

RISK ASSESSMENT – WORKING SAFELY DURING CORONAVIRUS

Note: *This Risk Assessment is based on the document issued by HM Government entitled “Working safely during Coronavirus (COVID-19) - Guidance for people who work in or run offices, contact centres and similar indoor environments”. The focus for conducting this Risk Assessment is to enable safe working and support workers’ health and wellbeing during the COVID-19 pandemic. This Assessment applies to those who are currently in the workplace or about to restart as they cannot work from home and is intended to help businesses think about how to prepare for when office working returns. The government is clear that workers should not be forced into an unsafe workplace.*

How to use this risk assessment

Requirement: This assessment is based on the Government guidance which details the requirements the business must meet to comply.

Potential issues: Record issues you identify, whether they be risks to health, well-being, financial or commercial risks to the business.

Initial Risk Rating: Each risk which is identified will need to be assessed by a **High**, **Medium** and **Low** rating

Existing Risk Controls: Record what controls you already have in place to tackle the issue.

Additional Risk Controls: Record the additional risk controls which are needed.

Residual Risk Rating: Reassess the risk with the controls to determine the final assessment.

Company name: Druces LLP

Assessment carried out by: Jo Secker

Date assessment was carried out: 20 August 2021

Reviewed by the firm's Business Continuity Committee on: 20 August 2021

Signed off by Executive Committee on: 20 August 2021

Date of next review: November 2021

	Requirement	Potential Risks	Initial Risk Rating	Existing Risk Controls	Additional Risk Controls	Residual Risk Rating
1.	<p>WHO SHOULD GO TO WORK?</p> <p>Objective: To support a safe return to the workplace.</p>	Risk to health and well-being of staff due to spread of Covid-19	Medium	<p>Consulting with employees to determine a gradual return to the office with the introduction of an Agile Working Policy.</p> <p>To remain responsive to employees' needs, particularly when not every adult has received two vaccine doses.</p> <p>Stringent hygiene measures in place</p> <p>Hand sanitisers in place at all entrance/exit points and high touch points</p> <p>Cleaning stations throughout the office</p> <p>Signposting reminding staff about hygiene and symptoms of COVID-19</p> <p>Staff reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p>	Keep up to date with the Government guidance	Low

(a)	<p>Protecting people at higher risk Objective: To support those who are at higher risk of infection and/or an adverse outcome if infected.</p> <p>There are some groups who are at a high risk of severe illness from Covid-19 - the full list can be found here</p>	Risk to health and well-being of vulnerable staff due to spread of Covid-19	High	<p>Extra consideration is given to staff who are at high risk or vulnerable and individual needs are discussed and supported.</p> <p>Support around mental health and wellbeing provided by the firm and external resources</p>	Keep up to date with Government guidance	Low
(b)	<p>People who need to self-isolate Objective: To stop people physically coming to work, when they're legally required to stay home</p> <p>This includes individuals who:</p> <ul style="list-style-type: none"> - Have tested positive for COVID-19; - have symptoms of COVID-19; - live in a household with someone who has symptoms, unless they're exempt from self isolation; - have been told to self isolate for NHS Track & Trace 	Risk to health and well-being of staff self isolating due to spread of Covid-19	High	<p>Staff members who need to self isolate are advised to work from home.</p> <p>The firm is following guidance relating to statutory sick pay due to COVID-19</p> <p>The firm is following guidance for people who have symptoms and those who live with others who have symptoms</p>	Keep up to date with Government guidance	Low

