

## 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 double-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.

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

Some common COVID-19 symptoms associated with the omicron variant

According to experts in South Africa, people should look out for five tell-tale signs. These slightly differ from the well-known trio of 'fever, cough and loss of smell' listed on the NHS website. Some common Omicron symptoms are:

A scratchy throat, a dry cough, extreme tiredness, mild muscle aches and night sweats.

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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.	Working from home where possible from 10 December 2021.  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 formerly 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.	Practice manager and/or ExCo member
Transport issues, in particular use of public transport	Increased risk of exposure to the virus	From 10 December 2021 mask wearing is compulsory on public transport unless exempt.  Flexibility with working hours/ arrangements to avoid busy periods if work in the office is 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

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<p>If living with an extremely vulnerable person, you must take all reasonable precautions.</p>	<p>Their risk of onward transmission of the virus must be minimised.</p>	<p>The firm can only assist if informed of the situation.</p>	<p>Staff involved are also advised to increase their hygiene, social distancing and vigilance in the home as well as at work.</p>	
<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 do not have to self-isolate in the event of contact/ suspected contact with COVID-19 in the event that you are a) double vaccinated and b) in receipt of a negative covid test for yourself. Where this needs to be a PCR test this will have been stated to you and guidance should be followed. It is now a requirement to take lateral flow tests for 7 days after contact.</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 your HOD or HR.</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>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 lateral flow test for yourself. Where this needs to be a PCR test this will have been stated to you and guidance should be followed. In accordance with latest guidance, lateral flow tests should continue for the 7 days after contact.</p>	<p>You must tell your HOD and/or HR 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>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</p>	<p>Relevant fee-earner</p> <p>Everyone</p>

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		Meetings should be by appointment only.	may ask the client to wear a face-covering.	
Walk-in Visitors	Extra chance of bringing in the virus.	We require all visitors to wear an appropriate i.e. fit for purpose face covering.	A door notice will explain the need for a face-covering. Reception must inform/remind the visitor if necessary.  One in a meeting the visitor(s) and staff member(s) may remove face coverings so long as by mutual consent	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.	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. 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”.</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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			Avoid touching face, eyes, nose or mouth with unclean hands.	
		<p><b><u>Face coverings and masks</u></b> Staff are required to wear a face covering when in communal areas/ moving about the office unless exempt.</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
		<p><b><u>Cleaning</u></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><u>Social Distancing</u></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>

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		<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 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><b><u>Developing Symptoms and Quarantine after travel</u></b>  On 29 November new travel rules came into force. All international arrivals must take a day 2 PCR test and self-isolate until they receive a negative result. This is regardless of vaccination status. Refer to the Firm's Staying Safe at Work Policy.  Travel rules can be fast changing and latest guidance in respect of covid safe travel must be followed <a href="https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19">https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19</a>  Staff that develop symptoms whether after travel or not,</p>	<p>If a member of staff has been in close proximity to someone who then develops symptoms of Covid-19 and is fully vaccinated then it <i>may</i> be possible to attend the office but you must have HOD approval. You must report contact with anyone who has tested positive for Covid-19 so the appropriate keeping safe at work guidance can be followed.  ExCo will consider all the circumstances and decide if the office needs to be closed for a further deep clean.  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>

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		<p>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>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><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>