

Risk Assessment – COVID-19 Coronavirus

Date of risk assessment: 10/02/2021

Place/activity: Gotelee Solicitors LLP

Assessor's name: Caroline Bellett (Head of HR & Facilities)

Description of hazard	Who might be harmed and how?	Description of what is already being done to deal with the hazard	Current Risk Rating (High / Medium / Low)	Description of additional actions needed	Post Risk Rating (High / Medium / Low)	Name of person(s) responsible for implementing actions	Action Required by	Date finished
Hazard 1: COVID-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors/ Clients • Cleaners • Contractors • Delivery drivers • Vulnerable categories such as those over 60 years of age, pregnant women or those with underlying health conditions 	<p>Availability of and frequent use of handwashing facilities – in line with government advice.</p> <p>Use of electric dryer or paper towels to dry hands.</p> <p>Availability of and use of hand sanitisation gels/sprays/ wipes.</p> <p>Provision of hand sanitisation gels/ sprays in Reception areas and in all working areas (including toilet facilities).</p> <p>Provision of face masks, face shields/ visors/ latex gloves and plastic disposable aprons (for first aiders in particular)</p> <p>No shaking hands/hugging to take place in the offices.</p> <p>Cleaning/Disinfecting premises by either cleaning contractors</p>	High	<ul style="list-style-type: none"> - Maintain regular hygiene and covid-safety checks on a daily basis. 	Medium	<p>Andrew West (Managing Partner)</p> <p>Caroline Bellett (Head of HR and Facilities)</p> <p>Hygiene Monitors:</p> <p>Ipswich: Alison Betts and Caroline Bellett</p> <p>Felixstowe: Matthew Boast and Tracey Laflin</p> <p>Hadleigh: Pat Smith and Sally Pryke</p> <p>Woodbridge: Tracey Milliard and Sam Johnson</p>		

		<p>or nominated staff members.</p> <p>Keeping the offices well ventilated by opening windows and doors (not fire doors). Protective screens in place on all 4 office receptions and in specified meeting rooms (as required).</p> <p>Contactless infrared thermometers – to be used on visiting clients/ visitors/ contractors NOT Staff (latest government, PHE and HSE advice is that there is little scientific evidence to support temperature screening as a reliable method for detection of COVID-19 – therefore temperature checking for staff will no longer routinely take place as of Feb 2021)</p> <p>2 metre distance tape utilised in all offices.</p> <p>Establish rigorous policy to monitor and enforce hygiene rules.</p> <p>Appointment of hygiene monitors to make frequent hygiene inspections throughout the site.</p>		<ul style="list-style-type: none"> - HR to keep abreast of latest COVID-19 developments and ensure that policies and processes are kept up to date and staff made aware of any changes. 		<p>Head of HR & Facilities</p>		
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		<p>Additional PPE provided to first aiders – (fluid-repellent surgical mask, disposable gloves, goggles and disposable aprons).</p> <p>Team leaders in the 4 offices will ensure that the numbers of staff in the offices does not exceed the numbers set to ensure that there is a minimum of staff in the offices at one time.</p> <p>Wherever possible avoid ‘hot-desking’ to minimise risk of spreading the virus.</p> <p>Up to date hand hygiene posters displayed.</p> <p>Staying COVID-19 secure posters displayed in all the offices.</p> <p>Prohibit the sharing of work tools and equipment such as pens, PC’s and accessories</p> <p>Only one person on the stairwell at once and no passing in the corridors to minimise contact.</p> <p>Special attention to be paid with regards to the reception areas and kitchen facilities, to</p>		<ul style="list-style-type: none"> - First Aiders to ensure they have the relevant PPE available for a potential first aid incident. - Team Leaders to monitor staff numbers in the office - HR/ Facilities to ensure up to date posters are displayed 		<p>Office First Aiders</p> <p>Team Leaders</p> <p>Head of HR & Facilities</p> <p>All staff</p> <p>All staff</p>		
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		<p>trained Mental Health First Aider).</p> <p>Separate risk assessments will be documented for vulnerable members of staff and staff carrying out duties off site (where appropriate).</p> <p>Client appointments: Client appointments or document drop offs at the offices can be made where necessary (i.e. where Zooms/Teams cannot suffice; or at a client's home, socially distanced), and by pre-arranged appointment.</p> <p>Meeting rooms usage will be limited – meetings must be scheduled via Reception and the host of the meeting is responsible for ensuring that Covid-safety measures/ good cleaning and housekeeping and social distancing takes place in the rooms).</p>		<p>use the various employee assistance programmes available free of charge to staff.</p> <p>- Receptionists/ Fee Earners to action</p>		<p>Head of HR & Facilities</p> <p>Staff responsible for client visits</p> <p>Receptionists/ FEs</p>		
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