(c)	<p>Equality in the workplace Objective: To make sure that nobody is discriminated against.</p>	<p>Discrimination in the workplace</p>	<p>Medium</p>	<p>Health and safety risks have been assessed for any pregnant staff.</p> <p>Remote working self assessments have been carried out</p> <p>Understand and take into account the particular circumstances of those with different protected characteristics</p> <p>Involve/communicate appropriately with staff whose protected characteristics might expose them to a different degree of risk</p> <p>Considered whether we need to put in place any particular measures or adjustments to take account of the firm's duties under the equalities legislation.</p> <p>Making sure steps the firm takes do not have an unjustifiable negative impact on some groups compared to others.</p> <p>Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.</p>	<p>Keep up to date with Government guidance.</p>	<p>Low</p>
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				<p>Making sure that the steps the firm takes do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments</p>		
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(d)	<p>Ventilation: Objective: To use ventilation to mitigate the transmission risk of COVID-19</p>	Accelerate the transmission of COVID-19	Low	<p>All air con systems are scheduled to power on automatically at 8am</p> <p>Fan speed is automatically set to increase the ventilation rate</p> <p>Systems are serviced and checked regularly and filters cleaned in accordance with manufacturer instructions.</p> <p>Windows can be opened if required.</p>		

2	<p>REDUCING CONTACT FOR WORKERS</p> <p>Objective: Reducing the risk of spreading COVID-19 by reducing the number of people employees come into contact with</p>	<p>Risk to health and well-being of staff due to spread of Covid-19 if social distancing measures not adhered to</p>	<p>Medium</p>	<p>Launch of new Agile Working Policy to allow for a gradual return to the workplace.</p> <p>Taking all mitigating actions possible to reduce the risk of transmission between staff.</p> <p>Using screens or barriers to separate staff from each other</p> <p>Using back to back or side to side working (rather than face to face) wherever possible.</p> <p>Encouraging employees to make use of all available space</p> <p>Limiting the number of people in areas of close proximity e.g. staff kitchen</p>	<p>Keep under review guidance provided by the Government</p>	<p>Low</p>
(a)	<p>Workspaces and workstations</p> <p>Objective: To reduce contact between people when they're at their workplaces and workstations, if possible.</p>	<p>Risk to health and well-being of staff due to spread of Covid-19</p>	<p>Medium</p>	<p>Hot desking/desk sharing is discouraged. Where this is not possible, workstations and shared equipment is cleaned and sanitised at the end of each day</p> <p>Clear Desk and Screen Policy in force</p> <p>Using screens or barriers to separate people from each other</p>	<p>Keep under review guidance provided by the Government and keep staff informed of any changes</p> <p>Review occupancy levels of staff returning to the office</p>	<p>Medium-Low</p>

				<p>Using back to back or side to side working (rather than face to face) wherever possible.</p> <p>Cleaning stations throughout the workplace</p> <p>Additional cleaning throughout the day</p>		
(b)	<p>Moving around buildings and worksites Objective: To maintain social distancing wherever possible while people travel through the workplace.</p>	<p>Risk to health and well-being of staff due to spread of Covid-19</p>	<p>Medium</p>	<p>Hand sanitiser is available at all entry points to the building</p> <p>Occupancy for lifts has been reduced and wearing of masks is advised.</p> <p>Floor markings and signage for safe social distancing continue throughout the office</p> <p>Internal doors will be kept open where possible to allow free movement around the office and avoid unnecessary touching of door handles/touch pads.</p> <p>Hand sanitisers and cleaning materials are available at high traffic areas</p>	<p>Keep under review guidance provided by the Government and keep staff informed of any changes</p>	<p>Low</p>

