk that a member of the firm ignores firm's guidance	Communicate the importance of the adherence to the rules Strict enforcement of office rules including against people continuing to attend the office while feeling unwell	