

COVID-19 Risk Assessment - December 2021

We are aware of our legal responsibility to protect employees and contractors and clients and anyone else on the premises from risks to their health and safety. We have carried out a specific risk assessment for the Covid-19 virus to review the risks to health and safety created by the pandemic and to determine what measures can be taken to minimise them.

To avoid the risk of infection and to inform our decisions and control measures to minimise the risk of exposure to Covid 19 we are following the Welsh Government guidance re the Health Protection (Coronavirus Restrictions) (No.2-5) (Wales) Regulations 2020, and the Office and Contact Centres: Coronavirus Workplace Guidance (as amended) and all later guidance- Keep Wales Safe at Work which sets out the legal requirement to - undertake a specific assessment of the risk of exposure to coronavirus at our premises (and consult persons working on the premises in doing so); to take all reasonable measures to maintain physical distancing between all persons on or while waiting to enter the premises; to ensure that other reasonable measures are taken to minimise risk of exposure to the virus, in particular by limiting close face to face interaction, by improving hygiene, enforcing the use of masks, using barriers, providing information to those entering or working at the premises about how to minimise risk on premises or anywhere where working and the other reasonable measures to take.

The main objectives of our risk assessment is to support a reduction in face-to-face interaction, maintain a physical distancing, promote the use of PPE and regular testing and to enhance hygiene. We seek to reduce the risk of the infection to the lowest level reasonably possible by regular communication and information, risk assessments and mitigation strategies.

Assessment completed by: Clive Thomas – Managing Director

Date last updated: December 2021

Date of next scheduled review: January 2022

| Risk title | Description & consequence | Mitigation | Action |
|---------------------------------------|--|---|--|
| 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>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>Non-vaccinated staff required to carry out LFTs when attending office. Vaccinated staff encouraged to take LFTs if attending the office after having been in higher risk situations.</p> <p>Staff given time off and encouragement to have vaccinations and boosters.</p> <p>A Questionnaire was sent to staff re health to establish any higher risk issues Individually risk assessment carried out re vulnerable workers inc pregnancy.</p> <p>We eliminated all unnecessary travel - HoDs risk assess any requirements to travel to ensure safety.</p> <p>Desks/chairs removed where necessary to encourage physical distancing.</p> <p>Social distancing measures in communal areas. Staff discouraged from congregating in rooms, reception or kitchen areas,</p> | <p>Wales remains at Alert Level Zero. However due to the rise in Covid 19 case rates due to the Omicron variant there will be further restrictions post-Christmas.</p> <p>Staff have been advised of the Omicron threat and -</p> <ul style="list-style-type: none"> • Heads of Department to amend work rota to “work from home where possible”. • To be aware of changes to Omicron self-isolation rules. • To carry out LFT each time attend office if not double vaccinated and all strongly encouraged to do LFT before attending office after having been in any higher risk situations. • Avoid clients attending the office apart form urgent appointments. • Follow the office Covid safe rules. |

| | | | |
|--|--|---|---|
| | | <p>Use of PPE and Perspex safety screens – staff provided with KeyTool & masks.</p> <p>Staff required to wear masks at all times when away from their desks.</p> <p>Wall mounted body thermometer at each office for staff, clients and visitors to use on arrival.</p> <p>Strictly following Welsh Gov guidance regarding self isolation when testing positive for Covid or in contact with someone who is.</p> <p>Enhanced cleaning regime, including for toilets, and frequent touchpoints such as door handles, light switches, reception area using appropriate cleaning products and methods.</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>Use of red wristband - We have a red wristband system 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.</p> <p>We have emphasised that all shared desk space must be cleaned after use and provided anti bac wipes for cleaning.</p> <p>In the light of the new variant we have reinforced the need to follow all of our rules and as it may be more infectious we have also reminded staff to avoid transmission by contact by wearing gloves and avoiding touching surfaces that may be contaminated and using their own pen to sign in and out.</p> <p>Track and trace QR Code available on premises.</p> | <p>We will continue to implement our Covid safety measures to ensure that staff are kept as safe as possible.</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>No Face-to-face meetings unless urgent and necessary - video conference calls to be used instead.</p> <p>Clients required to wear masks when entering the premises.</p> <p>Clients not allowed to use reception and only allowed into the premises when staff member and room available.</p> <p>Clients required to use the body thermometer on arrival to ensure under 37.8 degrees.</p> <p>Upper limit on meeting numbers determined by available meeting room size.</p> <p>Meetings staggered to avoid congestion.</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> <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>Where face to face meeting required - time limit of 15 minutes preferred.</p> <p>Track and trace QR Code available on premises</p> | <p>Continue policy of public only allowed into the office on an urgent basis after basic Covid checks and must follow Covid procedure when in office.</p> |
|---|---|--|---|

