

## 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”.

This risk assessment is based upon government guidance and directives. These are regularly updated and ExCo and the LLP Members monitor all relevant resources on an ongoing basis. We aim to minimise risk to staff and any 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.

People coming into the office	Potential Risks	Main considerations	Other considerations or actions	Action by who?
Partners and staff  Visitors by appointment (and subject always to lockdown rules)  Suppliers, delivery men, builders as required	Too many partners, staff, clients and third parties attending to allow adequate social distancing.  This increases the risk of spreading the virus.	Certain staff may work mainly from home (WFH) to reduce numbers if they can do so fully independently. Others must be on-site as their role cannot be properly performed from home.  Anyone going into an office <u>must</u> accept and abide by the firm’s Staying Safe at Work Policy.	When staff from another office need to visit, they must get prior permission from the partner in charge of the local office. He/she must appoint a deputy if absent.  This will be agreed one-to-one with these staff.	LLP Members & ExCo; Office partners
Anyone classed as clinically extremely vulnerable (CEV) may come into the office so long as lockdown rules permit.	Their risk of exposure to the virus is increased and the resulting harm may be very severe.	The firm will try to protect these individuals and they must also take extreme care. They must let the office manager or ExCo know that they are CEV so we can help them take all necessary precautions.	For confidentiality reasons, a list will not be circulated.	Office partner and /or ExCo
Transport issues, in particular use of public transport	Increased risk of exposure to the virus	Staff who travel by public transport may agree with their HOD to		

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		reschedule their hours to travel outside rush hour.		
Anyone living with an extremely vulnerable person must take all reasonable precautions.	Their risk of onward transmission of the virus must be minimised.	The firm will try to help a member of staff living with someone in this category, by providing any reasonable additional support.	The firm can only assist if informed of the situation.  Staff involved are also advised to increase their hygiene, social distancing and vigilance in the home as well as at work.	
Anyone sharing a house with someone told to self-isolate.  They may have been told to do so because they might have been in contact with someone with Covid OR because they have tested positive.  Alternatively they may have returned from abroad and are required to quarantine.	The Partner/employee exposed to the other person might have an increased risk of contracting the virus.	The person told to self-isolate must follow the law and the timescales they have been given. The detail will depend upon the circumstances, e.g. whether they have tested positive, been near someone who has done so or in post-travel quarantine.  You must self-isolate if you live or are in a support bubble with someone who has symptoms or has tested positive.	If you may have been in contact with someone who has coronavirus, but you do not have symptoms and you have not been told to self-isolate, you must continue to follow social distancing advice. You are not barred from coming to work but you must take all necessary precautions  If your child is sent home from school, the firm will ask you to WFH until their quarantine period has expired or until you provide proof of a negative test for yourself.	You must tell your HOD and/or ExCo, giving the full circumstances so the correct response can be judged.  You must have prior permission to come into the office during this time (e.g. collect files or other vital papers) from ExCo or your HOD; such visits will usually be out of normal office hours.

