

Covid-19 office risk assessment, RadcliffesLeBrasseur LLP (updated September 2020)

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 or genetic 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.

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.
- Wipes provided for common multi-touch surfaces such as copiers, coffee machines, kettles

Handwashing Additional controls

- Employees to be reminded on a weekly basis of infection controls and the need 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/wipes to be made available throughout all floors.
- Staff to check the staff noticeboards for new posters/material
- Posters also to be placed around the floors reminding everyone of the importance of washing hands regularly

Cleaning Controls

- Frequent cleaning of objects and surfaces especially those that are touched regularly. Office Manager to meet with external cleaners to discuss requirements for each office as occupation levels increase.
- Staff to use wipes on surfaces touched and to wash hands regularly

Cleaning Additional controls

- Checks to be carried out by Heads of Department/Managers that procedures are being followed

Social distancing Controls

- Arrange work areas to maintain compliance with 2 metre gap as originally recommended by the Public Health Agency
- Meetings to be held via Zoom/ telephone calls wherever possible.
- Face to face meetings only where essential and to be subject to social distancing, our internal protocol and the advised maximum occupation numbers
- Social distancing also to be adhered to in kitchens
- Office one way system on entry and exit to the building and around the floors in place and to be maintained
- Limits to lift and toilet occupation: 1 person at a time

Social distancing Additional controls

- Employees to be reminded weekly of the importance of social distancing
- Check that signs are adhered to and update as and when required

Signage Controls

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

Signage Additional controls

- Check that signs are adhered to and update as and when required

Screen protection Controls

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

Deliveries Controls

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

Deliveries Additional controls

- This has been checked by the Office Manager