

Risk Assessment

COMPANY:	Covington & Burling LLP	RISK ASSESSMENT REFERENCE:	COVID-19 / 2020
DATE:	Updated 14 December 2020	COMPLETED BY:	E L McCann CMIOSH in consultation with P Kendix & F Sobratty
TASK:	Office Work and Facilities Management	LOCATION:	265 Strand, London, WC2R 1BH
TASK SPECIFIC TRAINING REQUIRED:	COVID 19	PERMITS REQUIRED:	
EQUIPMENT:	<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. Coronavirus is not a hazardous agent in the customary sense; however, it is one that may be present in the community or in the workplace. We see this as a risk to health and we are addressing this. This assessment is not a task specific one, but one designed to assess the risks posed by Coronavirus (COVID-19). This risk assessment does not supersede any other risk assessment but is to supplement them ensuring the health and safety of all employees, contractors and clients</p> <p>We will continually review this assessment to ensure compliance with Public Health England Guidance</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 rd Party	Possible	Young Person	No	Other	TBC	

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Identified Hazards	Key Risks	Results prior to controls				Control Measures to be Applied	Results after controls			
		Probability	Severity	Score	Factor		Probability	Severity	Score	Factor
<p>General Risk</p> <p>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.</p>	<p>Illness and transmission to others</p> <p>Older people and people with pre-existing medical conditions are more at risk of developing severe disease</p> <p>Vulnerable people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable people as defined by Public Health England guidance</p>	4	5	20	H	<p>Adherence to Government guidance:</p> <ul style="list-style-type: none"> • People to work remotely wherever possible. • Only go outside for food, health reasons or work (where this cannot be done from home). • Limited interactions with others outdoors (max of 6 people). • Wash hands frequently with soap and water or use alcohol-based gels. • If using public transport or entering shops, face coverings must be worn and hands should be washed before and after journeys. • Avoid touching eyes, nose and mouth • Adopt respiratory hygiene (cover mouth & nose when coughing / sneezing) • People with symptoms (i.e. fever, cough, breathing difficulties, loss of smell or taste) to seek medical advice by calling 111 or online at https://111.nhs.uk/ and follow government guidance to self-isolate for 10 days before returning to work, assuming symptoms cease <p>No mandated requirement to attend the office until at least 31 March 2021. Thereafter, a commitment to liaise with all identified vulnerable employees or employees with vulnerable family members and make arrangements according to the risk levels present at the time.</p> <p>Individuals with underlying medical conditions to notify HR and may require ongoing remote working arrangements.</p> <p>Employees with family members in the same household with underlying medical conditions to notify HR and may require ongoing remote working arrangements.</p>	2	5	10	M

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<p>Physical and Mental issues due to COVID-19 and remote working</p>	<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"> 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. Mental health focus sessions with external speaker. 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. A technology allowance for all individuals to ensure the safe and effective set-up of their workstation whilst working remotely Guidance on effective workstation set-up and suggested breaks and stretching exercises posted each week in the weekly update. Weekly Zoom stretching classes, hobby classes, information sessions on topical issues such as childcare, plus virtual socials. 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 	1	5	5	L
<p>Commuting to Work</p>	<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>No mandated requirement to attend the office until at least 31 March 2021, so where possible people should avoid commuting by continuing to work remotely.</p> <p>If commuting:</p> <ul style="list-style-type: none"> avoid public transport if alternatives are available i.e. cycle / walk / drive if using public transport of visiting shops, 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 avoid touching eyes, nose or mouth during commute <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