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<p>Clients may attend if there is no other way of dealing with their matter and it is time critical. They may not visit if in breach of lockdown rules.</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 the CB LLP Visitor Protocol during Pandemic before attending.</p> <p>Meetings are strictly by appointment only.</p>	<p>The CB LLP "Visitor Protocol during Pandemic" must be sent and accepted beforehand.</p> <p>Essential home visits are permitted if not in breach of any lockdown. Social distancing must be maintained, no shared equipment, use hand sanitiser. The fee-earner may ask the client to wear a face-covering.</p>	<p>Relevant fee-earner</p> <p>Everyone</p>
<p>Walk-in Visitors</p>	<p>Extra chance of bringing in the virus</p>	<p>We may when permitted by law open one or more of our offices to walk-in visitors. Government guidance supported by HSE states that any such visitors <b>must</b> wear a face covering.</p>	<p>In an office is open to walk-ins, a door notice will explain the need for a face-covering.</p> <p>Reception must inform/remind the visitor if necessary.</p>	<p>Local partner and Reception</p>
<p>Suppliers, cleaners, contractors, delivery people</p>	<p>They may have been to multiple sites with an increased risk of transmitting the virus.</p>	<p>All internal controls will apply.</p> <p>They are likely to have H&amp;S instructions from their own Employer, with which they must comply.</p>	<p>Maintain social distancing.</p> <p>Minimise handling of external deliveries and collections. Use soap and water or, if not easily accessible, hand sanitiser after touching deliveries.</p>	<p>Everyone</p>
<p><b>What are the hazards?</b></p>	<p><b>Who might be harmed</b></p>	<p><b>Controls required to stay safe</b></p>	<p><b>Additional actions</b></p>	<p><b>Action by who?</b></p>
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Delivery drivers</li> <li>• People in the vulnerable or extremely</li> </ul>	<p><b><u>Hand Washing/Cleansing</u></b></p> <p>Hand washing facilities with soap and water; stringent hand washing to take place.</p> <p>Dry hands with disposable paper towels.</p>	<p>Hygiene posters to be displayed e.g. social distancing, hands washing reminders.</p> <p>Hand sanitiser, disinfectant and paper towels or tissues to be available at all key points e.g.</p>	<p>ExCo; Office managers;</p> <p>Accounts to purchase supplies</p>

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	<p>vulnerable categories</p> <ul style="list-style-type: none"> <li>Anyone else in physical proximity to us in the course of our business</li> </ul>	<p>Gel sanitisers in any area where washing facilities not readily available.</p> <p>Follow general good hygiene especially in relation to coughing and sneezing.</p>	<p>entrances/exits, communal areas including kitchens, toilets and meeting rooms.</p> <p>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>	<p>All staff to be alert and point out if supplies are missing</p>
		<p><b>Face coverings and masks</b></p> <p>Staff and others must wear face covering or a mask when moving around our offices.</p> <p>The mask or face-covering may be removed when at your desk.</p>	<p>Individuals are responsible for providing, wearing and disposing of these hygienically and responsibly.</p>	<p>Anyone using one</p>
		<p><b>Cleaning</b></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. Where possible doors should be left open to avoid constant touching. Use tissues to open door handles.</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><b>Social Distancing</b></p> <p>Reallocate offices and/or adjust layouts to avoid sitting face to face</p> <p>Eliminate hot-desking as far as possible.</p>	<p>Staff to be reminded of the importance of social distancing both in and out of work.</p> <p>Aim for 2 metres apart or 1 + metre with adequate precautions.</p>	<p>Office managers, Partners &amp; ExCo</p> <p>Office Partner and ExCo</p>

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		<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>Job-shares on reception mean some shared space. Measures agreed include sanitising shared equipment before and after use and completing a log sheet.</p> <p>Where face-to-face contact is <u>unavoidable</u>, restrict to as short a time as possible.</p>	<p>Local managers to ensure these are observed, although staff members are also expected to take individual responsibility.</p>
		<p><b><u>Ventilation</u></b> 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><b><u>Communication</u></b> We aim for 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 or sick leave.</p>	<p>ExCo, HODs, LLP Members</p> <p>ExCo</p>
		<p><b>Developing Symptoms and Quarantine after travel</b> 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 normally necessary to close the office or send other staff home, but each case will be assessed individually. Enhanced cleaning is likely to be required.</p>	<p>If a member of staff has been in close proximity to someone who then develops symptoms of Covid-19, we advise that they go home following procedures similar to the “track and trace” system. You must report contact with anyone who has tested positive for Covid-19.</p> <p>The management will consider all the circumstances and decide whether the office needs to be closed for a further deep clean.</p>	<p>Everyone</p>

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		<p>Anyone returning from holiday who is required to quarantine must do so. Failure to observe quarantine regulations or a requirement to self-isolate is a breach of the law and may be a disciplinary offence.</p>		
		<p><b><u>Mental Health</u></b>          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 confidence with their HOD or the Practice Manager.</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 us aware of their issues.</p>