


# Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

<b>Date:</b>	7 <sup>th</sup> January 2021
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<b>Assessors Name:</b>	Stephen Orridge	<b>Reference Number:</b>	COV004 – RETURN TO WORK	<b>Review Date:</b>	7/3/2021
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<b>Signature:</b>		<b>Date:</b>	7/1/2021
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<b>Description of assessment</b>	Coronavirus (2019-nCoV)
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<b>Location Details</b>	<p>Hull Office, 100 Alfred Gelder Street, Hull, HU1 2AE          Scunthorpe Office, 38-40 Doncaster Road, Scunthorpe, DN15 7RQ,          Grimsby Office, 10 Dudley Street, Grimsby, DN31 2AB,          Lincoln Office, 1A Ingleman Place, The Lawn, Union Road, Lincoln, LN1 3BU          Beverley Office 15A Market Place, Beverley HU17 0DH          Newcastle Office, The Pearl, New Bridge St W, Newcastle upon Tyne NE1 8AQ</p>
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
<b>Catching / Spreading</b>	Employees, client, public	5	3	15	H	<ul style="list-style-type: none"> <li>Following Government guidelines on a daily basis.</li> <li>Staff working from home, where they are able to do so.</li> <li>The front of house of each office is closed.</li> <li>Any client appointments are to be made by prior arrangement only.</li> </ul>				3	2	6	M

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					<ul style="list-style-type: none"><li>• Staff attending the office are to do with having consulted with HR in the first instance.</li><li>• Welfare facilities will contain suitable levels of soap and antibacterial gel.</li><li>• Employees asked to wash hands with soap regularly and thoroughly, for at least 20 seconds.</li><li>• Notices placed in toilets and communal areas regarding the government advice on washing hands.</li><li>• Notices in place regarding social distancing, symptoms and hygiene to be situated throughout the offices.</li><li>• Contact with personnel or clients suspected of having caught COVID-19 will be avoided. Employees will be sent home to isolate and must attend for a COVID -19 test if they have symptoms themselves or are traced as having had contact with individuals who have tested positive.</li><li>• Staff who have tested positive are not to return to the office until such time as a negative test has been returned and a copy provided to HR.</li><li>• Employees have been advised to carry out a on the spot risk assessment regarding face to face client meetings.</li><li>• Masks must be worn by all staff and clients to such a meeting.</li></ul>										
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					<ul style="list-style-type: none"> <li>• Spare masks are available on the reception of each office for clients' use. Staff have also been offered a mask.</li> <li>• Face to face meetings are to continue to be carried out by Teams/Conference facilities, where possible and appropriate.</li> <li>• Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean.</li> <li>• Employees to be asked to confirm that they are asymptomatic prior to entering the building and their understanding of the Firm's policies.</li> <li>• An increased cleaning schedule will be implemented throughout all the offices ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance on a daily basis.</li> <li>• Hand sanitiser dispensers are located throughout the offices, supplemented by notices to remind individuals to make use of the same.</li> <li>• Employees will be required to clean down work stations both before and after use with wipes available to staff to allow them to do so.</li> <li>• We will also work towards any cleaning / infection control requirements.</li> </ul>										
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					<ul style="list-style-type: none"> <li>• We will encourage employees to seek medical advice should they have concerns. We will also encourage employees to self-isolate if advised to do so by a professional.</li> <li>• Notices installed at the entrances of offices for anyone with symptoms not to enter the building.</li> <li>• Track and Trace notices are located in each reception for clients' use on arrival.</li> <li>• Company continues to review all remote working opportunities</li> <li>• Staff are to carry out remote working, where appropriate.</li> <li>• All documentation shall be sent electronically where possible.</li> <li>• Members of staff working within the office are to be on a rota basis to reduce risk and comply with social distancing.</li> <li>• Masks are available for use of staff and clients on each reception</li> <li>• Period COVID-19 fogging of the offices to be carried out to eliminate.</li> <li>• COVID-19 register to be continually updated to reflect all actions taken in respect of testing and travel of staff.</li> </ul>								
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<b>Social Distancing</b>		5	3	15	H	<ul style="list-style-type: none"> <li>Notices installed at the entrances of offices for implementation of social distancing regulations</li> <li>Within the offices, recommended social distancing is enforced.</li> <li>Desks have been marked for social distancing purposes and are all located not less than 2 metres from one another.</li> <li>Cough screens have been installed between desks to ensure social distancing and safety of staff.</li> </ul>					3	2	6	M
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		S	L	R	RR					S	L	R	RR
<b>Employee travel plans</b>	Employees, client, public	5	3	15	H	<ul style="list-style-type: none"> <li>We will ask employees to inform us if they are leaving/or are due to leave the country and entered into a COVID-19 register.</li> <li>We will provide relevant government guidance to and enforce Self-isolation on their return.</li> </ul>				4	1	4	L
<b>Canteen Facilities</b>	Employees	5	3	15	H	<ul style="list-style-type: none"> <li>The staff restaurant is currently closed.</li> <li>The number of people permitted into any internal kitchen will be restricted to one person to ensure social distancing can be maintained whilst accessing facilities and equipment.</li> </ul>				3	1	3	L