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<p>Security Guarding / Deliveries, Contractors & Visitors arriving at the building</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"> • Perspex screen in place at main security desk • Guards to ensure strict social distancing is observed • Guards to wear PPE of face coverings and gloves • Signing in process to be adapted to minimise contact • COVID-19 government certificate to be displayed • Signage and floor markings in place to denote one-way entry and one-way exit to maintain social distancing. • Encourage all contractors / visitors to sanitise their hands as they enter and leave the building. • Delivery drivers to sanitise their hands before unloading goods. • Security guards and employees to sanitise/wash hands after touching deliveries • Ensure that each individual arriving to work in the office shows that day's positive health check confirmation on their phone before gaining entry. • Ensure people arriving adhere to one-way entry and exit protocols, signage and floor markings to maintain social distancing • 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. • If contractors or visitors require entry to the building, Security guards to take their temperature and obtain a completed health-check questionnaire • 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. • 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. • Entry door at rear of building to be disabled for use with access card. Door will be exit only. • Possibility to prop open main door during key times with security vigilant • Prevent all non-essential visitors to the office • Discourage all personal mail and packages being delivered to the office. • Security guards to use wipes to clean common contact surfaces in the reception and delivery areas 	2	4	8	L
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<p>Reception Staff / Meeting Hosts</p>	<p>Coming into contact with clients, visitors, employees and others</p> <p>Being unable to maintain 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"> • Clients and visitors to be discouraged from attending the office for face to face meetings until phase three of re-opening. Replace with virtual meetings using WebEx / MS Teams. • Perspex screen in place at reception desk • Strict social distancing to be observed throughout the reception area and client suite by adhering to signage and floor markings • Gel stations installed at reception entry and at entrance of each meeting room. Reception team to sanitise hands when entering and leaving meeting rooms. • 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. • All crockery removed from meeting rooms. No food to be ordered or consumed during the meeting (other than personal food). • 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. • Anti-viral wipes located in all meeting rooms and at reception desk • PPE for visitors and clients to be provided by the individuals 	2	4	8	L
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<p>Working in the office</p>	<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"> • Re-opening phases, protocols for being in the office and Covid-19 risk assessment to be communicated via combination of email and intranet. • The office and all welfare facilities to be thoroughly cleaned prior to reoccupation • Display COVID 19 posters and hygiene posters in key strategic locations. • Ongoing assessment of work and working arrangements to ensure that employees remain safe. • Phase One office re-opening is dependent on all signage and hygiene measures being in place plus declining number of infections in London. • A packet of supplies issued to each individual prior to opening the office, comprising 5 face masks and a safe key. • People arriving at the office need to implement a daily self-evaluation check via a web-based app and show the duty Security guard that day's positive health check confirmation on their phone in order to gain entry. <p>Phase one office opening – voluntary attendance in the office / no face to face meetings / no external visitors.</p> <ul style="list-style-type: none"> • Adherence to PHE recommended social distancing guidelines wherever possible through way-finding signage, give-way signage, one-way routing and all meetings to be held virtually using WebEx & MS Teams. • 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. • Face coverings to be worn (although these may be lowered, but not removed, if working alone in an office with the door closed) • One person in a lift at any one time to maintain social distancing • 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. • Alternating work patterns for Individuals sharing an office or open plan area at a distance which is less than PHE recommended social distancing guidelines from their nearest colleague(s). • 5 face masks to be available at the start of each week for individuals working in the office. • 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) • Avoid shaking hands – use other greeting methods • Avoid touching eyes, nose and mouth • 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. • Strict clear desk policy each evening to enable enhanced cleaning of hard surfaces • Report any persons that may be showing signs of illness to supervisor and HR 	1	5	5	L
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<p>Contamination from high touch items</p>	<p>Potential for cross contamination and infection – touching photocopiers etc.</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>H</p>	<ul style="list-style-type: none"> Enhanced daytime cleaning routine, comprising a dedicated operative throughout the day to focus on all high-touch areas Safe keys distributed to all employees to avoid touching buttons on equipment, door access points and lift buttons Hand sanitisers and wipes placed next to all high touch areas Employees to use anti-viral wipes before and after use of high touch equipment. Early morning cleaning team to thoroughly clean and sanitise all hard surfaces and high-touch areas Signage at entrance to reprographics / post room to indicate authorised users only Cleaning contractors to manage and record all cleaning and sanitisation activities All wipes and used face masks to be discarded into clinical bins located on each floor and removed securely by cleaning contractor 	<p>2</p>	<p>4</p>	<p>8</p>	<p>L</p>
<p>Premises / Office Services & On-site M&E Engineer</p>	<p>Lifting and carrying plus contact with people in other departments</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>H</p>	<ul style="list-style-type: none"> Legionella compliance has remained in place throughout lockdown and thereafter i.e. regular flushing of system and toilets plus running of taps and showers. Specialist sanitisation of filtered water units and ice making machine prior to bringing back into service. Where possible all non-fire doors to be propped open to reduce touch. M&E Engineer to maximise ventilation levels. First aid arrangements have been reviewed. Internal office moves to be undertaken whilst maintaining social distancing. Where ever 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 hand-washing / sanitising after completing task. Request revised RAMS from all cleaning and M&E contractors 	<p>2</p>	<p>4</p>	<p>8</p>	<p>L</p>
<p>First Aid</p>	<p>Potential for cross contamination and infection</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>H</p>	<ul style="list-style-type: none"> First Aid boxes to contain medical face masks First Aiders to be briefed on safety whilst dealing with an accident First Aiders to follow Resuscitation Council Guidance of CPR: www.resus.org.uk 	<p>1</p>	<p>5</p>	<p>5</p>	<p>L</p>

