

# Risk Assessment

<b>COMPANY:</b>	Covington & Burling LLP	<b>RISK ASSESSMENT REFERENCE:</b>	<b>COVID-19 / 2021/V2</b>
<b>DATE:</b>	Post 19 <sup>th</sup> July 2021	<b>COMPLETED BY:</b>	E L McCann CMIOASH in consultation with P Kendix
<b>TASK:</b>	Office Work and Facilities Management	<b>LOCATION:</b>	265 Strand, London, WC2R 1BH
<b>INFORMATION AND TRAINING REQUIRED:</b>	COVID 19	<b>PERMITS REQUIRED:</b>	
<b>Notes:</b>	<p>The Health and Safety at Work etc Act 1974 requires us as the employer to assess the risks to our employee's health as well as safety. The Management of Health Safety and Welfare Regulations further requires us to assess the risks to health as well as safety.</p> <p>Coronavirus has not been eradicated but it is not a hazardous agent in the customary sense. However, it is one that may continue to be present in the community or in the workplace.</p> <p>We have identified this as a risk to health and we are therefore addressing this risk.</p> <p>This assessment is not a work specific one, but one designed to assess the risks posed by Coronavirus (COVID-19). This risk assessment does not supersede any other risk assessments but aims to supplement them, with the aim of safeguarding the health and safety of all employees, contractors, and clients.</p> <p>For the safety and health of all staff, visitors and contractor, we will continually review this assessment to ensure compliance with Public Health England Guidance.</p> <p>We will communicate any amendments to this assessment.</p>		

Residual Risk Calculator						
Accident Probability	X	Accident Severity	=	Score	Factor	Action
Very Likely	5	Very Serious	5	16-25	High	Intolerable Risk, Re-assess to eliminate/reduce risk to low/med factor
Reasonably Likely	4	Reasonably Serious	4			
Possible	3	Moderate	3	9-15	Med	Consider further precautions to reduce risk to low factor. Proceed with extra caution if unable to reduce risk level
Unlikely	2	Minor	2	4-9	Low	Dynamic Risk Assessments
Very Unlikely	1	Very Minor	1	1 - 4	Very Low	No Further Action required
Persons Affected (Consider this in your assessment)						
Employees	Yes	Visitors	Possible	Expectant Mother	Yes	
Contractor	Yes	General Public	No	Disabled Person	Yes	
Client/3 <sup>rd</sup> Party	Possible	Young Person	No	Other	TBC	

# Risk Assessment

Identified Hazards	Key Risks	Results prior to controls				Control Measures to be Applied	Results after controls			
		Probability	Severity	Score	Factor		Probability	Severity	Score	Factor
<b>General Risk</b>  <b>Transmission of infection from person to person, usually after close contact with an infected individual i.e. in a household, in outside areas or a workplace.</b>	<p>Illness and transmission to others</p> <p>Older people and people with pre-existing medical conditions are more at risk of developing severe illnesses.</p> <p>Vulnerable people as defined by Public Health England guidance may be at increased risk of severe illness.</p>	4	5	20	H	<ul style="list-style-type: none"> <li>Vulnerable people may discuss continued working from home with HR.</li> <li>Individuals are urged to maintain personal hygiene measures required to control the virus.</li> <li>Individuals are encouraged to avoid touching eyes, nose and mouth.</li> <li>While in the office, where ever possible, individuals should maintain social distancing in line with current advice from Public Health England</li> </ul> <p>Should an individual have symptoms, or be contacted by NHS Test &amp; Trace, they must email HR LO and follow NHS guidance on self-isolation before returning to work, assuming symptoms cease, and they are asymptomatic.</p>	2	5	10	M
<b>Someone becomes ill with COVID-19 type symptoms whilst in the workplace</b>	COVID-19 transmission	3	4	12	M	<ul style="list-style-type: none"> <li>All employees and contractors have been advised not go to the office if feeling unwell</li> <li>External visitors are required to sign in. Contact details will be retained for 30 days in accordance with GDPR.</li> <li>Regular contractors to the office have been advised of our procedures to be followed.</li> </ul>	1	4	4	L
<b>Confirmed Contaminated workplace</b>	COVID-19 transmission	2	5	10	M	<ul style="list-style-type: none"> <li>Increased daily and evening cleaning has been implemented.</li> <li>Hand sanitisers have been placed in key areas in the office.</li> <li>Everyone is encouraged through additional signage to wash their hands regularly.</li> </ul>	1	5	5	L

