

Risk assessment in respect of COVID-19 – Walsall Office

Company name: Enoch Evans LLP

Assessment carried out by: Colin Wilkes

Date of next review: 14th May 2021

Date assessment was carried out: 14th 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 majority of the lawyers 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 lawyers. Remind all employees of social distancing requirements whilst in the offices 	CEC Lawyers	1 st June 2020	Yes
Arrival and Departure of Employees working in the offices.	Employees Clients 3 rd Party Visitors Contractors	<u>Parking</u> Additional onsite parking has been provided to all those that are working onsite. <u>Arrival of Staff</u>	<u>Public Transport</u> Put in place a clear procedure that should be followed by any staff that must take public transport	CEC Staff	1 st June 2020	Yes

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		<p>Due to working hours and modes of transport most staff are arriving at different times with key holders present early and codes to enter the buildings supplied to all staff to avoid any congregating.</p> <p><u>Hand Sanitiser / Wash Facilities</u> Sanitiser has been provided in reception for use by all staff upon arrival and exit along with hand washing facilities on each floor. Signage has been placed in hand washing locations with clear instructions on how to effectively do this.</p>	<p>to and from work.</p> <p><u>Staggering Exit Times</u> Consider the staggering of exit times for those that finish work at 5pm in order to observe social distancing.</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>			
Movement around the offices	Employees Clients 3 rd Party Visitors	<u>Isolation of Offices</u> The closure of one building has reduced any risk of cross	<u>Unnecessary movement</u> Reminder to all staff that they should not be	CEC Staff	1 st June 2020	Yes

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	Contractors	<p>contamination.</p> <p><u>Post</u> One person responsible for the distribution of post. This is placed into a basket that has been assigned to each individual taking into account social distancing measures to limit direct contact.</p>	<p>unnecessarily walking around the offices to areas they do not need and remain as much as possible on the floors they have been designated to.</p> <p><u>Stairwells / corridors</u> Remind staff to be aware of people around them particularly in corridors or stairwells to stop and ensure there is no one else coming the other way.</p> <p><u>Post Room</u> To be limited to 1 person in the post room at any time and hand sanitiser to be used prior and post to sorting of the post.</p>			
Workplaces and workstations	Employees Clients	<u>Skeleton Staff</u> We are operating with minimal	<u>Communal workspaces</u> Remind staff to be keep a	CEC Staff	1 st June 2020	Yes

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	3 rd Party Visitors Contractors	<p>support staff within the offices with most staff assigned permanent stations. These stations are spread across each of the floors in the building and all are more than 2 metres apart with no one facing each other.</p> <p><u>Hot Desks</u> As we are unable to take out the operation of hot desking, for the support staff and lawyers using these we have provided antibacterial wipes and hand sanitiser in each location. Staff have been instructed to wipe down the station upon arrival and immediately prior to exit and to wash hands before entering the space.</p>	<p>2 metre space from staff whilst they are using the drinks machines and communal printers.</p> <p><u>Clean Down</u> Ask staff to antibacterial wipe down copiers, printers and drinks machine keypads each time they are used.</p> <p><u>Hot Desks</u> Remind those that use any hot desks to ensure they antibacterial wipe desks and equipment in each hot desk space upon arrival and prior to exit of the space.</p>			
Meetings	Employees Clients 3 rd Party Visitors	<u>Client Meetings</u> Wherever possible client meetings are taking place via	<u>Interview Rooms</u> Look at converting more suitable spaces for	CEC Staff Clients	30 th June 2020	In progress

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	Contractors	<p>online facilities or by phone. 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>interview rooms. The office immediately on the left as you enter through the side door to be converted to an interview room. The 2 small interview rooms off reception are not to be used. Interview rooms being laid out 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. An outside garden space that is secure is available for any staff</p>	<p><u>Offsite Trips</u> Encourage employees to bring in their own food for lunch and minimise any trips out of the office. Remind staff that if they</p>	CEC Staff	1 st June 2020	Yes