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						<p>The number of kitchens open shall also be restricted.</p> <ul style="list-style-type: none"> <li>Regular cleaning of all canteen equipment and surfaces carried out using the appropriate disinfectant.</li> <li>Users to clean items before and after use with provided sanitiser and disposable cloths to reduce possible transmission. The same will be monitored throughout the day.</li> <li>Employees will be encouraged to bring their own food/drink where possible.</li> <li>Hand sanitiser dispensers have been installed throughout the buildings in addition to notices to remind to use.</li> </ul>								
<b>Maintaining appropriate Cleaning practices</b>	Employees and clients.	5	3	15	H	<ul style="list-style-type: none"> <li>The offices are to be stringently cleaned throughout the day by cleaning staff and employees using the offices.</li> <li>Appropriate Disinfectant Products and PPE are to be used. The product will be used in line with instructions for use and dilution rates.</li> <li>Disposable cloths will be used where possible to reduce transmission.</li> <li>PPE Issued, Worn &amp; Disposed Of Correctly. PPE Issued, Worn &amp; Kept in Good Condition and then disposed of correctly.</li> </ul>					3	1	3	L

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						<ul style="list-style-type: none"> <li>Sanitising stations and cleaning points are to be cleaned on a regular basis alongside the normal cleaning routine.</li> <li>Daily checks are to be carried out to ensure cleanliness is maintained.</li> <li>The number of attendances of cleaners has been increased.</li> </ul>									
<b>Clients and Contractors attending the office</b>	Employees, clients, the public	5	3	15	H	<ul style="list-style-type: none"> <li>All visitors to the office must be booked in advance and times staggered.</li> <li>Screens have been installed on reception.</li> <li>Visitors are encouraged to make use of hand sanitiser and face masks, where possible/appropriate/safe.</li> <li>In the event of a customer turning up to site unplanned and unexpected.                             <ol style="list-style-type: none"> <li>Ensure that a safe distance is kept at all times</li> <li>Request them to carry out description of service required</li> <li>Disinfect areas before and after contact.</li> </ol> </li> <li>The numbers of visitors on site are to be limited to reduce individuals on site and maintain social distancing measures are maintained.</li> <li>Physical contact with clients is prohibited and social distancing maintained at all times.</li> </ul>						3	1	3	L

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Lack of awareness	Employees, client	5	3	15	H	<ul style="list-style-type: none"> <li>The latest government campaign information/guidance will be reviewed on a weekly basis and regular staff notifications are posted by email/Yammer to all employees.</li> <li>'Toolbox talks' will be carried out for all personnel in all offices, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. The Firm's policy for conduct to attend the office will also be supplied to all staff who must sign before being allowed to enter the building. This will include informing personnel of the known symptoms and ways to reduce the risk through their behaviours.</li> <li>We will continually adopt and review new government / WHO guidance as and when it is available.</li> <li>Employees attending the office are required to read and sign in relation to their agreement and understanding of the business' policies on returning to work.</li> <li>Clients are to be reminded of their obligation to comply with social distancing both prior to and upon arrival.</li> </ul>				1	1	1	L