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<b>Physical and Mental issues due to COVID-19 and remote working</b>	<p>Anxiety and stress whilst working remotely, due to a variety of reasons, e.g. worry over pandemic, loneliness, juggling childcare, other carer responsibilities.</p> <p>Susceptibility to muscular skeletal issues through workstation set up and patterns of working</p> <p>May lead to poor mental and / or physical health, suffering and upset, affecting family life and resulting in low productivity</p>	3	5	15	H	<ul style="list-style-type: none"> <li>We will continue to provide a COVID secure workplace.</li> <li>We will ensure that all reasonably practicable precautions are implemented to ensure the health, safety and welfare of our employees.</li> <li>Regular firm wide communication from Management Committee and a dedicated intranet page with reminders about reaching out if struggling and details of the firm's Employee Assistance Programme.</li> <li>Encouragement to download and make use of Unmind, wellness app.</li> <li>Mental health focus sessions with external speakers.</li> <li>Senior lawyers and managers of administrative teams to maintain regular dialogue with people in their teams to check on wellbeing. Flag with HR when people are struggling, so that support can be offered and well-being monitored.</li> <li>While people continue to work remotely, a technology allowance is in place for all individuals to ensure the safe and effective set-up of their workstation</li> <li>Guidance on effective workstation set-up and suggested breaks and stretching exercises posted regularly in the weekly update.</li> <li>Virtual activities such as fun runs, stretching classes, hobby classes, information sessions on topical issues such as childcare, plus virtual socials.</li> <li>Where specific circumstances identify a need, individuals may be directed to complete a home working risk assessment i.e. discomfort, pregnancy, ongoing medical issues etc</li> </ul>	1	5	5	L
<b>Commuting to Work</b>	<p>When commuting to the office, there is a clear risk of being unable to maintain PHE recommended social distancing between other commuters.</p> <p>Anxiety/Stress and Upset</p> <p>Infection and cross contamination</p>	4	5	20	H	<p>Where individuals are able to work productively at home, they may continue to do so full-time until at least September.</p> <p>If commuting:</p> <ul style="list-style-type: none"> <li>Consider using alternatives to public transport i.e. cycle / walk / drive</li> <li>if using public transport wear a face covering (mandatory), try to maintain PHE recommended social distancing guidelines and wash hands or use alcohol-based hand gel before and after journey</li> <li>avoid touching eyes, nose or mouth during commute</li> </ul> <p>Individuals with respiratory conditions such as asthma, should discuss the wearing of face coverings with their doctor</p> <p>For active commuters, showers and towels are available at the office with specific hygiene guidance</p>	1	5	5	L

# Risk Assessment

<p><b>Security Guarding / Deliveries, Contractors &amp; Visitors arriving at the building</b></p>	<p>Security guards coming into contact with visitors, employees and others</p> <p>Correct protocols for employee arrival and departure and cyclists</p> <p>Potential for people arriving at the building having to touch surfaces with a potential for cross contamination</p> <p>Additional possibility of people entering the building not maintaining PHE recommended social distancing guidelines</p>	4	5	20	H	<ul style="list-style-type: none"> <li>• Perspex screen in place at main security desk</li> <li>• Guards to ensure strict social distancing is observed</li> <li>• Guards to wear PPE of masks and gloves</li> <li>• Signing in process to be adapted to minimise contact</li> <li>• COVID-19 government certificate to be displayed</li> <li>• Signage and floor markings in place to denote one-way entry and one-way exit to maintain social distancing.</li> <li>• All contractors / visitors must sanitise their hands as they enter and leave the building.</li> <li>• Delivery drivers to sanitise their hands before unloading goods.</li> <li>• Security guards and employees to sanitise/wash hands after touching deliveries</li> <li>• Ensure people arriving adhere to one-way entry and exit protocols, signage and floor markings to maintain social distancing</li> <li>• If temporary / contractor / visitor passes are required, Security guards to write out pass, place into plastic wallet, wipe with anti-bacterial wipe and place at far end of security desk for collection by relevant individual</li> <li>• Deliveries to be left on a table provided by Security. The name of the security guard on duty is to be provided as proof of delivery in place of a signature.</li> <li>• Cyclist entry door to be disabled for use with access card. Cyclists to dismount at the building entry door, present positive health check app to security guard, whereupon guard will open cyclist entry door.</li> <li>• Entry door at rear of building to be disabled for use with access card. Door will be exit only.</li> <li>• Possibility to prop open main door during key times with security vigilant</li> <li>• Prevent all non-essential visitors to the office</li> <li>• Discourage all personal mail and packages being delivered to the office.</li> <li>• Security guards to use wipes to clean common contact surfaces in the reception and delivery areas</li> </ul>	2	4	8	L
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# Risk Assessment

