

<b>Title:</b> COVID-19 Risk Assessment	<b>Date of Assessment:</b> 07/07/2020	<b>Risk Assessor:</b> Rachael Bagnall
<b>Location:</b> Outer Temple Chambers 222 Strand Temple London WC2R 1BA	<b>Contact details:</b> 020 7 353 6381	
<b>Areas covered:</b> Four floors, Offices, Meeting Rooms, Kitchens, Store Rooms, Common area, Toilets and Showers.	<b>People at Risk:</b> Employees, Visitors and Contractors	

<b>Hazard Employed staff:</b> <i>Awareness and understanding of procedures and arrangements put in place working within government guidelines, potential compromise of arrangements in place jeopardising the health of others.</i>	
<b>Control measures required:</b>	<b>Actioned:</b>
1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been implemented. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.	YES
2. Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place. Staff members have signed to say they have read and understood information, e.g. return to work procedures and COVID-19 risk assessment.	YES
3. Employees have completed a COVID-19 return to work questionnaire prior to returning to work and action taken accordingly.	YES
4. Communication warning posters displayed throughout all premises e.g. handwashing and social distancing.	YES
5. Plans and procedures have been shared and co-ordinated with other occupants within the building.	N/A
6. As per government guidelines, some staff are still working from home, allowing for increased social distancing and reduced risk for contact or spread of virus.	YES
7. A plan is in place to phase the return of staff into the office to allow for uninterrupted operations to the business, reduce pressure on office or building services and allow for social distancing.	YES
8. Staggered start and finish work times are considered, and a plan developed to introduce these measures to reduce large gatherings and allow for social distancing.	YES
9. Health & Safety communications are made available to all employees via email, intranet and notice boards.	YES
10. There is a system in place, which has been communicated for employees to raise any concerns with their line manager.	YES
11. Employees have been informed to avoid using public transport to and from work, where practicable.	YES

<b>Hazard Food &amp; Drink Preparation Areas: <i>Potential risk or transfer of virus through cross contamination</i></b>	
<b>Control measures required:</b>	<b>Actioned:</b>
1. Employees instructed to bring their own food in from home, where possible, in a prepared condition and to use their own utensils.	YES
2. Employees instructed to ensure that good hygiene standards must limit food or drinks being prepared on site.	YES
3. Employees informed to ensure that when spills of food or liquids occur, they must ensure that the work surfaces are left in a clean and sanitised condition.	YES
4. Employees informed to use their own drinking mugs, cups and glasses to prevent cross contamination or disposable items.	YES
5. Employees informed not to touch food and keep hands out of waste bins or receptacles as they may contain contaminated products, food or tissues.	YES
6. Employees informed to wash hands thoroughly for 20 seconds before and after using these facilities - signage in place to demonstrate this.	YES
7. Employees informed to leave the microwave in a clean condition, wiped out after use, clean touch points, handle, and dial before and after use.	YES
8. Employees informed to avoid visiting shops during the working day to purchase food and drink to minimise risk.	YES
9. Employees informed to thoroughly wash crockery and cutlery after each use before putting them away.	YES
10. Single use paper tissues rolls are provided within kitchen areas and to be disposed of correctly in waste bins provided.	YES
11. Kitchen areas are marked with signage to allow for social distancing and used by one person at a time.	YES
12. Departments and teams are to implement staggered lunch breaks.	YES
13. Employees to bring their own drinks from home, if not to ensure they make their own hot or cold drinks during the working day.	YES
14. Break times are being staggered where possible.	YES
15. Essential kitchen equipment e.g. kettles and microwaves are to be cleaned before and after use.	YES
16. Communal or shared groceries is not allowed e.g. shared coffee granules, milk or tea bags unless individually wrapped.	YES

