

Covid-19 office risk assessment, RadcliffesLeBrasseur LLP

This document outlines the firm's approach to reducing the risk of the spread of Covid-19 through the course of conducting business. This applies to all three of our offices in London, Leeds and Cardiff.

What are the hazards?

Spread of Covid-19

Who might be harmed?

- Staff
- Visitors to premises
- Cleaners
- Contractors
- Vulnerable - elderly, pregnant, workers, those with existing underlying health conditions.
- Anyone else who comes into the office in relation to the business

The following pages highlight particular areas of risk and the steps taken to mitigate them.

It is planned that all actions will be complete by 1 July 2020 so that the offices can be ready to open any time thereafter in line with any changes to government guidelines.

Handwashing Controls

- Hand washing with soap and water in place.
- Hand sanitizer dispensers placed at all entrances and exits on all floors.
- Disposable paper towels provided for drying hands.
- Office one way system on entry and exit to the building and around the floors proposed.

Handwashing Additional controls

- Employees to be reminded on a regular basis to wash hands for 20 seconds with soap and water and to dry hands properly with disposable towels. Also remind staff to catch coughs and sneezes in tissues. Catch it, kill it, bin it. Remind everyone to avoid touching face eyes nose or mouth with unclean hands. Tissues to be made available throughout all floors.
- Staff to check the staff noticeboards for any new posters/material placed on there.
- Posters also to be placed around the floors reminding everyone of the importance of washing hands regularly.
- Action: Office Manager
- By when: 3/6/2020
- Done: Yes

Cleaning Controls

- Frequent cleaning of objects and surfaces especially those that are touched regularly. Office Manager to manage cleaning requirements with external cleaners for each office.

Cleaning Additional controls

- Checks to be carried out by Heads of Department/Managers that procedures are being followed
- Action: Office Manager
- By when: External cleaners to start before offices open and continue on ongoing basis.
- Done: Ongoing

Social distancing Controls

- Reduce the number of people in any one work area to comply with 2 metre gap as recommended by the Public Health Agency
- Meetings to be held via skype/ telephone calls wherever possible.
- Social distancing also to be adhered to in kitchens

Screen protection Controls

- Screen protection to be placed in areas where visitors are expected or high volume/open usage eg Reception

Social distancing Additional controls

- Remind staff on a daily basis about the importance of social distancing in the office and outside of it
- Action: Heads of Department
- By when: Immediately
- Done: Yes and ongoing

Screen protection Additional controls

- Action: Office Manager
- By when: When required
- Done: To be completed

Signage Controls

- Signage to be put up reminding staff and visitors of social distancing, one way system and washing hands regularly.

Deliveries Controls

- Ask staff not to have personal items delivered, eg Amazon etc to the office.

Signage Additional controls

- Check that signs are adhered to and update as and when required
- Action: Office Manager
- By when: Office opening
- Done: To be completed

Deliveries Additional controls

- Regular checks to ensure personal items are not delivered
- Action: Senior Partner, Office Manager
- By when: Ongoing
- Done: First email sent to staff on 18/5/2020. More to follow.