| Risk title | Description & consequence | Mitigation | Action by who and by when? |
|--|---|--|----------------------------|
| <p>COVID-19 case (suspected) in our offices</p> | <p>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> | <p>If anyone becomes unwell with Covid symptoms they will be sent home and advised to follow the self-isolation guidance.</p> <p>Everyone in the relevant office to be informed and establish whether any other staff have symptoms.</p> <p>Staff to work from home where possible.</p> <p>Noone with suspected Covid symptoms may come into the office without a negative PCR test.</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> <p>Noone who has been in contact with those who have had a positive test result, are allowed to come to work within self-isolation period.</p> <p>Track and trace QR Code available on premises.</p> | <p>Ongoing</p> |

| Risk title | Description & consequence | Mitigation | Action by who and by when? |
|---|--|---|--|
| <p>COVID-19 transmission via communal resources or areas</p> | <p>This may result in increased risk of transmission, including to/from clients and visitors</p> | <p>Staff required to use the body thermometer on arrival to ensure under 37.8 degrees.</p> <p>Staff required to wear masks in communal areas.</p> <p>Marketing material (brochures and literature), newspapers and magazines removed from client reception area.</p> <p>Staff given a key tool to use copier.</p> <p>Staff advised to make their own hot drinks and to hand sanitise before and after use of kettle and any communal resources.</p> | <p>Staff advised of the increased risk of the new Omicron variant of Covid</p> |
| <p>COVID-19 transmission via mail/packages</p> | <p>This may result in increased risk of transmission by handling of objects</p> | <p>Hand sanitation to be used after handling all incoming mail and courier packages and/or gloves to be worn</p> | <p>Ongoing</p> |

| <p>Mental health problems and poor wellbeing</p> | <p>This may result from increased stress caused by home-working, potential bereavements, increased caring responsibilities, elevated incidence of anxiety and depression associated with isolation, concerns about personal and family circumstances and job security</p> | <p>We have used our own “Wellness and Gunn” to be active throughout in raising morale, awareness and signposting support.</p> <p>Staff signposted to LawCare resources and the Law Society's mental health resources</p> <p>Raised awareness on any Employee Assistance Programme (EAP) offering access to additional resources and support</p> <p>We have adjusted policies around home working and leave-taking to support staff.</p> <p>Regular internal communications from senior leadership emphasising self-care and regular and inclusive communication via Wellness & Gunn. The emphasis is 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>Regular Monday motivation message</p> <p>Assurance given over measures taken to protect employees' health and safety</p> | <p>Ongoing</p> |
|---|--|--|----------------------------|
| Risk title | Description & consequence | Mitigation | Action by who and by when? |
| <p>Ergonomic injuries</p> | <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> <p>Risk assessment of those who may become vulnerable due to pregnancy or due to a disability</p> <p>Video from Physiotherapists circulated re back care</p> <p>Weekly Pilates was made available to staff foc</p> | <p>Ongoing</p> |

| | | | |
|--|--|---|---|
| <p>Public transport virus transmission</p> | <p>Crowded and unsanitary conditions on public transport services</p> | <p>Individuals who cannot travel safely to/from the office will not be required to do so.</p> <p>Office hours can be amended to allow individuals to utilise less congested public transport.</p> | <p>Ongoing</p> |
| <p>Safety and security at building entrance</p> | <p>There is a risk that staff and visitors may come within physical distancing guidelines when waiting or entering the premises.</p> | <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> | <p>Ongoing</p> |
| <p>Non-compliance with government regulations</p> | <p>Risk that a member of the firm ignores firm's guidance</p> | <p>We communicate the regulations and importance of adherence to the rules</p> <p>Strict enforcement of office rules</p> | <p>All staff advised of current regulations in Wales and any changes.</p> |