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		<p>that wish to take their lunch outside.</p> <p><u>Signs</u> Signs in all common areas have been placed to remind staff of the social distance measures and personal hygiene.</p> <p><u>Toilets</u> Are being thoroughly cleaned each night.</p>	<p>must go out of the office to observe social distancing and to wash hands on return to the office.</p> <p><u>Partners Kitchen</u> The storage and preparation of food and drink for employee personal consumption is not permitted in the Partners Kitchen area.</p> <p><u>Toilets</u> On site toilets not to be made available for clients use and ensure they are aware of this before arrival.</p> <p>For staff signs on the doors to ensure only 1 member of staff to use the facilities at any one time.</p>			

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<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 in all interview spaces, reception, and hot desk spaces.</p> <p><u>Washing facilities</u> Hand washing facilities are provided on each floor of the office with hand soap and notices that give clear instruction on how to effectively wash hands.</p> <p><u>Cleaners</u> Have been provided with clear instructions on the sanitisation of all areas including door handles, desks, toilets, chairs in interview rooms and common areas.</p> <p><u>Air Con Units</u> Staff have been advised that air con units are not to be used at present.</p>	<p><u>Washing Facilities</u> Hand dryers are currently provided in washing facilities, there is no 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 and that this needs to be done for a minimum of 20 seconds following the instructions provided.</p> <p><u>Cleaners</u> Remind cleaners of the procedures that need to be followed in order to maintain the highest of cleaning standards.</p> <p><u>Ventilation</u> Encourage staff to open</p>	<p>CEC Staff</p>	<p>1st June 2020</p>	<p>Yes</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>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>Signage</u> Has been placed in reception areas informing clients and external visitors of measures in place that they need to follow in respect of documents and social distancing measures.</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>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</p>	<p>CEC</p>	<p>1st June 2020</p>	<p>Yes</p>

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			instructions to visitors to the office and inform them of any vital information such as the closure of toilets.			
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> Reception have in place a basket for anyone to drop in any documents and signs to inform anyone that this is the procedure.</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>	CEC Delivery Drivers	1 st June 2020	In progress – Awaiting approval of Deliveries procedure
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</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>	CEC Staff	1 st June 2020	Yes

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		become symptomatic. HR is designated as the sole person 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		<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 and other safeguarding measures introduced.	CEC	30 th June 2020	In Progress
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	<u>Guidance</u> Look at LKG producing a short one page document highlighting simple steps to	CEC MHFA	1 st June 2020	In progress – DJE approval

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		<p>they need to.</p> <p><u>HOD</u> Head of departments are regularly keeping in contact with all of their team members via video conferencing wherever possible to offer support and ensure that they are well.</p>	<p>maintain a healthy mind during the pandemic that can apply to all staff that are in the office, working from home or furloughed.</p>			of document
Reception Area	<p>Employees Clients 3rd Party Visitors Contractors</p>	<p><u>Hand Sanitiser</u> Has been placed in reception at multiple points covering entrances and exits.</p> <p><u>Document Drop</u> A basket has been placed near the entrance for clients to place any documents that need to be dropped in to limit contact.</p> <p><u>Screen</u> A Perspex screen has been placed on the reception counter</p>	<p><u>Barriers</u> Look at using barriers to cordon off a 2 metre area around the reception counter to stop clients or 3rd party visitors coming to close to the receptionist on duty.</p> <p><u>Number Control</u> To control the number of visitors in reception signage to be placed informing all visitors of the</p>	<p>CEC Reception</p>	<p>1st June 2020</p>	<p>Yes</p>

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		<p>to protect the receptionist and clients.</p> <p><u>Cleaning</u> The whole area is being frequently sanitised throughout the day and at the end of every day by the afterhours cleaning staff.</p> <p><u>Number control</u> Client meetings are being done remotely but in small cases where fact to fact contact is necessary all appointments are being booked through the receptionist so that numbers can be kept to a minimum so as not to overwhelm reception area.</p>	<p>maximum numbers allowed within reception area at any one time. All face to face meetings to be booked through reception to ensure we keep within capacity.</p>			

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