

Risk assessment in respect of COVID-19 – Sutton Coldfield Office

Company name: Enoch Evans LLP

Assessment carried out by: Stephen Nixon

Date of next review:

Date assessment was carried out: 20 May 2020

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
The number of employees working in the office.	Employees Clients 3 rd Party Visitors Contractors	<u>Home Working</u> The large majority of employees are working from home reducing the number of employees in the office to a limited number who cannot work from home.	<ul style="list-style-type: none"> Maintain home working practices for the majority of the staff. Remind all employees of social distancing requirements 			○
Arrival and Departure of Employees working in the offices.	Employees Clients 3 rd Party Visitors Contractors	<u>Parking</u> There is sufficient onsite parking for all those that are working onsite. <u>Arrival of Staff</u> Staff are arriving at different	<u>Public Transport</u> Put in place a clear procedure that should be followed by any staff that must take public transport to and from work.			

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		<p>times and 3 are key holders who are present early and codes to enter the buildings supplied to all staff.</p> <p><u>Staggering Exit Times</u> Exit times have been staggered in order to observe social distancing.</p> <p><u>Hand Sanitiser / Wash Facilities</u> Sanitiser has been provided in the Kitchen near the entrance upon arrival and exit of staff along with hand washing facilities.</p>	<p><u>Touch keypad entry doors</u> Due to security reasons we are unable to take out the operation of the keypad entry to the building from the car park or the internal security door. Risk can be reduced by the regular sanitisation of the keypad.</p>			
<p>Movement around the offices</p>	<p>Employees Clients 3rd Party Visitors Contractors</p>	<p><u>Isolation of Office</u> Clients have not to date been given access to the office, and the policy is that should such access be required, it is to the</p>	<p><u>Unnecessary movement</u> Reminder to all staff that they should not be unnecessarily walking around the office.</p>			

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		<p>waiting room and boardroom only to mitigate risk to staff.</p> <p><u>Post</u> One person responsible for the distribution/scanning of post. This is placed on to a desk for collection by the relevant Fee Earner. The individual who sorts the post then washes hands.</p>				
<p>Workplaces and workstations</p>	<p>Employees Clients 3rd Party Visitors Contractors</p>	<p><u>Skeleton Staff</u> We are operating with minimal staff within the offices with staff assigned permeant stations. These stations are spread across each of the office and all are more than 2 meters apart.</p>	<p><u>Communal workspaces</u> Remind staff to keep a 2 metre space from staff.</p> <p><u>Clean Down</u> Ask staff to antibacterial wipe down copiers and</p>			

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			printers each time they are used and desks upon arrival and exit to the space.			
Client Meetings	Employees Clients 3 rd Party Visitors Contractors	<p><u>Client Meetings</u> Client meetings are taking place via online facilities or by phone wherever possible. Clients are being encouraged to email any documents where possible.</p> <p><u>Electronic Payments</u> Payments are being made and received electronically wherever possible.</p> <p><u>Hand Sanitiser</u> Is provided in all meeting rooms and receptions.</p>	<p><u>Interview Rooms</u> Look at converting the board room to accommodate social distancing rules and installation of Perspex screens being investigated. Supplies of pens and stationery for client use to be provided then asked to take home with them.</p>			
Common Areas	Employees Clients 3 rd Party Visitors Contractors	<p><u>Lunch Breaks</u> Minimal staff are present within the office and each has their own space to take breaks.</p>	<p><u>Offsite Trips</u> Encourage employees to bring in their own food for lunch and minimise any</p>			

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		<p><u>Toilets</u> Are being thoroughly cleaned regularly.</p>	<p>trips out of the office. Remind staff that if they must go out of the office to observe social distancing and to wash hands on return to the office.</p> <p><u>Toilets</u> Consider the closing off of the use of toilets for client use and ensure they are aware of this before arrival.</p>			
<p>Sanitisation of Offices and cleaning</p>	<p>Employees Clients 3rd Party Visitors Contractors</p>	<p><u>Hand Sanitiser</u> Has been placed around the offices and in all interview spaces.</p> <p><u>Washing facilities</u> Hand washing facilities are provided with hand soap.</p>	<p><u>Washing Facilities</u> Hand dryers are currently provided in washing facilities, there is not evidence to support the non-use of these.</p> <p>Remind all staff to regularly wash hands particularly on entry and exit of the offices</p>			

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		<p><u>Clean Down</u> All staff have been provided with antibacterial wipes to clean down their areas regularly.</p>	<p>and that this needs to be done for a minimum of 20 seconds following the instructions provided.</p> <p><u>Ventilation</u> Encourage staff to open windows wherever possible in all offices and in particular any common areas. Interview room windows to be opened when in use if this does not compromise the confidentiality of that meeting.</p>			
<p>Providing Guidance</p>	<p>Employees Clients 3rd Party Visitors Contractors</p>	<p><u>Updates</u> Staff are being provided with up to date information by way of emails from the Managing Partner on an at least twice weekly basis.</p>	<p><u>Signage</u> To be placed in waiting areas informing clients and external visitors of measures in place that they need to follow in respect of documents and</p>			

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			<p>social distancing measures as and when access to the office is required.</p> <p><u>Emailed Instructions</u> Look at emailing clients where face to face appointments have been arranged with clear instructions on what they need to do upon arrival to the offices.</p> <p><u>Update Website</u> In due course and if appropriate publish the client document on our website that gives instructions to visitors to the office and inform them of any vital information such as the closure of toilets.</p>			

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Inbound and Outbound Goods	Employees Clients 3 rd Party Visitors Contractors	<p><u>Personal Deliveries</u> It is already company policy that personal deliveries are not permitted</p> <p><u>Document Drop Off</u> Clients are being asked through the intercom to pass deliveries of documents through the letter box (if street-side entrance) or to leave deliveries on the wall at the rear door and step back before we open the door to collect.</p>	<p><u>Personal Deliveries</u> Remind all staff of the Firms policy</p> <p><u>Deliveries</u> Procedure to be agreed and implemented for the receipt of deliveries from suppliers.</p>			
Symptomatic Staff and their households	Employees Clients 3 rd Party Visitors Contractors	<p><u>Isolation Procedures</u> Strict guidance has been issued to all staff in line with government guidance as to the procedure for isolation should an employee become symptomatic or anyone in their household become symptomatic. HR is designated as the sole person</p>	<p><u>Isolation</u> Remind staff of the procedures that have been put in place should they or anyone in their household become symptomatic.</p>			

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		responsible for dealing with any queries to ensure the same message is delivered and procedures are followed.				
Staff returning to work	Employees Clients 3 rd Party Visitors Contractors	Anyone who has had a period of absence is being asked to liaise with HR before their return.	<u>Induction</u> Staff returning to the workplace either from a period of Furlough or having worked from home should receive an induction pack prior to attending the offices outlining the policies and procedures in place in order to maintain social distancing.			
Mental Health	Employees Clients 3 rd Party Visitors Contractors	<u>MHFA</u> We have a mental health first aider assigned who is available for anyone to speak to should they need to. <u>HOD</u> Head of departments are	<u>Guidance</u> Look at LKG producing a short one page document highlighting simple steps to maintain a healthy mind during the pandemic that can apply to all staff that are in the office, working			

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		regularly keeping in contact with all of their team members via video conferencing wherever possible to offer support and ensure that they are well.	from home or furloughed.			

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