<p><b>Hazard Cleaning:</b> <i>Potential risk or transfer of virus through cross contamination</i></p>	
<p><b>Control measures required:</b></p>	<p><b>Actioned:</b></p>
<p>1. Contract cleaning services have been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification. High-touch points will be assessed and use eliminated where practicable and remaining high-touch points such as handrails, toilet flushes, door handles will require regular cleaning and disinfecting throughout the day e.g. 2-4 times daily (this will depend on level of use).</p>	<p>YES</p>
<p>2. Supplies of soap and sanitising agents are provided and regularly topped-up at all hand washing stations. Hand washing advice posters displayed.</p>	<p>YES</p>
<p>3. Employees instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.</p>	<p>YES</p>
<p>4. Employees made aware that where welfare facilities are used during the working day they must have an awareness of surfaces. Such as toilets, sinks, door handles, soap, soap dispensers and objects which are visibly contaminated with body fluids. They are advised these must not be touched but reported to the Building Manager to address.</p>	<p>YES</p>
<p>5. Employees instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities.</p>	<p>YES</p>
<p>6. Employees are required to ensure that coats, scarfs and other outdoor items are stored separately (where applicable) within coat cupboards avoiding contact with other people's personal items. Non-essential items should not be brought into the workplace from home.</p>	<p>YES</p>
<p>8. Store cupboards and enclosed spaces are to be limited to one person at a time and signage put in place to reflect this.</p>	<p>YES</p>
<p>9. External areas will be used where possible to reduce the risk of infection for breaks.</p>	<p>YES</p>
<p>10. Disposable hand towels will be provided.</p>	<p>YES</p>
<p>11. Waiting booths are to be limited to one person in each at a time and signage put in place to reflect this.</p>	<p>YES</p>
<p>12. Shared reading materials like newspapers and magazines will not be available in waiting areas or break areas.</p>	<p>YES</p>

<p><b>Hazard Common Area:</b> <i>Potential risk or transfer of virus through cross contamination</i></p>	
<p><b>Control measures required:</b></p>	<p><b>Actioned:</b></p>
<p>1. Lifts are subject to an increased level of regular routine cleaning and sanitising by contract cleaning staff who have been fully briefed and instructed by the managing agent.</p>	<p>YES</p>
<p>2. Employees are encouraged to use the staircase to get to the floor on which they work, unless they have mobility problems that negates the use of the stairs.</p>	<p>YES</p>
<p>3. Relevant signage and instructions displayed clearly states that only 1 person can use the passenger lift at a time.</p>	<p>YES</p>
<p>4. Employees instructed to avoid using a fingertip to press buttons instead to use the back of the knuckle (or elbow) or an implement to select the appropriate floor and to wash hands as soon as soon as possible after using the lift.</p>	<p>YES</p>
<p>5. Employees advised to avoid touching surfaces.</p>	<p>YES</p>

<b>Hazard Meeting rooms and Offices:</b> <i>Potential risk or transfer of virus on account of close contact with other persons.</i>	
<b>Control measures required:</b>	<b>Actioned:</b>
1. Employees instructed that meetings in enclosed spaces should only be undertaken when absolutely essential for business needs and kept as short as possible. Signage in place to highlight this control.	YES
2. Employees using conference and meeting rooms instructed to follow Government advice and maintain a 2m separation distance.	YES
3. Employees instructed that the same 2m distance rule must be applied to any meetings with clients, visitors, or meetings held by video conferencing instead. The furniture layout will be arranged accordingly or tape used to put certain chairs out of use.	YES
4. Employees told to avoid physical contact with clients and visitors such as handshake, hugs and to give a polite explanation of this policy if required.	YES
5. Room capacity signage will be posted to instruct on maximum capacity for that specific meeting room as well as additional safety rules.	YES
6. Hand sanitiser is provided within the meeting rooms.	YES
7. Employees not to touch, use white boards or white board pens in meeting rooms to reduce risk of cross contamination.	YES
8. Remote controls or button-operated equipment is only to be used if essential and one person is to be allocated the control role.	YES
9. Refreshments will only be available in meeting rooms when necessary and will be individual bottles of water.	YES

