

Coole Bevis LLP Covid-19 Risk Assessment

Covid-19 is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is the firm's Risk Assessment for dealing with the Covid-19 pandemic. It is to be read alongside the "Covid-19 Staying Safe at Work Policy" as well as our "Visitor Protocol during Pandemic".

Government guidance and directives are regularly updated; ExCo and the LLP Members consistently monitor all relevant resources. We aim to minimise risk to staff and visitors as far as is reasonably possible. Staff must take a sensible level of personal responsibility and, in particular, report any problems as soon as they become aware of them.

New variants can be highly transmissible and we plan to proceed cautiously, even if legal restrictions have been eased.

You must be aware of the range of symptoms of Covid-19, and understand that some people are asymptomatic. You can contract and transmit Covid-19 even if you are fully vaccinated, but the risk is generally much less.

The firm encourages all eligible staff that are not medically exempt, to seek recommended vaccinations including booster vaccinations.

COVID-19 symptoms

The well-known trio of symptoms include:

- A high temperature
- A new, continuous cough
- A loss or change of your sense of smell and taste

Other symptoms linked with COVID-19 include: shortness of breath, fatigue, loss of appetite, muscle ache, sore throat, headache, stuffy or runny nose, diarrhoea, nausea and vomiting. Further symptoms may be emergent with new variants.

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Risk area	Potential Risks	Main considerations	Other considerations or actions	Action by who?
<p>Greater number of people attending offices including:</p> <p>Partners and staff</p> <p>Visitors – to be by appointment wherever possible</p> <p>Suppliers, delivery men, builders as required</p>	<p>Increased risk of exposure and possible transmission of the virus.</p>	<p>Government guidance to work from home where possible has ended. Return to office arrangements agreed by Heads of Department taking into account the full range of business and individuals circumstances. Transitional/ phased approach where necessary.</p> <p>Ensuring reasonable space and ventilation for anyone in the office</p> <p>Anyone going into an office <u>must</u> accept and abide by the firm's Staying Safe at Work Policy.</p>	<p>When staff from another office are visiting, it remains advisable to get prior permission from the partner in charge of the local office. He/she should appoint a deputy if absent.</p> <p>This will be agreed one-to-one with these staff.</p>	<p>LLP Members & ExCo; Office partners</p>
<p>Those formerly classed as clinically extremely vulnerable (CEV) may come into the office.</p>	<p>Their risk of exposure to the virus is increased and the resulting harm may be severe.</p>	<p>These people may wish to take extra precautions. They should let the office manager or ExCo know that they have previously been classed as CEV so we can help them take all necessary precautions.</p>	<p>For confidentiality reasons, a list will not be circulated.</p>	<p>Office partner and /or ExCo</p>
<p>Staff who are unvaccinated or are not fully vaccinated/boosted.</p>	<p>They are more at risk from being ill with Covid-19 and may present more risk to others.</p>	<p>Ensuring the safety of everyone, including the person not vaccinated.</p>	<p>ExCo reserve the right to ask employees on their vaccination status and may decide to recommend additional, proportionate measures for unvaccinated staff. For example, if</p>	<p>Practice Director and/or ExCo member</p>

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			they have been a close contact of a positive case.	
Transport issues, in particular use of public transport	Increased risk of exposure to the virus	Mask wearing is no longer compulsory. However, staff are encouraged to follow government guidance to continue wearing these in busy settings such as on public transport. Flexibility with working hours/ arrangements to avoid busy periods if needed.	If an individual has a specific reason for concern, this must be discussed with their line manager or a member of ExCo	Individual responsibility/ HOD
If living with an extremely vulnerable person, you should continue to take all reasonable precautions.	Their risk of onward transmission of the virus must be minimised.	The firm can only assist if informed of the situation.	Staff involved are advised to be vigilant with good hygiene practices and ensure good ventilation (where possible) in the home as well as at work.	Individual responsibility/ Office Partner
It is no longer a legal requirement to self-isolate following symptoms/ positive test. However, it remains public health guidance. The firm supports this guidance.	The end to the legal requirement may mean an increased risk that Partners/staff, visitors and other 3 rd parties may attend when they are positive with the virus. This may be unknowingly done.	Staff are encouraged to undertake regular lateral flow testing. If you are asymptomatic but have tested positive from a lateral flow test, then you should not attend work and seek a PCR test. If you have symptoms you should not attend work and seek a PCR test.	If you have possible symptoms or a positive test then you should inform your HOD and HR as soon as possible for consideration of any other actions or measures.	Individual responsibility then HOD

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		<p>You may return to work if your PCR test returns negative. If you are confirmed positive the isolation guidance should be followed (see Staying Safe at Work Policy.)</p> <p>PCR and lateral flow testing continue to be freely available until 31 March 2022.</p>		
<p>You are no longer required to self-isolate if you live in the same household as someone with COVID-19. The government advice for close contact testing has also been removed.</p>	<p>The Partner/employee exposed to the other person might have an increased risk of contracting the virus.</p>	<p>If you may have been in contact with someone who has coronavirus, but you do not have symptoms you should inform your HOD or HR. This will enable any additional risk assessment measures to be proportionately considered.</p> <p>If you can undertake regular lateral flow tests this is recommended.</p>	<p>You are not necessarily barred from coming to work if this is needed but it must be agreed with your HOD and you must take all necessary precautions.</p> <p>For at least 5 days, extra vigilance with hygiene mask-weaning and ensuring good ventilation in work spaces is required.</p> <p>If you are set up to work from home and it is mutually agreed, then you should do so.</p> <p>If you start to suffer any symptoms, go home at once (if in the office) and book a PCR test. Let us know the outcome.</p>	<p>You must tell your HOD and/or HR giving the full circumstances so the correct response can be judged.</p>
<p>Clients may attend offices as required. This will usually be done by appointment.</p>	<p>The client may unwittingly bring the virus into our work environment.</p>	<p>Clients and anyone with them e.g. for support, must agree to our Visitor Protocol during Pandemic before attending.</p>	<p>The CB LLP "Visitor Protocol during Pandemic" must be sent and accepted beforehand. Essential home visits are permitted. Good hygiene and ventilation principles should be followed. We suggest that you: minimise shared</p>	<p>Relevant fee-earner</p> <p>Everyone</p>

