

Risk Assessment (Coronavirus – COVID-19)

Organisation: Jacksons Law Firm Date of Assessment: 20/04/2021
 Location / Activity (if required): Falcon Court, Stockton & Central Square, Newcastle Review Date: 20/10/2021
 Assessor: Mark Stouph Version: 4.2

What are the hazards?	Who might be harmed & how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Arrival & departure from Work - Infection	Staff, visitors and contractors may be exposed to the virus	<ul style="list-style-type: none"> • Good housekeeping is carried out. • Automatic doors to eliminate contact (Stockton). • Cleaning by external contractors each weekday evening. • Awareness and information posters and signage at key locations around the buildings, including at entrances. • Mix of office and home working to facilitate suitable office occupancy levels. • Number of staff in office kept to satisfactory levels. Occupancy closely monitored by Team Leaders and Partners. • Staff required to book in advance to attend offices. • Adequate car parking available. • Cleaners undertaking increased activity: <ul style="list-style-type: none"> – Daily cleaning of door handles, 				

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		<ul style="list-style-type: none"> – Daily cleaning of telephones, – Daily cleaning of keyboards. • Staff work at home where it is possible for them to do their work remotely. • Vulnerable workers work from home wherever possible. Single use meeting room available if work at home not possible. • Records maintained of staff and visitors to site (to aid track and trace). • Staggered start and finish times agreed by staff with Team Leaders. • ‘Keep Left’ signs installed at bottom and top of stairs (Stockton). • Sign installed on lift (Stockton ground floor and first floor) advising one person in lift at any one time. Also, staff encouraged to use stairs rather than lifts. • 2m floor markings on approach to potential congested areas e.g. reception and at key locations in office. • Hand sanitisers installed at lift (Stockton ground & first floor). • Hand sanitisers installed on table at entrance with instructions for visitors. 				

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		<ul style="list-style-type: none"> • Hand sanitisers installed in reception and meeting rooms. • Protective screens installed in reception and meeting rooms. • Wipes provided in reception to regularly clean surfaces, pens, etc. • Reconfigured seating in reception to ensure 2m distancing. Remove or mark seats that should not be used. • Protective gloves provided at reception and at mail room for handling post and documents. • Ensure packages are cleaned on delivery • Post collection procedures in place with post collected by staff in own vehicle. • Car sharing discouraged. • One-way pedestrian system in place in Newcastle entrance lobby area. Liaison with building management to ensure coordinated control measures are in place. • Staff required to undertake lateral flow test with negative result within the 3 days prior to attending the office. Where there is a positive result, staff must self-isolate and arrange a PCR test (see Coronavirus (COVID-19) Testing Policy). 				

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Working in the office - infection	Staff, visitors and contractors may be exposed to the virus	<ul style="list-style-type: none"> • Adequate toilets with hot water, soap facilities. • Paper towels provided to kitchen areas around office & canteen (Stockton & Newcastle). • Paper towels provided in toilets • Increased frequency of handwashing by staff, visitors and contractors (Stockton & Newcastle). • Awareness posters displayed at various locations. • High Screens in place at some workstations. • Regular communications with staff using Zoom conference calls and email for more urgent messages (office as well as home working). Microsoft Teams in place for staff to communicate with each other as well as telephone, email, zoom. Communications include health and safety updates regarding coronavirus. • No hot desking. • Client visits limited to essential and pre-booked only e.g. document signing. Clients required to wear face coverings in communal areas of office e.g. reception. • Virtual meetings held wherever possible. 				

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		<ul style="list-style-type: none"> • Frequent cleaning of work surfaces • Waste removal each day from office areas. • Enhanced cleaning at the end of each weekday. • Sign installed on hand dryers in toilets (Stockton) requesting staff to use paper towels. • Signs installed on toilets reminding of social distancing and location of alternative facilities (Stockton). • Hand sanitisers installed next to communal printers • Disposable pens provided in reception & meeting rooms. • Workstations clearly designated for use (side-by-side and back-to-back). No face-to-face workstation settings to be used unless protective screens are in place. • Sign installed at entrance to each meeting room reminding occupants of 2m distancing, not to share pens, use screens, etc • Sign installed prohibiting use of shower (Stockton); hand basin can continue to be used. • Staff have been advised not to have personal items delivered to office e.g. amazon orders etc. 				