<b>Hazard Waste:</b> <i>Ill-health as a result of the transfer of coronavirus through cross contamination after contact with waste (accidental or otherwise).</i>	
<b>Control measures required:</b>	<b>Actioned:</b>
1. Employees instructed to not put their hands directly into food waste or general waste bins as they may contain contaminated products, food or tissues.	YES
2. Employees instructed that disposable tissues should be used when coughing or sneezing, then put directly into a waste bin (preferably bagged) or pocketed and taken home in line with the 'Catch it, Bin it, Kill it!' message.	YES
3. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff.	YES
4. Employees are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, tins etc. to prevent cleaning staff being accidentally contaminated or injured.	YES

<b>Hazard Workstations, IT and equipment:</b> <i>Direct contact with potentially cross contaminated workstations, IT or equipment may cause adverse coronavirus health effects.</i>	
<b>Control measures required:</b>	<b>Actioned:</b>
1. Employees are advised to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment should be used and employees are responsible for their own equipment.	YES
2. Employees instructed that they should not share IT equipment to prevent accidental cross contamination	YES
3. Shared equipment is to be wiped down before and after use e.g. photocopier touch points and antibacterial wipes made available.	YES
4. Employees advised not to share phones, headsets and personal mobile phones with others to prevent accidental cross contamination.	YES
5. Avoid sharing pens and other objects.	YES
6. Employees are to only sit/work at their allocated workstation and not to hot desk or use other desk locations unless authorised.	YES



<b>Hazard Close contact:</b> <i>Employees working on the premises may be at risk of exposure to other employees or visitors who are carrying coronavirus, knowingly or unknowingly.</i>	
<b>Control measures required:</b>	<b>Actioned:</b>
1. Employees instructed to avoid close face-to-face contact or touching other employees, visitors and follow the 2m social distancing rule. The desk layout and seating areas in the workplace will be designed to ensure social distancing is maintained where practicable, side to side positioning rather than face to face and zig zag formation.	YES
2. Physical contact, such as handshakes, hugs, pat on the back is to be avoided.	YES
3. Employees are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided and natural ventilation used – OPENING OF WINDOWS.	YES
4. Directional signage will be in place on common and floor areas to allow for social distancing and a one-way system will be in place where appropriate.	YES
5. Office kitchen areas with only one person at a time access to allow for social distancing. Signage or tape markings will be in place to highlight this control.	YES
6. Visitors and contractors are not to sign in using a visitor book or signing in system but are to be signed in by internal personnel.	YES
7. Contractors and visitors will be managed on site using self-assessment questionnaires prior to site entry and admitted for essential works only.	YES
8. Visitors to sites are to be limited and if possible, video conferencing software to be utilised to reduce face to face contact.	YES
9. Do not exchange physical business cards or other unnecessary items from visitors. Photos can be taken of business cards or details recorded internally.	YES
10. Deliveries are to be accepted whilst maintaining social distancing and ideally not handled for 72 hours. Where deliveries are handled, packages are to be disinfected as far as is reasonably practicable and hand cleaning procedures should be followed immediately afterwards.	YES
11. One-way systems are implemented (where applicable) to allow for free movement allowing social distancing. This will be denoted by signage, posters or hazard tape to the floor.	YES

<p><b>Hazard Vulnerable employees:</b> Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.</p>	
<p><b>Control measures required:</b></p>	<p><b>Actioned</b></p>
<p>1. In accordance with Government guidelines, employees who are in the vulnerable and high-risk categories are where possible to continue to work from home until further notice.</p>	<p>YES</p>
<p>2. Employees with family members in high risk categories have been instructed to inform their management team. Decisions on home working in accordance with Government guidelines are taken on a case by case basis.</p>	<p>YES</p>
<p>3. Those employees who fall within the extremely vulnerable category (Shielded) in accordance with Government guidelines are to continue to work from home until further notice.</p>	<p>YES</p>
<p>4. Where employees are high-risk vulnerable (but not extremely clinically vulnerable) and cannot work from home, management should offer the option of the safest available on-site role, enabling them to stay 2 meters away from others.</p>	<p>YES</p>