(d)	<p>Meetings Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</p>	<p>Risk to health and well-being of staff due to spread of Covid-19</p>	<p>Medium</p>	<p>Druces QR track and trace code remains at the reception desk for visitors who wish to check in</p> <p>The use of remote working tools is continuing.</p>	<p>Keep under review guidance provided by the Government and keep staff informed of any changes</p>	<p>Low</p>
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(e)	<p>Common areas Objective: To help reduce the spread of COVID-19 while using common areas.</p>	<p>Risk to health and well-being of staff due to spread of Covid-19</p>	<p>Medium</p>	<p>Working collaboratively with the landlord and other tenants for consistency across common areas in Salisbury House</p> <p>Worksurfaces and food preparation equipment wiped down with antibacterial spray after use.</p> <p>Encouraging storage of personal items and clothing</p>		<p>Low</p>
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(f)	<p>Accidents, security and other incidents Objective: To prioritise safety during incidents.</p>	<p>Risk to health and well-being of staff due to spread of Covid-19</p>	<p>Medium</p>	<p>People involved in the provision of assistance to others have been advised to pay particular attention to sanitation hygiene.</p> <p>Fire marshals and first aiders have access to PPE if required</p>		<p>Low</p>
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<p>3.</p> <p>(a)</p>	<p>REDUCING RISK FOR CUSTOMERS, VISITORS AND CONTRACTORS</p> <p>Providing and explaining available guidance Objective: To make sure people understand what they need to do to maintain safety.</p>	<p>Risk to health and well-being of staff and visitors due to spread of Covid-19</p>	<p>Medium</p>	<p>Druces QR track and trace code remains in reception for visitors wishing to scan in</p> <p>Coordinating and working collaboratively with the landlords and other tenants when accessing shared areas</p> <p>Providing clear guidance on how to reduce the risk of spreading COVID-19 to people when they arrive by on-site signage and visual aids.</p> <p>Visitors are advised to read the risk assessment on the firm's website before visiting the office</p> <p>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</p>		<p>Low</p>
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<p>4.</p> <p>(a)</p>	<p>CLEANING THE WORKPLACE</p> <p>Before Re-Opening Objective: Make sure any site or location that has been closed or partially operated is clean and ready to restart, including: An assessment for all sites, or parts of sites, that have been closed, before restarting work.</p> <p>Reviewing cleaning procedures and providing hand sanitiser before restarting work</p>	<p>Risk to health and well-being of staff due to spread of Covid-19 if cleaning procedures not adhered to by staff</p>	<p>High</p>	<p>Assessment of the air conditioning system and bi-annual service has taken place.</p> <p>Cleaning stations installed around the office which contain antibacterial spray, antibacterial wipes, cleaning tissue, hand sanitizer and PPE equipment.</p> <p>Frequent hand washing with hot, soapy water regularly encouraged.</p> <p>Hand sanitisers are available at each Cleaning Station and around the office near common touch points.</p> <p>Additional cleaning throughout the day focusing on high traffic and shared areas</p> <p>Ongoing evening cleaning.</p>	<p>Increase cleaning as occupancy levels increase</p>	<p>Low</p>
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(b)	<p>Keeping the workplace clean Objective: To keep the workplace clean and prevent the spread of COVID-19 from touching contaminated surfaces.</p>	<p>Risk to health and well-being of staff due to spread of Covid-19 if cleaning procedures not adhered to by staff</p>	<p>High</p>	<p>Frequent cleaning of work areas and equipment.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly.</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of each day.</p> <p>Limiting or restricting use of high-touch items and equipment.</p>		<p>Low</p>
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(c)	<p>Hygiene – handwashing, sanitation facilities and toilets Objective: To help everyone keep good hygiene through the working day.</p>	<p>Risk to health and well-being of staff due to spread of Covid-19 if cleaning procedures not adhered to by staff</p>	<p>High</p>	<p>Providing regular reminders and signposting to maintain personal hygiene standards.</p> <p>Providing hand sanitisers in multiple locations.</p> <p>Using signs and posters to build awareness of good handwashing techniques</p> <p>Providing paper towels for hand drying.</p> <p>Enhancing cleaning for busy areas</p> <p>Social distancing floor markings by the toilet wash basins, men’s urinals and staff and client kitchens</p>	<p>Increase cleaning as occupancy levels increase</p>	<p>Medium-Low</p>
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(d)	<p>Changing rooms and showers Objective: To minimise the risk of transmission in changing rooms and showers.</p>	<p>Risk to health and well-being of staff and others due to spread of Covid-19 if cleaning not adhered to</p>	<p>High</p>	<p>Coordinating and working collaboratively with the landlords and other tenants when accessing shared showers and changing rooms</p> <p>Clear guidance is provided on social distancing and hygiene</p> <p>Enhanced regular cleaning of all facilities</p>	<p>Continue to engage and work collaboratively with landlords and other tenants</p>	<p>Medium</p>
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(e)	<p>Handling goods, merchandise and other materials, and onsite vehicles</p> <p>Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.</p>	<p>Risk to health and well-being of staff due to spread of Covid-19 if procedures not followed</p>	<p>Medium</p>	<p>Deliveries placed in central location for processing.</p> <p>Personnel handling deliveries wash and sanitise hands regularly</p> <p>Personal deliveries to the workplace not permitted.</p>		<p>Low</p>
5. (a)	<p>PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERINGS</p>	<p>Risk to health and well-being of staff due to spread of Covid-19</p>	<p>Low</p>	<p>Following Government advice, the use of PPE equipment in the office is not required.</p> <p>PPE equipment has been provided for those that may wish to use it</p> <p>Supporting employees who wish to wear a face covering in the workplace</p>	<p>Keep under review guidance provided by the Government and keep staff informed of any changes</p>	<p>Low</p>