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		<ul style="list-style-type: none"> • Order sizes increased where possible to reduce frequency of deliveries (stationery, etc). • Partners & Team Leaders advised to avoid staff moving between teams. Reduce passing documents to others as much as possible. Firm moved to 'paperlite' systems to reduce printing and passing physical documents between staff. • Limit visitors/clients as much as possible. Pre-booked appointments only. Limit appointment times to avoid staff arrival periods. • Enhanced cleaning arranged with contractors • Reduced use of high-contact items as much as possible e.g. photocopiers, printers, etc. • Staff required to wear face coverings when not at their desks e.g. moving around the office. <p>Testing</p> <ul style="list-style-type: none"> • The Firm has introduced testing using lateral flow device antigen (LFD) for staff as part of the Government scheme. Testing kits are provided to staff and additional kits can be obtained via pharmacies and other sources by staff themselves. 				

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		<ul style="list-style-type: none"> • Coronavirus (COVID-19) Testing Policy introduced and communicated to staff following consultation. • Staff are required to undertake a lateral flow test no more than 48 hours before attending the office. Where a positive result occurs, staff must not attend the office and must arrange a PCR test. • Staff can return to the office following a negative PCR test or expiry of the isolation period. • Testing is voluntary and the Firm has procedures in place where staff do not take a test. 				
Break times & Lunch	Staff and contractors may be exposed to the virus	<ul style="list-style-type: none"> • Canteen available for breaks (Stockton). No seating permitted in canteen due to space restrictions. Kitchen facilities reduced to reduce room use e.g. no microwave. • Enhanced cleaning of canteen by contract cleaners. • Staff encouraged to bring their own food to work. Encourage staff to bring flask of coffee/tea to reduce need to use on site facilities. • Surface wipes provided for use in canteen. Staff regularly reminded of the importance of wiping surfaces 				

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		<p>after use e.g. kettle, fridge door handle etc.</p> <ul style="list-style-type: none"> • Break times, particularly lunch, to be staggered to avoid congestion in canteen. 				
Dealing with a potentially exposed employee or visitor	Risk of staff and visitors being exposed to the virus	<ul style="list-style-type: none"> • First aid trained staff on site. • Data protection policy in place (identification of exposed employee / visitor). • Sign in arrangements in place. • Work at home possible for self-isolating employee. • Suitable isolation room (meeting room) available if required. • Information provided to first aiders on correct procedures to adopt and safe distances. • Information provided to reception staff. • PPE masks and protective gloves provided in each first aid box. 				
Staff Travel	Staff may travel / return from abroad	<ul style="list-style-type: none"> • Holiday procedure in place • Sickness absence procedure in place • Self-isolation in accordance with Government requirements on arrival from abroad. 				
Work events	Staff and visitors could be exposed to	<ul style="list-style-type: none"> • Staff not currently attending conferences, seminars etc. 				

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	the virus if attending large events e.g. conferences, seminars, etc.	<ul style="list-style-type: none"> • Jacksons events cancelled or changed to virtual online events. • Virtual online events only take place. • Staff remind not to attend conferences / seminars etc. Virtual online events only. 				
Staff Training	Staff could be exposed to virus or be placed at higher risk if social distancing cannot be observed	<ul style="list-style-type: none"> • Principle for all staff training shall be to observe 2m social distancing rules. • Where social distancing cannot be observed due to practical difficulties (e.g. sharing computer screen during training, etc) additional protective measures must be used which will include one or more of the following: <ul style="list-style-type: none"> ○ Wearing of protective face visors, ○ Limiting time spent to 15-minute sessions. ○ Retaining the same trainer/trainee combination rather than frequent changes of personnel. ○ Use of hand sanitisers before and after training session. ○ Avoiding sitting face-to-face. 				

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your office, such as new work equipment or work activities.