<b>Hazard Cleaning and hygiene:</b> Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.	
<b>Control measures required:</b>	<b>Actioned:</b>
1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, building equipment buttons, switches). Contract cleaning staff resource have been increased in line with the increased cleaning regimes.	YES
2. Suitable disinfectant cleaning products are used by the contracted cleaning staff.	YES
3. A suitable system is used by cleaning staff to prevent cross contamination of surfaces.	YES
4. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the buildings.	YES
5. Employees are required to report anything contaminated or spilt that requires cleaning to the Building Manager.	YES

<b>Hazard Personal hygiene:</b> <i>Poor personal hygiene standards pose a risk of passing or contracting the infection.</i>	
<b>Control measures required:</b>	<b>Actioned:</b>
1. The importance of good personal hygiene has been explained to all employees. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.	YES
2. Employees instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and hand gels are provided.	YES
3. Employees instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.	YES
4. Employee instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.	YES
5. As the alcohol-based hand sanitizer falls under a COSHH item, employees who use this to disinfect their hands are not to touch their face until the sanitizer dries out due to irritation risk if the goes into eyes. Employees must ensure ignition sources do not come in contact with hand sanitiser before it has dried as it is highly flammable.	YES
6. If alcohol gel comes into contact with eyes, persons are to (remove glasses or contact lenses if worn) and rinse eyes with water for several minutes, then seek first aid assistance.	YES
7. If eye irritation persists then employees to seek medical advice or assistance.	YES
8. Employees with a diagnosed skin condition are advised not to use the alcohol hand sanitizer as this may exacerbate their condition, but to use soap and water for 20 seconds.	YES
11. Alcohol gel hand sanitizer spillages are to be cleaned up immediately with water and area dried off.	YES

<p><b>Hazard: Viruses/Potential Infections:</b> <i>There is a risk that a virus or infection could be consistent with COVID-19 symptoms and there is a risk that accidental cross infection could be transmitted to other persons.</i></p>	
<p><b>Control measures required:</b></p>	<p><b>Actioned:</b></p>
<p>1. Where symptoms of COVID-19 or other viruses/infections starts at work employees are required to notify their management team immediately. Decisions to refrain from working will be made accordingly where there is a potential risk. A plan is in place for where a known/suspected outbreak or incidence of COVID-19 infection occurs within the workplace.</p>	<p>YES</p>
<p>2. Employees who are currently self-isolating due to having tested positive for COVID 19, experiencing symptoms or have a family member who have tested positive or have symptoms are not to return to work and inform their line manager.</p>	<p>YES</p>
<p>3. Employees are advised to isolate in accordance with Government guidelines.</p>	<p>YES</p>

<b>Hazard First Aid Provision:</b> <i>Lack of first aid provision leading to injury, further injury or illness.</i>	
<b>Control measures required:</b>	<b>Actioned</b>
1. First aiders updated with any amendments or relevant changes in relation to COVID-19.	YES
2. All first aiders provided with face guards to reduce risk of cross-contamination.	YES
3. Additional first aid equipment provided in first aid boxes to reduce risk to first aiders. CPR shields and disposable masks provided.	YES

<b>Hazard Emergency Evacuations: <i>Inhalation of smoke or exposure to fire leading to injury or fatality</i></b>	
<b>Control measures required:</b>	<b>Actioned:</b>
1. Preventative measures to be carried out in accordance with fire risk assessment ensuring fire alarm is in good working order prior to building being re-occupied and then continue with the weekly tests.	YES
2. Trained fire wardens are in place.	YES
3. Employees are to follow the emergency evacuation procedures for their relevant location.	YES
4. In an emergency, for example, an accident or fire, employees do not have to stay 2m apart as it would be unsafe to do so.	YES
5. All employees are to wash or sanitise their hands at the earliest opportunity.	YES