

Risk assessment template

Company name: GRANT SAW SOLICITORS LLP

Assessment carried out by: Ray Crudgington, Managing Partner

Date of next review: 2 months

Date assessment was carried out: 15th May 2020

This risk assessment has been prepared with our Greenwich Office in mind. However, with appropriate modifications it applies equally to our other offices.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Transmission Risk – Members of the office may (or have a member of their household who may) be displaying symptoms consistent with Covid19	Other people with whom they come into contact.	We are working from home and immediately prior to the lockdown encouraged anyone displaying symptoms not to come to the office.	It should be made clear in the office reopening policy that anyone who suffers symptoms or has anyone in their household who suffers symptoms consistent with Covid19 should self-isolate immediately for a period of 14 days, should not come to the office during	RC to make clear in policy.	01 June.	x

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			that period and when testing becomes available should get tested to see whether they have contracted Covid19.			
Transmission Risk – persons who are or may be especially vulnerable to the risks of contracting Covid19	Member of staff and clients who are in a more vulnerable or extremely vulnerable group, or members of their households who may be in such a group and affected if those members of staff or clients should contract Covid19.	We continue to work from home where possible and to actively discourage office attendance.	<ol style="list-style-type: none"> Members of staff – we need to ask if any members of staff or those in their household are in more vulnerable or extremely vulnerable groups. We ought to consider informing clients not to attend the offices if they are in a more vulnerable group or have a member of their household who is so. 	RC to include in policy.	01 June	x
Transmission Risk-acquiring virus on	Members of staff coming to and	We continue to work from home where	<ol style="list-style-type: none"> We will need to liaise with staff who usually 	RC to include in policy.	Risk assessment to be complied	x

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<p>public transport</p>	<p>going from the office</p>	<p>possible. We encourage those who have to attend the offices not to use public transport where this can be avoided.</p>	<p>use public transport to discuss future alternatives since it seems that it may be many months before public transport will have the capacity safely to carry passengers in large numbers</p> <p>2. We will continue to encourage people to work at home in accordance with the government guidelines.</p> <p>3. If any members of staff attending the office have to or chose to use public transport we will encourage them to do so at times of the day which are less busy wherever possible.</p>		<p>with by 01 June although home working may continue for some months thereafter.</p>	

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Transmission Risk- Too many people in Office	Members of staff working from the office and clients	We continue to work from home where possible and actively discourage attendance.	Policy for return to work will outline the maximum numbers of people who should attend the office at any one time and provide for the spacing out of those people whilst they are at the office and for social distancing within the office. Start and finish times may be staggered where working from home is not possible.	RC to include within office reopening policy.	See above	x
Transmission risk- proximity-Reception	The receptionist, clients visiting the office and staff in reception.	We have ordered a sneeze screen for reception.	The sneeze screen needs to be positioned. The floor needs to be marked out with tape to indicate where it is safe to stand. The client seating area should generally not be used and clients should be shown to a meeting room (see further below).	RC to complete policy and position the sneeze screen.	01 June.	x

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<p>Transmission risk-proximity-Meeting Rooms</p>	<p>Members of staff using the meeting rooms and any clients or visitors.</p>	<p>Nothing at present as the offices are closed. Meetings which have taken place during the lockdown period for the signing of documents have been as brief as possible and clients have been encouraged to bring their own pens.</p>	<p>Conversations need to take place with the firm's cleaning company as to a clearing regime to be applied. Disinfectant wipes need to be used to wipe down the areas of meeting rooms used by members of the office or clients immediately after they have left. Rubber gloves should be worn for this purpose. Paper cups should be used for any client refreshments although these should generally be discouraged. Maximum preparation should be undertaken in advance to limit the necessity of face to face contact using video conferencing. Anything for signature should be presented to clients in a</p>	<p>RC to incorporate into policy and to carry out these matters. JL to liaise with cleaning company.</p>	<p>Mostly by 01 June.</p>	<p>x</p>