6. (a)	WORKFORCE MANAGEMENT Outbreaks in the workplace: Objective: To provide guidance in an event of a COVID-19 outbreak in the workplace.		<p style="color: green; text-align: center;">Low</p>	<p>Plan in place for a single point of contact (SPOC) to be informed if a COVID-19 outbreak is confirmed in the workplace</p> <p>If more than once case of COVID-19 associated with the workplace is found, the SPOC will inform the local PHE authority</p> <p>Employment records are kept up to date</p>		<p style="color: green; text-align: center;">Low</p>
(b)	Work-related travel Objective: To keep people safe when they travel between locations.	<p>Risk to health and well-being of staff and others due to spread of Covid-19 if procedures not followed</p>	<p style="color: orange; text-align: center;">Medium</p>	<p>Minimising the number of people travelling together.</p> <p>Encourage the use of online collaboration tools for meetings</p>		<p style="color: green; text-align: center;">Low</p>

(c)	<p>Communications and Training Objective: To make sure all workers understand COVID-19 related safety procedures.</p> <p><i>(i) Returning to Work</i></p>	Staff are unclear of new procedures in place	Medium	<p>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</p> <p>Engaging with staff through existing communication routes to explain and agree any changes in working arrangements.</p> <p>Developing communication and training materials for workers prior to returning to the workplace, especially around new procedures</p>		Low
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	<p>(ii) <i>Ongoing communications and signage</i></p>	<p>Staff are unclear of new procedures in place</p>	<p>Medium</p>	<p>Ongoing engagement with staff to monitor and understand any unforeseen impacts of changes to working environments.</p> <p>Using simple, clear messaging to explain guidelines.</p> <p>Using visual communications.</p> <p>Communicating approaches and operational procedures to suppliers, clients and visitors</p> <p>Awareness and focus on the importance of mental health at times of uncertainty, refer to government published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).</p>	<p>Consider establishing a routine review of all communications, and schedule regular meetings or communications to ensure this doesn't get overlooked.</p>	<p>Low</p>
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7	<p>TESTS AND VACCINATIONS Objective: Regular testing, alongside control measures to reduce the risk of COVID-19 transmission will have a key role to play in the future. Regular testing could help identify more positive cases of COVID-19 in the workplace</p>	N/A	N/A	<p>Continue to put measures in place to reduce the risk of COVID-19 transmission even if staff have had a negative test or been vaccinated. Measures include</p> <ul style="list-style-type: none"> • Encouraging use of available space • frequent cleaning • good hygiene • adequate ventilation <p>Allowing staff time off for attending testing/vaccination appointments</p> <p>Providing information on how staff can access free lateral flow tests</p>	N/A	N/A
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