



HOWES PERCIVAL LLP – CORONAVIRUS RISK ASSESSMENT

COVID-19/Coronavirus is respiratory condition that can severely impair an affected person’s lungs and airways. The majority of people who catch COVID-19 will suffer mild to moderate symptoms but in the most severe cases, COVID-19 can be fatal. It has the potential to spread to anyone coming into close contact with a carrier of COVID-19 particularly as people with the virus can be asymptomatic. Recent guidance issued by Public Health England explains that the transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of COVID-19 Coronavirus. COVID-19 is a highly contagious, easily transmissible respiratory condition with symptoms ranging from mild to fatal	COVID-19 has the potential to spread to, or be transmitted by, anyone coming into close contact with others during the course of our business. This includes, but is not limited to: <ul style="list-style-type: none">• Staff;• Visitors;• Clients;• Cleaners;	<u>Social Distancing</u> As staff return to offices it will be important to practice social distancing and comply with the Government’s Covid-secure guidance to maintain a 2 metre distance (or 1 metre with risk mitigation where 2 metres is not viable) between people in the workplace. See: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres	Returning staff to receive an induction on return to the office to include clear information on the importance of social distancing (inside and outside the workplace) and the measures put in place to assist with this. All staff to receive regular reminders on the importance of social distancing. Use of signage on high traffic areas and entrance doors.			





	<ul style="list-style-type: none">• Contractors;• Delivery drivers;• Users of shared office facilities; and• Vulnerable groups including the Elderly, Pregnant and anyone with existing underlying health conditions	<p>To assist with social distancing, the following measures will be implemented:</p> <ul style="list-style-type: none">• We have taken all reasonable steps to enable people to work from home and they will be encouraged to do so where it enables social distancing in the office;• Use of conference calls and video technology instead of face to face meetings. In office meetings to be avoided where possible – meetings protocol developed to ensure social distancing;• Inter-office travel discouraged and prohibition on hot-desking• Social distancing to be observed at work-stations;	<p>Management to regularly check and audit that social distancing rules are being adhered to.</p>			
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			Self-isolation measures and stay at home guidance to be covered during the initial return to work induction.			
			Staff to receive regular reminders of the stay at home guidance.			





		<p>required to follow the Government’s “stay at home guidance” including guidance on applying for a test. See</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Staff must adhere to the “stay at home guidance” and must not come to the office. The stay at home guidance requires anyone to self-isolate:</p> <ul style="list-style-type: none">• If they are unwell with suspected COVID-19;• For 10 days from the onset of symptoms of COVID-19 or longer if they still have a high temperature; or• For 14 days from the date which another person in the same household or	<p>Use of signage on office entrance doors to explain the restriction on entry for staff and visitors. For planned meetings in the office (where these cannot be conducted remotely) visitors will be written to in advance to explain the restrictions and Covid precautions in place.</p>			
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		<p>support bubble develops COVID-19 symptoms</p> <p>In addition, staff should not return to the office if they are required to quarantine (having returned from travel overseas) or if they have been contacted through the Track and Trace system and advised to self-isolate.</p> <p>Visitors should be restricted from coming on to our premises in circumstances where they or any of their household are or have recently been symptomatic, are required to quarantine or advised to self-isolate through the Track and Trace system.</p> <p><u>Hand Washing</u></p> <p>In conjunction with social distancing, frequent hand washing and the practising of good hygiene measures is one of the most effective ways to</p>	<p>The importance of hand washing and good hygiene practices to be covered in staff return to work induction. To include the most up to date guidance:</p> <p><u>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</u></p> <p>Staff to receive reminders to frequently wash their hands for 20 seconds with water and soap, particularly after blowing their nose, coughing or</p>			
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		<p>prevent the spread of COVID 19.</p> <ul style="list-style-type: none">• Hand washing facilities with soap and water are available in all offices.• Stringent hand washing is encouraged and guidance notices on hand washing best practice has been provided in toilets and kitchen areas. For example: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/• Additional hand sanitiser, anti-bacterial wipes or cleaning products available in all offices.• Hot-desking to be prohibited• Sharing of equipment to be avoided wherever possible – including stationary	<p>sneezing. Signage in place in kitchens and sanitary facilities.</p> <p>Staff to also be reminded to catch coughs and sneezes in tissues – “Follow Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands.</p>			
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		<p>possible, observing social distancing guidelines, limited staff numbers, fixed teams and increased hygiene measures) should be sufficient to adequately manage the risk of transmitting COVID-19. PPE will provide limited additional benefit to the existing control measures and will not be provided or encouraged as part of general COVID-19 control measures. However, PPE will still be used, as required, where provision of first aid is necessary.</p>				
<p>Impact on mental health and wellbeing through isolation or anxiety around Covid-19</p>		<p><u>Mental Health</u></p> <p>PGLs and Partners to continue to promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p>	<p>Regular communication of mental health information and open access policy for those who need additional support.</p> <p>Regular keep in touch meetings and calls with people working from home to discuss work issues</p> <p>Encourage staff to take breaks, use their leave and work set working hours.</p>			





Musculoskeletal disorders as a result of using DSE at home		HSE guidance on home-working and use of DSE to be followed. No increased risk for people working at home temporarily but risks to be assessed if becomes more long term.	Staff reminded of need to undertake DSE assessment Guidance provided in relation to regular breaks and stretching exercises such as: https://www.bupa.co.uk/newsroom/ourviews/desk-stretches https://www.peoplemanagement.co.uk/voices/comment/avoiding-back-pain-working-from-home-coronavirus			

Version 2

Date of risk assessment: 31 July 2020

To be reviewed on: 30 September 2020