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<p>Use of the welfare facilities, toilets, washrooms, showers and local kitchen areas</p>	<p>Risk of Employees not maintaining the PHE recommended social distancing guidelines</p> <p>There is also a risk of being unable to sufficiently maintain hand washing supplies and the risk of managing waste hand towels etc.</p>	4	5	20	H	<ul style="list-style-type: none"> • Signage to indicate maximum number of people in all welfare facilities and reminders to maintain the PHE recommended social distancing guidelines. • Washrooms: <ul style="list-style-type: none"> - Middle cubicle, two sink units and all urinals to be taken out of use in washrooms to maintain social distancing; - Ensure sufficient supply of soap, hot water and paper towels / hot air dryers; - Cleaner to be briefed to make sure door handles, locks, flushes and all high touch areas are cleaned more regularly; - Wedge open one or both doors (depending on feedback) to washrooms to minimise contact with doors after washing hands; • Local kitchens: <ul style="list-style-type: none"> One person at a time to be permitted in local kitchens; Ensure sufficient supply of soap, hot water and paper towels; Ensure supply of hand sanitiser at entrance to kitchens; Individuals to be asked to spend no longer than 20 minutes in kitchen / eating areas, to allow access for others; Signage to use anti-bacterial wipes to sanitise microwave before and after use; 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; No communal crockery / cups – individuals to provide own and be responsible for washing them up and keeping in their work areas; Provide touch-free waste receptacles in kitchens and ensure regular emptying and disposal. Enhanced cleaning regime so that all areas used for eating are thoroughly sanitised at the end of each day including chairs, door handles etc. • Shower facilities: <ul style="list-style-type: none"> Sanitising wipes and signage in the shower cubicles for each user to wipe all high touch areas after use; Touch-free receptacles for used towels; Signage to request removal of all personal clothing and possessions after use; Individuals to provide their own shower gels / shampoo and remove bottles after use; Enhanced cleaning by cleaning contractor and hygienic removal of bin contents; • Lower Ground Kitchen / Rest area: <ul style="list-style-type: none"> Seating and tables to be set out to comply with social distancing: 	1	5	5	L
<p>Assessed By:</p>	<p>Eric McCann</p>	<p>Reviewed by:</p>		<p>Pamela Kendix</p>	<p>Reviewed by:</p>		<p>James Halstead</p>			
<p>Position:</p>	<p>H&S Consultant</p>	<p>Position:</p>		<p>Director of Administration</p>	<p>Position:</p>		<p>Office Deputy Managing Partner</p>			
<p>Signature:</p>	<p>EMcC</p>	<p>Signature:</p>		<p>PK</p>	<p>Signature:</p>		<p>JH</p>			
<p>Date:</p>	<p>14 December 2020</p>	<p>Date:</p>		<p>14 December 2020</p>	<p>Date:</p>		<p>14 December 2020</p>			