

**GBH Law Limited**

**COVID-19 Risk Assessment**

**Date last updated 3 September 2020**

What is the risk?	Description and consequence	Mitigation
<p>Spread of Covid-19 Coronavirus in the firm</p>	<p>This will result in directors and support staff becoming infected and possibly seriously or fatally ill.</p> <p>Vulnerable workers could be worst affected.</p>	<p><b><u>Home/ office working</u></b></p> <p>Currently all staff and directors are furloughed or working from home with only a few people working in the office (being those who cannot work effectively from home, or whose personal preference is to work in the office). The number of people in the office at any one time is monitored and controlled on an ad-hoc basis.</p> <p>From 7 September 2020 (subject to government guidance at the time) we will equip everyone to work from anywhere and will implement a part-time office working approach.</p> <p>Half of our employees (including directors) (Team Blue) will work in the office on Monday and Tuesday each week and work from home on Wednesday to Friday each week, and the other half (Team Green) will work in the office on Thursday and Friday each week and work from home on Monday to Wednesday each week. There will be no cross over of individuals between teams.</p> <p>The office will be left empty on Wednesdays and over the weekend and will be cleaned on those days to reduce the risk of any transmission between teams.</p> <p><b><u>Hand Washing</u></b></p>

		<p>Hand washing facilities with soap and water in place in toilets downstairs. Stringent hand washing and use of hand sanitiser taking place, particularly on arrival to office and before leaving. Bottles of gel sanitiser are currently provided at front door and at tea point on first floor.</p> <p>Everyone will be expected to sanitise their hands on entering the office.</p> <p>Everyone will be expected to wash their hands for 20 seconds with water and soap and the importance of proper drying with hand dryers.</p> <p>Appropriate posters will be displayed throughout the office.</p> <p>All employees to be asked to watch: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Hand dryers in the toilets to be replaced with dryers with HEPA filters (which kill 99% of germs and bacteria and are more hygienic than using paper towels.</p> <p>Everyone is also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Appropriate posters will be displayed throughout the office.</p> <p>Wall mounted hand sanitisers to be installed at the bottom of the stairs and by the tea point upstairs.</p> <p>Tissues to be made available throughout the office.</p> <p><b><u>Social Distancing</u></b></p>
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<p>Spread of Covid-19 to clients or visitors</p>	<p>This may result in multiple individuals becoming infected and possibly seriously or fatally ill.</p>	<p><b><u>Visitors to the office</u></b></p> <p>Client meetings to be held via telephone conference or video conference call.</p> <p>If clients are attending our premises for a swear or statutory declaration, they should be seen in the car park and their details should be recorded in the visitors’ log.</p> <p>Where contractors require access to the office to carry out checks or work, they will attend on a Wednesday, with only one director present to give them access.</p> <p>All visitors (client and contractors) will be sent a questionnaire, which they will be asked to complete on the day of their visit asking them to confirm that they do not have any symptoms of Covid-19 and to provide contact details. We will maintain a list of all visitors and their contact details.</p> <p>No refreshments to be offered to visitors and all visitors to be asked to use hand sanitiser on entry to the office.</p>

		<p>Appropriate signage for visitors to be put on front door.</p> <p><b><u>Networking events/ client meetings</u></b></p> <p>Fee earners and directors encouraged to attend networking events and client meetings virtually rather than in person.</p> <p>No GBH physical networking events to be hosted until further notice. Events may be organised virtually.</p>
<p>Covid-19 cases suspected in our offices</p>	<p>This may result in the individual experiencing medical distress on-site and could increase the risk of onward transmission of the virus among other people with whom the individual has been in proximity.</p>	<p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough, high temperature or loss of sense of smell in the workplace they will be sent home and advised to follow the stay at home guidance. The relevant person should get a test as soon as possible and inform a director (or another director) of the result.</p> <p>Everyone in the office will be informed. Other members of the team will also be asked to work from home and not attend the office for a period of 14 days, or until a negative Covid-19 test has been received by the unwell employee.</p> <p>The directors will maintain regular contact with staff members during this time.</p> <p>If advised by the NHS test and trace scheme that a director, member of staff or a visitor has developed Covid-19 and were recently on our premises, the directors or member of staff should take such actions as advised by the test and trace team.</p> <p>Everyone is asked to take personal responsibility for informing a director (or another director) if they feel unwell and not attending the office at all if they are displaying any symptoms of COVID-19.</p>

		<p>Everyone is asked to take their own temperature before leaving home for the office and not to attend the office if they have a raised temperature.</p> <p><b><u>Member of household with Covid-19 or symptoms of Covid-19</u></b></p> <p>If a member of a member of staff's household is displaying symptoms of Covid-19 that staff member will be required to work from home for a period of 14 days, in line with government advice, or until a negative Covid-19 test result has been received.</p>
<p>Covid-19 transmission via communal resources or areas</p>	<p>This may result in increased risk of transmission including to/ from clients and visitors</p>	<p><b><u>Kitchen area</u></b></p> <p>No more than one person should be in the kitchen or tea point area at any one time.</p> <p>Staff to be encouraged to bring lunch/ food in their own cool bag and bring their own cutlery to reduce shared use of the fridge and cutlery.</p> <p>Everyone to use their own mugs for tea/ coffee and keep them on their own desks where possible.</p> <p>Any one who sits upstairs is to use the upstairs tea point instead of coming downstairs to kitchen.</p> <p>Everyone to wash hands or sanitise hands prior to using the kitchen.</p> <p><b><u>Other Communal areas</u></b></p> <p>Coats and other personal belongings to be kept in individual offices where possible.</p> <p>Only one person in the toilets area at any one time.</p>

		<p><b><u>Paper files</u></b></p> <p>All fee earners and directors are encouraged to keep electronic files whenever possible to reduce the amount of people using printers in the office and the handling of paper files.</p> <p><b><u>Shared equipment</u></b></p> <p>Everyone will be provided with their own stationery pack which should remain on their desks. If anyone needs additional stationery, they should let BR or VM know, and it will be provided.</p> <p>No hot-desking/ sharing of desks.</p>
Mental health problems and poor wellbeing	This may result from increased stress caused by home-working and the lockdown, potential bereavements, increased caring responsibilities, elevated incidence of anxiety and depression associated with isolation, concerns about personal and family circumstances and job security.	<p><b><u>Mental Health</u></b></p> <p>Directors will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support. Staff to be encouraged to speak to staff director (Andrea Tishler) or any other director if they have any concerns or worries. Signpost to <a href="#">LawCare resources</a> and the <a href="#">Law Society's mental health resources</a>.</p> <p>Directors to maintain regular contact with all staff members working remotely.</p>
Transmission during travel to work	This may result in more individuals becoming infected and possibly seriously or fatally ill.	<p><b><u>Travel to work</u></b></p> <p>We are not aware of any employees using public transport to travel to work. If individuals do rely on public transport, steps to mitigate risk will be discussed with the relevant individual.</p>



		Employees should not share vehicles or taxis whilst travelling to work or whilst travelling on firm business, where suitable distancing cannot be achieved.
Non-compliance with government regulations	Risk that an individual ignores the firm's guidance	Communicate the importance of the adherence to the rules.  Stricter enforcement of rules against people continuing to attend the office while feeling unwell.