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<b>Home Working</b>	Employees	4	5	20	H	<ul style="list-style-type: none"> <li>All staff to carry out risk assessment on their working area.</li> <li>On review of the risk assessment any further equipment deemed necessary to be provided to homes, including desk, chairs etc.</li> </ul>					3	1	3	L
<b>Escalation Procedure in place</b>	Employees	2	2	4	L	<ul style="list-style-type: none"> <li>Employees to make HR aware of Internet/connections issues.</li> </ul>					2	2	4	L
<b>Individuals Displaying Symptoms</b>	Employees, clients and the public	5	5	25	VH	<ul style="list-style-type: none"> <li>For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring HR are informed.</li> <li>Should individuals live with those displaying symptoms, they should isolate for 14 days and arrange a test to be carried out. A copy of the test must be provided to HR.</li> <li>The employee will be sent home directly from work and maintain social distancing to do so.</li> <li>All work areas where the suspected infected person was present will be thoroughly cleaned using an appropriate disinfectant product.</li> </ul>					5	1	5	M

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						<ul style="list-style-type: none"> <li>Any visitors attending the office and displaying symptoms shall be asked to leave immediately/refused entry.</li> <li>The number of individuals attending the offices are to be limited/controlled to limit the same coming into the office environments.</li> </ul>								
<b>Share Common Areas e.g. reception and board rooms</b>	Employees, clients	5	3	15	H	<ul style="list-style-type: none"> <li>Maintain social distancing rules at all times.</li> <li>Limited numbers in common areas at any one time.</li> <li>Ensure such areas are cleaned regularly.</li> <li>Notices to be displayed to ensure social distancing is maintained.</li> <li>Employees will be provided with appropriate PPE and screens for reception desks.</li> <li>Display notices are in place to remind individuals of requirement to maintain social distancing.</li> </ul>				3	1	3	L	
<b>Travelling to and from Work</b>	Employees, client and the public	5	3	15	H	<ul style="list-style-type: none"> <li>Managing the challenge of car sharing travel to work/use of public transport.</li> <li>Home working where appropriate.</li> <li>Encourage staff to maintain social distancing and good hygiene before and after their journey.</li> </ul>				3	1	3	L	



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<b>Vulnerable People</b>	Employees and clients	5	1	5	M	<ul style="list-style-type: none"> <li>Carry out ongoing review of all employees to establish who may be considered vulnerable.</li> <li>Employees deemed vulnerable (due to age or health conditions) to the virus are to work at home, where possible.</li> </ul>				4	1	4	L
<b>Attend Court hearings in person</b>	Employees and clients	5	3	15	H	<ul style="list-style-type: none"> <li>Encourage staff to maintain social distancing and good hygiene before and after their journey to Court.</li> <li>Employees encouraged to conduct hearings by telephone/Skype where possible.</li> </ul>				3	2	6	M

## Guidance Notes

<b>SEVERITY</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

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		1	2	3	4	5
<b>LIKELIHOOD</b>						

<b>LIKELIHOOD</b>	
<b>5</b>	<b>Almost Certain – Very High Risk</b>
<b>4</b>	<b>Probable – High Risk</b>
<b>3</b>	<b>50/50 – Medium Risk</b>
<b>2</b>	<b>Improbable – Low Risk</b>
<b>1</b>	<b>Almost impossible – Low Risk</b>

<b>SEVERITY</b>	
<b>5</b>	<b>Fatality – Very High Risk</b>
<b>4</b>	<b>Severe incapacity – High Risk</b>
<b>3</b>	<b>Absent 3 weeks – Medium Risk</b>
<b>2</b>	<b>Absent less than 1 day – Low Risk</b>
<b>1</b>	<b>Insignificant – Low Risk</b>

1–4 <b>LOW</b>	5–9 <b>MEDIUM</b>	10–15 <b>HIGH</b>	16–25 <b>VERY HIGH</b>
<p>Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.</p>	<p>Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.</p>

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**Additional comments:**

1. This risk assessment needs to be discussed with employees before they operate the plant/equipment to ensure compliance with all control measures through their understanding
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

<b>Assessor 1 name:</b>		<b>Signature:</b>		<b>Date:</b>	
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<b>Assessor 2 name:</b>		<b>Signature:</b>		<b>Date:</b>	
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<b>I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level. I fully understand my duties as an employee, to follow the control measures in this risk assessment and the method statement.</b>				
<b>Employee name</b>	<b>Job description</b>	<b>Date</b>	<b>Employee comments/recommendations</b>	<b>Signature</b>