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			<p>way which facilitates swift signing and hand back of the documents with a minimum contamination risk. Signage should be considered to explain to clients the steps which we are taking to ensure their safety.</p>			
<p>Transmission risk-proximity-Seating Areas</p>	<p>Members of staff may be harmed if they are sat in close proximity with someone who has the virus.</p>	<p>We are working from home at present and the seating areas are only used on the rare occasions when a member of staff visits the office, for example, to open some post. Generally there is only one person in the office at a time.</p>	<p>The office re-opening policy will need to provide for the use of disinfectant wipes on areas which have been used throughout the day. The policy will mandate that only one person should sit at the same bank of four or six desks and that a two metre distance should be maintained at all times. Hot-desking will be discouraged except where</p>	<p>RHC to incorporate into policy.</p>	<p>01 June.</p>	<p>x</p>

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			it is necessary in order to implement the above, for example if there are two people who attend the office who would ordinarily sit next to each other, one of them will have to “hot desk” to another desk to maintain social distancing.			
Transmission risk-proximity-Kitchen	Members of staff using the kitchen.	Not applicable as offices are closed .at present	Discussions need to take place with the cleaning company for a new cleaning regime once their contract is reactivated.	Jayne to discuss with cleaning company once we decide to make more regular use of the office.	15 June	
Transmission risk-proximity- Lavatories	Clients and members of staff using the lavatories	See above.	Some form of “traffic light system” ought to be introduced so as to indicate that only one person should be in each of the lavatories (mens/womens) at any only time. Further	RC/JL	15 June	

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			<p>thought will need to be given to this as to place an item which has to be touched outside of the lavatory door would in itself present a further transmission risk.</p>			
<p>Transmission Risk-surfaces</p>	<p>Members of staff or clients visiting the office</p>	<p>Those attending the offices wipe down the areas they have used with surface wipes at the end of the day.</p>	<p>Regime needs to be implemented in accordance with the new office opening policy to clean:</p> <ul style="list-style-type: none"> (a) Door handles (b) Desks which have been used during the day. (c) Crockery, (d) Screens, keyboards, telephones, speech mikes and other items used at desks. (e) Franking machine and copying machines. 	<p>RC needs to address all of these items in the office re-opening policy. JL will need to discuss the cleaning regime with cleaners and ensure that there is an adequate supply of cleaning material (sprays, wipes, gloves etc.) in the office.</p>	<p>15 June.</p>	

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			(f) Toilet seats and sinks. (g) Kitchen appliances.			
Transmission Risk - clothing	Covid19 can survive on fabric for some hours. Accordingly, attending the office may present a risk of carrying infection from home to office.	Nothing.	Staff should be encouraged to wear items of clothing which can be washed regularly at high temperatures, for example, by not wearing "dry clean only" garments or ties to the office. If members of staff cycle or run to the office and take a shower at the office then their towel and sports clothes should be securely bagged and taken home to be washed on the same day.	RC to include in policy	June 1	x
Transmission Risk – lack of ventilation	Indications are that the transmission of Covid19 is lower in well ventilated offices. Our	Nothing.	The air conditioning system should be kept on through the day if more than one person is in the office.	RHC to include in policy	By 01 June.	x

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	offices do not have windows and rely on an air conditioning system.					
Wellbeing of people who are working at home	Staff with anxieties at home	Regular Communication updates	Tailored discussion with individuals about what support they need	RC/Department heads	June 1 and ongoing	
Providing adequate equipment for people to work at home safely and effectively and remote access to work systems	Members of staff working from home	Staff encouraged to take note of surroundings and use best set-up they can	Request staff to advise if further equipment needed	RC/JL	June 1	
Note on use of masks	As we do not expect people in the office to work within 2 metres of each other we do not presently					

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	<p>envisage members of the office wearing masks whilst in the office. However we shall continue to consider guidance issued by government in this respect and we have ordered some masks to be used in the office and particularly if staff members or clients feel more comfortable with us wearing them.</p>					



More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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