<b>Reception Staff / Meeting Hosts</b>	<p>Coming into contact with clients, visitors, employees and others</p> <p>Being unable to maintain the PHE recommended social distancing guidelines</p> <p>Potential for cross contamination.</p> <p>Illness and transmission to others</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p>	4	5	20	H	<ul style="list-style-type: none"> <li>• Clients and visitors to be discouraged from attending the office for face to face meetings until phase four of re-opening. Replace with virtual meetings using WebEx / MS Teams / Zoom.</li> <li>• Perspex screen in place at reception desk</li> <li>• Strict social distancing to be observed throughout the reception area and client suite by adhering to signage and floor markings</li> <li>• Gel stations installed at reception entry and at entrance of each meeting room. Reception team to sanitise hands when entering and leaving meeting rooms.</li> <li>• Meeting attendees to maintain social distancing by adhering to the maximum capacity limits for each meeting room and not moving the chairs which have been spaced according to PHE recommended social distancing guidelines.</li> <li>• All crockery removed from meeting rooms. No food to be ordered or consumed during the meeting (other than personal food).</li> <li>• If face to face meetings cannot be avoided: only essential participants should attend; avoid shaking hands – use other greeting methods; all attendees to use hand sanitiser when entering and leaving the meeting room.</li> <li>• Anti-viral wipes located in all meeting rooms and at reception desk</li> <li>• PPE for visitors and clients to be provided by the individuals</li> </ul>	2	4	8	L
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# Risk Assessment

Working in the office	<p>Being unable to maintain PHE recommended social distancing guidelines</p> <p>Potential for cross contamination.</p> <p>Infection/Illness and transmission to others</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p> <p>Affecting the employee mental health through anxiety and stress</p>	4	5	20	H	<ul style="list-style-type: none"> <li>Re-opening phases, protocols for being in the office and Covid-19 risk assessment to be communicated via combination of email and intranet.</li> <li>Regular, thorough cleaning of all welfare facilities.</li> <li>Display COVID 19 posters and hygiene posters in key strategic locations.</li> <li>Ongoing assessment of work and working arrangements to ensure that employees remain safe.</li> <li>All individuals have been supplied with a safe key and a supply of face coverings. Additional face coverings are available, on request from Office Services, for individuals working in the office.</li> </ul> <p><b>Phase one office opening</b> – voluntary attendance in the office / no face-to-face meetings / no external visitors.</p> <ul style="list-style-type: none"> <li>It is recommended to maintain social distancing wherever possible through way-finding signage, give-way signage and one-way routing. All meetings to be held virtually using WebEx, MS Teams &amp; Zoom.</li> <li>Requests by lawyers to hold virtual hearings in the client suite with colleagues are reviewed on a case by case basis by the Chief Operating Officer and, if approved, are subject to strict hygiene, distancing and safety protocols including 100% remote audio visual support.</li> <li>Enhanced hygiene protocols including frequent hand washing or use of gel from stations at strategic locations, use of wipes, all supported by signage and heightened levels of cleaning.</li> <li>The wearing of face coverings is optional, although individuals are asked to be considerate of people working in the vicinity if asked to wear one.</li> <li>Individuals are encouraged to liaise with each other if sharing an office or open plan work area and, if preferred, operate a rotational attendance schedule for working in the office.</li> <li>Use of soft keys for pressing communal buttons e.g. photocopiers, lifts, door releases. If possible, open doors with the back of hands rather than palm.</li> <li>Contrary to usual health and safety advice, if stairwells are wide and not steep, and employees are fit enough, they should avoid holding handrails when going up and down the stairs (100% concentration required – do not use mobile phones)</li> <li>Continue to Avoid shaking hands – use other greeting methods</li> <li>Avoid touching eyes, nose and mouth</li> <li>People to practice respiratory hygiene (i.e. cover mouth and nose when coughing or sneezing). All tissues to be placed into clinical waste bins at floor entry points.</li> <li>Strict clear desk policy each evening to enable enhanced cleaning of hard surfaces</li> <li>Report any persons that may be showing signs of illness to supervisor and HR LO.</li> </ul>	1	5	5	L
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<b>Contamination from high touch items</b>	Potential for cross contamination and infection – touching photocopiers etc.	4	5	20	H	<ul style="list-style-type: none"> <li>Enhanced daytime cleaning routine, comprising a dedicated operative throughout the day to focus on all high-touch areas</li> <li>Safe keys to be distributed to all employees to avoid touching buttons on equipment, door access points and lift buttons</li> <li>Hand sanitisers and wipes placed next to all high touch areas</li> <li>Employees to use anti-viral wipes before and after use of high touch equipment.</li> <li>Early morning cleaning team to thoroughly clean and sanitise all hard surfaces and high-touch areas</li> <li>Signage at entrance to reprographics / post room to indicate authorised users only</li> <li>Cleaning contractors to manage and record all cleaning and sanitisation activities</li> <li>All wipes and used face masks to be discarded into office waste bins or communal bins in local kitchens and removed securely by cleaning contractor</li> </ul>	2	4	8	L
<b>Premises / Office Services &amp; On-site M&amp;E Engineer</b>	Lifting and carrying plus contact with people in other departments	4	4	16	H	<ul style="list-style-type: none"> <li>Legionella compliance has remained in place throughout lockdown and thereafter i.e. regular flushing of system and toilets plus running of taps and showers.</li> <li>Specialist sanitisation of filtered water units and ice making machine prior to bringing back into service.</li> <li>Where possible all non-fire doors to be propped open to reduce touch.</li> <li>M&amp;E Engineer to maximise ventilation levels.</li> <li>First aid arrangements have been reviewed.</li> <li>Internal office moves to be undertaken whilst maintaining social distancing.</li> <li>Wherever possible remove the need for tasks requiring 2 people to work in close proximity. Or, if not possible, ensure PPE of face coverings and gloves is worn plus robust handwashing / sanitising after completing task.</li> <li>Request revised RAMS from all cleaning and M&amp;E contractors</li> </ul>	2	4	8	L
<b>First Aid</b>	Potential for cross contamination and infection	4	5	20	H	<ul style="list-style-type: none"> <li>First Aid boxes to contain surgical masks</li> <li>First Aiders to be briefed on safety whilst dealing with an accident</li> <li>First Aiders to follow Resuscitation Council Guidance of CPR: <a href="http://www.resus.org.uk">www.resus.org.uk</a></li> </ul>	1	5	5	L

