

Coole Bevis LLP Covid-19 Risk Assessment

Anyone shielding or in a vulnerable group should not come into the office.	Their risk of exposure to the virus will be increased.	The firm will try to protect these individuals. They may only come into the office in exceptional circumstances and with all necessary precautions.	For confidentiality reasons, a list will not be circulated. If in doubt, the office partner should ask a member of ExCo whether someone falls within this category.	Office partner		
Anyone living with someone shielding or vulnerable is expected to take all reasonable precautions.	Their risk of exposure to the virus and the possibility of transmission will be increased.	The firm will help protect those with whom a member of staff lives from transmission caused by attendance at work.				
Clients may only attend if there is no other way of dealing with their matter and it is time critical.	The client may unwittingly bring the virus into our work environment	Clients allowed strictly by appointment only. They and anyone with them e.g. for support, must agree to the CB LLP Visitor Protocol during Pandemic before attending.	CB LLP Visitor Protocol during Pandemic must be sent beforehand. Similar procedures must be followed where any of our key workers have to make essential home visits. Social distancing must be maintained, no shared equipment e.g. pens, check availability and use of hand sanitiser.	ExCo Everyone		
Suppliers, cleaners, contractors, delivery people	They may have been to multiple sites with an increased risk of transmitting the virus.	All internal controls (see below) will apply. They are likely to have H&S instructions from their own Employer, with which they must comply.	Maintain social distancing. 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?	Action by when?	Done

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<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Delivery drivers • People in the vulnerable or extremely vulnerable categories • Anyone else who is in physical proximity to us in the course of our business 	<p><u>Hand Washing/Cleansing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • Dry hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available • Follow general good hygiene especially in relation to coughing and sneezing • Suggest that staff protect their skin by applying emollient cream regularly 	<p>Hygiene posters to be displayed e.g. wash hands regularly for 20 seconds with water and soap, dry them with disposable towels, use sanitiser. Paper towels or tissues will be made available throughout the workplace.</p> <p>Hand sanitiser and anti-bacterial wipes to be widely available at key locations.</p> <p>Staff must catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and avoid touching face, eyes, nose or mouth with unclean hands.</p>	<p>ExCo to source posters</p> <p>Office managers, assisted by Accounts</p> <p>All staff</p>		
		<p><u>Face coverings and masks</u></p> <p>Whilst not required or provided by the firm, people who wish to wear a face covering or mask may do so.</p>	<p>Individuals are responsible for providing, wearing and disposing of these safely and responsibly.</p>	<p>Anyone using one</p>		
		<p><u>Cleaning</u></p> <p>All offices have been deep-cleaned. 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 will be instructed to prioritise toilets, kitchens and high risk areas of virus transmission e.g. door handles, light switches.</p> <p>Where possible doors should be left open to avoid constant touching. Use tissues to open door handles.</p>	<p>Contract cleaners</p> <p>Cleaners and those in the office</p> <p>Cleaners</p>	<p>Done</p>	

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			Ensure waste bins are lined for safer disposal of tissues, paper towels, wipes.			
		<p><u>Social Distancing</u> Minimise number of people in any area to comply with social distancing guidance.</p> <ul style="list-style-type: none"> • Reallocation of offices and adjust layouts to avoid sitting face to face • Ban hot-desking • Take care when entering confined spaces, such as toilets, kitchens, etc. • Possible phased start and end times, to avoid pinch points e.g. front door. <p>Use conference calls and Zoom instead of face to face meetings.</p>	<p>Staff to be reminded of the importance of social distancing both in the workplace and outside it.</p> <p>Management checks to ensure this is observed.</p> <p>Aim for 2 metres apart or 1 + metre with adequate precautions</p> <p>Where face-to-face contact is <u>essential</u>, restrict to 15 minutes or less wherever possible.</p>	Office managers, Partners & ExCo		
		<p><u>Communication</u></p>	<p>Regular communication, including cascading messages via department heads, to update and support employees in a fast changing situation.</p> <p>This includes communication with those on furlough leave.</p>	ExCo, HODs, LLP Members ExCo		
		<p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> • New continuous cough • High temperature 	If a member of staff has helped someone who has developed symptoms of Covid-			

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		<ul style="list-style-type: none"> Loss of, or change in, your sense of taste or smell <p>Anyone who develops symptoms will be sent home and must stay there for 10 days from onset of symptoms or until they test negative.</p> <p>It is not necessary to close the business or workplace or send other staff home.</p> <p>Any member of staff living with someone else with symptoms of Covid-19 must notify their manager and stay at home in line with the stay at home guidance</p>	<p>19, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with Covid-19 infection.</p> <p>All of the circumstances will be considered and then a focussed or general deep clean will be undertaken.</p>	Everyone as relevant	Office partner, in liaison with ExCo	
		<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>The firm is shortly making an Employee Assistance programme available.</p>	<p>The firm will offer support to staff affected by Covid-19 or have a family member affected.</p> <p>Communication of mental health information and open door policy for those who need additional support. This will be assisted by the EAP.</p>	ExCo, LLP Members, department heads		