

## 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.

The new delta variant is 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 double-vaccinated, but the risk is generally much less.

Some common COVID-19 symptoms associated with the delta variant are listed below:

- Sore throat
- Nasal symptoms i.e. runny or blocked nose as if you have a heavy cold
- Headaches
- Cough
- Shortness of breath
- Fever
- Changes in smell or taste

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People coming into the office	Potential Risks	Main considerations	Other considerations or actions	Action by who?
Partners and staff  Visitors – to be by appointment wherever possible  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.	Ensuring reasonable space and ventilation for anyone in the office  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 are visiting, 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
Those classed as clinically extremely vulnerable (CEV) may come into the office.	Their risk of exposure to the virus is increased and the resulting harm may be very severe.	These people may wish to take extra precautions. 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
Staff who are unvaccinated or have had only one "jab"	They are more at risk from being ill with Covid-19 and may present more risk to others.	Ensuring the safety of everyone, including the person not vaccinated.	ExCo reserve the right to ask who has not been vaccinated and may decide to impose additional requirements on them e.g. in respect of wearing a mask	Practice manager and/or ExCo member
Transport issues, in particular use of public transport	Increased risk of exposure to the virus	Whilst the government says mask wearing is not compulsory from 19 July 2021, many transport companies still require passengers to wear face coverings.	If an individual has a specific reason for concern, this must be discussed with their line manager or a member of ExCo	Individual responsibility
If living with an extremely vulnerable person, you must 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 also advised to increase their hygiene, social distancing and vigilance in the home as well as at work.	

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<p>Anyone sharing a house with someone told to self-isolate.</p> <p>This could be for several reasons:</p> <ul style="list-style-type: none"> <li>• Track &amp; Trace</li> <li>• Possible symptoms</li> <li>• Positive Covid-test</li> <li>• Quarantine if returning from abroad</li> <li>• Child sent home from school due to “bubble issue”</li> </ul>	<p>The Partner/employee exposed to the other person might have an increased risk of contracting the virus.</p>	<p>The person told to self-isolate must follow the law and the timescales they have been given.</p> <p>The requirement of the other people in the household will depend upon the circumstances.</p> <p>You must self-isolate if you live or are in a support bubble with someone who has symptoms or has tested positive.</p>	<p>If you may have been in contact with someone who has coronavirus, but you do not have symptoms and have not been told to self-isolate, you must inform the firm.</p> <p>You are not necessarily barred from coming to work but you must take all necessary precautions</p> <p>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.</p>	<p>You must tell your HOD and/or ExCo, giving the full circumstances so the correct response can be judged.</p> <p>Do not come into the office during this time (e.g. to collect vital papers) without prior consent from ExCo or your HOD; any visit should be out of normal office hours and/or seeing as few people as possible.</p>
<p>Clients may attend if there is no other reasonable way of dealing with their matter.</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>Meetings should be by appointment only.</p>	<p>The CB LLP “Visitor Protocol during Pandemic” must be sent and accepted beforehand. Essential home visits are permitted. 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 require all visitors to wear an appropriate i.e. fit for purpose face covering.</p>	<p>A door notice will explain the need for a face-covering. Reception must inform/remind the visitor if necessary.</p> <p>One in a meeting the visitor(s) and staff member(s) may remove face</p>	<p>Local partner and Reception</p>

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			coverings so long as by mutual consent	
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.	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
<b>What are the hazards?</b>	<b>Who might be harmed</b>	<b>Controls required to stay safe</b>	<b>Additional actions</b>	<b>Action by who?</b>
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Delivery drivers</li> <li>• Anyone else in physical proximity to us in the course of our business</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. 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. social 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>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>ExCo; Office managers; Accounts to purchase supplies</p> <p>All staff to be alert and point out if supplies are missing</p>
		<p><b><u>Face coverings and masks</u></b></p> <p>Staff may choose to wear a face covering or mask when moving around our offices.</p> <p>They should be worn when greeting clients and other visitors.</p>	Individuals are responsible for providing, wearing and disposing of these hygienically and responsibly.	Anyone using one

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		<p><b>Cleaning</b> 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><b>Social Distancing</b> 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>The firm will continue to aim for or 1+metre distancing with adequate precautions.</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 close face-to-face contact is unavoidable, restrict this to as short a time as possible.</p>	<p>Office managers, Partners &amp; ExCo. Also Office Partners. Staff are also expected to take individual responsibility.</p>
		<p><b>Ventilation</b> Allow us much fresh air into the office as possible.</p>	<p>Open windows and, where secure to do so, doors.</p> <p>In winter try not to overheat rooms.</p>	
		<p><b>Communication</b> 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>

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		<p><b><u>Developing Symptoms and Quarantine after travel</u></b></p> <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 and are symptom-free.</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>Anyone returning from holiday who is required to quarantine must do so.</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>ExCo will consider all the circumstances and decide if the office needs to be closed for a further deep clean.</p> <p>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>Everyone</p>
		<p><b><u>Mental Health</u></b></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 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>