

Covid-19: Firmwide Risk Assessment

During the Covid-19 crisis the firm has limited services offered to ensure the safety of personnel and clients in line with Government guidance which is updated daily.

As per of the firm's return to work assessment of risk we have documented the firm's approach to ensure that all factors are considered and risks identified, mitigated and addressed. The Risk Assessment has been prepared by Paul Lowther.

This Risk Assessment is available for inspection by all personnel from []. This Risk Assessment is also available from our website at [] for review by regulators, clients and other associated third parties.

This Risk Assessment will be updated at least monthly, but will be considered more frequently as required in light of continued guidance provided by the Government, Law Society and Solicitors Regulation Authority.

Each section is given a risk grading as follows: **low; medium / normal; high.**

RISK FACTORS	RISK GRADING	COMMENTS & MITIGATION
THE FIRM		
Does the firm have fewer than 5 workers (Low Risk) or more than 50 (High Risk)?	Medium	<p>The firm has between 5 – 50 personnel.</p> <p>This documented Covid-19 Risk Assessment seeks to ensure that we are taking all reasonable steps to safeguard the health, safety and wellbeing of our personnel and clients.</p> <p>Whilst we are not required to publish this risk assessment to the firm's website, we have decided to do so to ensure that we are being transparent with clients, personnel, regulators and other third parties about our approach to the Covid-19 crisis.</p>

CLIENTS AND VISITORS		
RISK FACTORS	RISK GRADING	COMMENTS & MITIGATION
Do any of our clients fall into the clinically vulnerable or extremely clinically vulnerable categories in relation to Covid-19?	Medium	<p>There are some clients that may be clinically vulnerable or extremely clinically vulnerable. This can vary in each department.</p> <p>Services will continue to be delivered as appropriate, utilising meetings, video conferencing facilities, email, letter and telephone calls. No face to face meetings will be possible when the client has Covid-19 or any of the symptoms of Covid-19, nor when they have been advised to self isolate even if not presenting any symptoms.</p> <p>In situations where there is a vulnerability, other suitable arrangements will be made where at all possible, to avoid the need for the client to attend the office. This will be discussed on a case by case basis, however, may involve attendance at the client's home (from their garden i.e. an open space).</p>
Do visitors need to wear masks?	Medium	All visitors to the office will need to wear a mask, unless covered by the exemptions.
Meetings with clients	Medium	If any client or third party attends the office, they must inform reception (at a distance) of their name, reason for attendance and name of the person they are meeting.
How to handle deliveries?	Medium	<p>Any parcels received must be wiped down and hands washed before and after cleaning the delivery.</p> <p>Parcels should not be directly handed over, but left at a safe distance (at least 2m apart)</p>
Reception Protocol	Medium	If clients or visitors are required to attend the office, they must only come to reception if they have a pre-arranged appointment. They must keep a 2-metre distance from whomever attends to them in the reception area. Hand sanitizer will be available.

TEAMS		
RISK FACTORS	RISK GRADING	COMMENTS & MITIGATION
Do any personnel fall into the category of vulnerable in relation to Covid-19?	Medium	<p>We recognise that extremely clinically vulnerable individuals are strongly advised not to work from the office. Therefore ALL extremely clinically vulnerable personnel and those that are symptomatic or personnel living in a household where there is a clinically vulnerable individual or person with symptoms should not attend the office and should work from home, provided they are fit enough for work.</p> <p>Where personnel are symptomatic they must work from home whilst self isolating, provided they are fit enough for work.</p>
Is it possible for the workforce to work from home?	Medium	<p>All qualified staff are set up to work from home during the current crisis.</p> <p>At least one person must be in attendance at the office throughout the day. This will be organised by the partners and practice manager.</p> <p>Where individuals are working from home, at least one call/ video call will be arranged with the supervisor for that individual during a working day.</p>
How are breaks and lunches organised?	Medium	<p>Lunch can be taken at the appropriate time in your own individual work space. Personnel will bring their own food and avoid prolonged periods in the kitchen/communal areas.</p>

OFFICE SPACE		
RISK FACTORS	RISK GRADING	COMMENTS & MITIGATION
Is the office space set up to meet social distancing requirements?	Low	<p>There is sufficient space within each office for each member of staff to work in their own individual office. Those that do not normally have their own office have now been allocated appropriate space.</p> <p>Reception areas in both offices will be managed to avoid crowding, and have space for a 2-metre distance between staff member and client.</p> <p>The boardrooms in both offices remain available for meetings with clients with appropriate 2-metre distancing being observed. Smaller meeting rooms where it is not possible to be more than 2 metres from a client are not to be used.</p> <p>Personnel are encouraged to avoid using public transport if possible.</p> <p>Pens and other equipment must not be shared between members of staff or with clients.</p> <p>If conditions allow, windows in communal areas should be opened during the day. The person who opens the window is responsible for closing it at the end of the day.</p>
Communal items	High	The firm has now removed all pens/ marketing material in the reception to avoid the Covid-19 virus being passed between clients and colleagues.
Door operation	Medium	<p>All doors in the office should be remain open where possible, to avoid touching of doors and promote ventilation in the office. However, fire doors must remain closed.</p> <p>Access to the Huntingdon office will continue to be operated by the keypad, however you must sanitize upon entry into the office. The washing of hands by all members of staff upon arriving at work is strongly encouraged.</p>

CLEANING FACILITIES		
RISK FACTORS	RISK GRADING	COMMENTS & MITIGATION
What expectations are there for personnel and clients to regularly wash hands?	Medium	<p>Notices have been placed in various locations across the office to remind all personnel to regularly wash and sanitize their hands.</p> <p>Sanitizers are available in reception and meeting rooms.</p> <p>Handwashing facilities are available in the toilets.</p> <p>Hands should be washed/sanitized as you enter the building and before you leave the office.</p> <p>All towels have now been removed from the office and hands should therefore be dried using disposable towels or hand dryers.</p>
How regularly are surfaces being cleaned?	Medium	<p>Anti-bacterial wipes are available for personnel to wipe down their work stations before they commence work, at the end of the day and periodically throughout the day.</p> <p>Cleaners will attend the office as usual to remove waste, clean surfaces, toilets and communal areas.</p> <p>Between any client meetings, desks should be wiped down, as should any other items that may have been handled.</p>
Do personnel need to wear masks?	Low	<p>Due to the space available in the office, and in accordance with government advice, the wearing of masks in the office is not required (unless meeting with or likely to come in to contact with a client/visitor). However, as a preventative measure you may wish to use a face covering whilst in the office.</p>

We have taken appropriate steps to identify and assess the risks of Covid-19 to which our business is subject and confirm that the above risk assessment accurately reflects our current risks.

This Risk Assessment will be kept under review and reviewed annually or, in the event of major changes, sooner.

Signed: *EWhitfield*

Position: COLP/Partner

Date: 23.10.2020 (updated from May 2020)