

COVID-19 Risk Assessment - June 2022

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 have previously followed 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 to Keep Wales Safe at Work. The latest Welsh Government Guidance – “Public health guidance for employers, businesses and organisations: coronavirus” confirms that we are no longer legally required to conduct a specific coronavirus risk assessment or have coronavirus specific control measures in place to control the transmission of coronavirus in general circulation, however we continue to choose to do so. As employers we are aware that we have a general legal responsibility to maintain the health and safety and welfare of our workers, and others attending our premises.

Assessment completed by: Clive Thomas – Managing Director

Date last updated: June 2022

Date of next scheduled review: September 2022

Risk title	Description & consequence	Mitigation	Action
<p>Spread of COVID-19 in the firm</p>	<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 by enabling hybrid working.</p> <p>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>Use of PPE and Perspex safety screens – staff provided with KeyTool & masks.</p> <p>Staff may wear masks if they wish.</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>Wales remains at Alert Level Zero. However due to the recent rise in Covid 19 case rates due to the new variants BA.4 and BA,5 which are ore transmissible we need to increase our measures -</p> <p>Staff have been advised of -</p> <ul style="list-style-type: none"> • The threat of the new variants • The Welsh Gov self -isolation policy • That we will continue to enable home working through hybrid policy. • The importance of Hand washing and sanitisation. • Re Clients – our remote appointment first policy; before any face to face; for face to face the need to ask any client if they have any Covid Symptoms or a positive test, or have been in ciose contact with someone who has;client only allowed in once fee earner ready to see them and room available; use of screens; hey may wear masks during meeting if you wish (optional); the need to keep numbers in any face to face appointment and length of interview to a minimum. • Ventilation - Windows and doors to be kept open where poss, to allow

		<p>Communication and awareness-raising - Reminding everyone of the public health advice and office rules through supervision and emails,</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 variants we have reinforced the need to follow all of our rules.</p>	<p>adequate ventilation. Dangers of fans blowing infected air around</p> <ul style="list-style-type: none"> • Need to clean surfaces if hot desking or after client appointment. • Requirement to test before coming in if been in an event eg concert or been in close contact with anyone who tests positive before going to the office. <p>We will continue to implement our Covid safety measures to ensure that staff are kept as safe as possible.</p>
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<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>A remote meeting first approach to meetings.</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>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 to use to wipe down post-meeting.</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>Procedure as above.</p>
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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>Hybrid working enabled.</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>Noone who has been in contact with those who have had a positive test result, are allowed to come to work without a negative test.</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 given a key tool to use copier.</p> <p>Staff advised to use hand sanitiser after using communal items such as kettle.</p>	<p>Staff advised of the increased risk of the new variants 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>Internal communications via Wellness & Gunn with a regular Monday motivation message</p> <p>Regular communication of mental health information and an open-door policy for those who need additional support</p> <p>Hybrid working in operation and consideration given to individual circumstances.</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. More difficult to perform workspace risk assessments at arms length in respect of home working.</p>	<p>Risk assessment questionnaires were 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</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 are not be required to do so.</p> <p>Office hours can be amended where necessary to allow individuals to utilise less congested public transport.</p>	<p>As required</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>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>Visitors only allowed in once staff member ready for them .</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>