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		Meetings should be by appointment only.	equipment, use hand sanitizer and have a prior agreement with the client about whether to wear a face mask.	
Walk-in Visitors	Extra chance of bringing in the virus.		A door notice will explain visitor expectations. Reception will be able to explain these as necessary. Mask wearing will be recommended (but not mandatory) for all external visitors.	Local partner and Reception
Suppliers, cleaners, contractors, delivery people.	They may have been to multiple sites with an increased risk of transmitting the virus.	All internal controls will apply. They are likely to have H&S instructions from their own Employer, with which they must comply.	Minimise handling of external deliveries and collections. Use soap and water or, if not easily accessible, hand sanitiser after touching deliveries.	Everyone
What are the hazards?	Who might be harmed	Controls required to stay safe	Additional actions	Action by who?
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Delivery drivers • Anyone else in physical proximity to us in the course of our business 	<p>Hand Washing/Cleansing</p> <p>Hand washing facilities with soap and water; stringent hand washing to take place. Dry hands with disposable paper towels.</p> <p>Gel sanitisers where washing facilities are not readily available.</p> <p>Follow general good hygiene especially in relation to coughing and sneezing.</p>	<p>Hygiene posters to be displayed e.g. safe distancing, hands washing reminders.</p> <p>Hand sanitiser, disinfectant and paper towels or tissues to be available at all key points e.g. entrances/exits, communal areas like kitchens, toilets and meeting rooms.</p>	<p>ExCo; Office managers; Accounts to purchase supplies</p> <p>All staff to be alert and point out if supplies are missing</p>

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			For coughs and sneezes use tissues –and follow “Catch it, Bin it, Kill it”. Avoid touching face, eyes, nose or mouth with unclean hands.	
		<p><u>Face coverings and masks</u></p> <p>Are recommended for all <i>external visitors</i> and we encourage staff greeting external visitors in Reception to wear one. This however, is not mandatory. Where possible the approach should be mutually (pre) agreed for any in-person meetings (e.g. with clients/ visitors) for everyone’s’ protection and comfort. .</p>	Individuals are responsible for providing, wearing and disposing of these hygienically and responsibly.	Anyone using one
		<p><u>Cleaning</u></p> <p>Professional cleaners attend regularly.</p> <p>Those in the office must also clean and disinfect objects and surfaces touched regularly, using appropriate cleaning products and methods.</p>	<p>Cleaners are asked to prioritise toilets, kitchens and regularly touched areas e.g. door handles, light switches.</p> <p>Where possible doors should be left open to avoid constant touching.</p> <p>Line waste bins for safer disposal of tissues, paper towels, wipes.</p>	<p>Contract cleaners</p> <p>Cleaners and those in the office</p> <p>Cleaners</p>
		<p><u>Making Space</u></p> <p>There has been an end to formal social distancing requirements but it remains a good idea to make space. Suggestions are:</p>	<p>The firm will continue to be considerate of distancing with adequate precautions.</p> <p>Job-shares on reception mean some shared space. Measures agreed</p>	<p>Office managers, Partners & ExCo. Also Office Partners. Staff are also expected to take</p>

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		<p>Adjust layouts to avoid sitting face to face. Eliminate hot-desking as far as possible.</p> <p>Only one person at a time to enter a confined spaces, such as narrow corridors, kitchenettes, lift.</p> <p>Use conference calls and Zoom instead of face to face meetings.</p>	<p>include sanitising shared equipment before and after use and completing a log sheet.</p>	<p>individual responsibility.</p>
		<p><u>Ventilation</u> Allow us much fresh air into the office as possible.</p>	<p>Open windows and, where secure to do so, doors. In winter try not to overheat rooms.</p>	
		<p><u>Communication</u> We aim to maintain regular communication, including via department heads, to update and support employees in a fast changing situation.</p>	<p>This includes communication with those on sick leave or self-isolating.</p>	<p>ExCo, HODs, LLP Members</p>
		<p><u>Developing Symptoms and Quarantine after travel</u> Travel rules can be fast changing and latest guidance in respect of covid safe travel must be followed https://www.gov.uk/guidance/tr</p>	<p>ExCo will consider all the circumstances and decide if the office needs to be closed for a deep clean.</p>	<p>Everyone</p>

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		<p><u>avel-abroad-from-england-during-coronavirus-covid-19</u></p> <p>Staff that develop symptoms whether after travel or not, should stay home and book a PCR test. Return to the office will only be possible after receipt of a negative PCR test with any additional measures followed in the event of red-listed countries.</p> <p>Anyone returning from a holiday to a red-list country required to quarantine must complete this regardless of any negative test result.</p> <p>Each case will be assessed individually. Enhanced cleaning will be required if there has been a positive case attending in the office.</p>		
		<p><u>Mental Health</u></p> <p>The firm offers access to an Employee Assistance programme to all its staff and partners. Use of it is absolutely confidential.</p> <p>Staff are also encouraged to raise mental health concerns in</p>	<p>The firm will offer support to staff affected by Covid-19 or have a family member affected.</p>	<p>Management</p> <p>In order for the firm to provide proper support, the individual must make</p>

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		confidence with their HOD or the HR Manager.		us aware of their issues.
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