# Risk Assessment

Use of the welfare facilities, toilets, washrooms, showers and local kitchen areas	Risk of Employees not maintaining social distancing					<ul style="list-style-type: none"> <li>Signage to indicate maximum number of people in all welfare facilities and reminders to maintain the PHE recommended social distancing guidelines.</li> <li><b>Washrooms:</b> <ul style="list-style-type: none"> <li>Middle cubicle, middle sink unit and middle urinal to be taken out of use in washrooms to maintain social distancing;</li> <li>Ensure sufficient supply of soap, hot water and paper towels / hot air dryers;</li> <li>Cleaner to be briefed to make sure door handles, locks, flushes and all high touch areas are cleaned more regularly;</li> <li>Wedge open one or both doors (depending on feedback) to washrooms to minimise contact with doors after washing hands;</li> </ul> </li> <li><b>Local kitchens:</b> <ul style="list-style-type: none"> <li>Maintain social distancing wherever possible in the local kitchens;</li> <li>Ensure sufficient supply of soap, hot water and paper towels;</li> <li>Ensure supply of hand sanitiser at entrance to kitchens-</li> </ul> </li> </ul>				
	There is also a risk of being unable to sufficiently maintain hand washing supplies and the risk of managing waste hand towels etc.	4	5	20	H	<p>Signage to use anti-bacterial wipes to sanitise microwave before and after use;</p> <p>Signage in kitchens to ask people to clean up after themselves and to use anti-bacterial wipes on all surfaces, equipment and items that they have touched;</p> <p>No communal crockery / cups – individuals to provide own and be responsible for washing them up and keeping in their work areas;</p> <p>Provide touch-free waste receptacles in kitchens and ensure regular emptying and disposal.</p> <p>Enhanced cleaning regime so that all areas used for eating are thoroughly sanitised at the end of each day including chairs, door handles etc.</p> <li><b>Shower facilities:</b> <ul style="list-style-type: none"> <li>Sanitising wipes and signage in the shower cubicles for each user to wipe all high touch areas after use;</li> <li>Touch-free receptacles for used towels;</li> <li>Signage to request removal of all personal clothing and possessions after use;</li> <li>Individuals to provide their own shower gels / shampoo and remove bottles are use;</li> <li>Enhanced cleaning by cleaning contractor and hygienic removal of bin contents;</li> </ul> </li> <li><b>Lower Ground Kitchen / Rest area:</b> <ul style="list-style-type: none"> <li>Seating and tables set out to aid social distancing;</li> </ul> </li>	1	5	5	L

Assessed By:	Eric McCann	Reviewed and amended by:	Pamela Kendix	Reviewed by:	James Halstead
Position:	H&S Consultant	Position:	Director of Administration	Position:	Office Managing Partner
Signature:	E McCann	Signature:	P Kendix	Signature:	J Halstead
Date:	25 <sup>th</sup> July 2021	Date:	26 <sup>th</sup> July 2021	Date:	27 <sup>th</sup> July 2021