

Assessment completed by: Job title/role: ANITA TOAL (MANAGING PARTNER)

Reviewed by: Job title/role: DAVEN NAGHEN (PARTNER)

Approved by Job title/role: ALL PARTNERS

Date last updated:11/6/20

Date of next scheduled review:6/08/2020

Risk title	Description & consequence	Mitigation	Action by who and by when?
Spread of COVID-19 in the firm	<p>This will result in multiple individuals (partners, associates and staff) becoming infected and possibly seriously or fatally ill</p> <p>Vulnerable workers could be worst affected¹</p>	<p>Some staff to work from home subject to A/B team rota so as to ensure all partners and staff can be seated at least 2 metres apart</p> <p>Take steps to review work schedules to reduce the number of people on site at any one time and for secretarial staff to work to the A/B team rota</p> <p>Desks moved to encourage physical distancing.</p> <p>Staff encouraged not to pass each other in corridors but to withdraw into a doorway if possible and to allow other person to pass</p> <p>Connecting doors in corridors to be kept open to avoid contamination via door handles (fire doors are protected by magnets which will automatically release if fire alarm activated)</p> <p>Restrict use of kitchen to 2 peoples at any one time putting in place social distancing markers</p> <p>No one feeling ill will be allowed to come to work</p> <p>Communication and awareness-raising posters referring to the above measures</p> <p>Enhanced cleaning regime, including for toilets, pantries and frequent touchpoints such as door handles, light switches, reception area using appropriate cleaning products and methods</p> <p>Hand washing awareness: see the NHS guidance</p>	<p>A Rota will be drawn up by the beginning of July by Chris in consultation with staff and desks will be moved for staff to ensure compliance with 2 metre guidance</p> <p>Chris to action by the beginning of July when secretarial staff expected back to the office</p> <p>Notice on kitchen door to be up by the 15th June when fee earners back in the office and notice by sink and kettle to remind staff of the 2 metre rule</p> <p>As above</p> <p>A deep clean of the office has been commissioned for the weekend of the 13th June and thereafter a new cleaning contract is in place</p> <p>Already in place</p>

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		<p>Sanitation products (hand sanitiser, cleaning wipes) widely available. Consider providing a 'cleaning pack' for staff with hand gel, wipes etc</p> <p>Reminding everyone of the public health advice through posters, leaflets and other materials made widely and prominently available: see the government guidance</p>	Chris to action by the start of July
Spread of COVID-19 to clients or visitors	This will result in multiple individuals (partners, staff, visitors/clients and contractors) becoming infected and possibly seriously or fatally ill	<p>No face-to-face events permitted on site with clients until the beginning of July but the use of conference call to continue to encouraged</p> <p>Upper limit on meeting numbers determined by available room size to ensure participants can be seated 2 metres apart. All meetings whether internal or with clients to take place only in the Board Room, the large meeting room, Jane's room or Anita's room to be booked via the on line room booking diary</p> <p>Meetings staggered so no congestion possible</p> <p>Enhanced cleaning regime, including before/between/after each individual meeting</p> <p>Sanitation products (hand sanitiser, cleaning wipes) available inside each meeting room</p> <p>No catering/refreshments offered inside meeting rooms</p> <p>Pre-meeting notification (if possible) sent to all attendees asking them to stay away if feeling unwell</p> <p>Perspex screen to be fitted round reception</p> <p>No cloakroom service – visitors should look after their own personal items</p> <p>Waiting room limited to 2 people with social distance notifications in the room plus 1 person in the Blue room and downstairs interview room</p> <p>Clients asked to wait outside if more than 2 standing at reception at any one time with social distance markers in reception</p> <p>Clients to be encouraged to follow directional arrows from reception to meeting rooms to avoid fee earners escorting clients around office when clients may breach the two metre rule</p>	<p>Advice already given to partners and staff regarding this</p> <p>Chris to action by beginning of July</p> <p>Chris to action by beginning of July</p>
COVID-19 case (suspected) in our offices	This may result in the individual staff member experiencing medical distress on-site and could increase the risk of onward transmission of the	If anyone becomes unwell with a new continuous cough, a high temperature or loss of sense of smell in	Advice given with circulation of this document to all partners and staff

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	virus among other people with whom the individual has been in proximity	<p>the workplace, they will be sent home and advised to follow the stay at home guidance</p> <p>Everyone in the relevant office to be informed</p> <p>Partners and managers to increase the frequency of contact with those they supervise during this time</p> <p>Majority of people instructed to work from home</p> <p>Reemphasise that no-one feeling ill is allowed to come to work</p> <p>Maintaining up-to-date contact information (including emergency contacts) for all partners and staff</p> <p>Record keeping on who is in and where in the office on a given day to aid potential contact-tracing efforts and processes</p>	
COVID-19 transmission via communal resources or areas	This may result in increased risk of transmission, including to/from clients and visitors	<p>Marketing material (brochures and literature), newspapers and magazines removed from client reception area</p> <p>Libraries (if applicable) to develop a special protocol for cleaning all books, journals and other publications held in the open</p> <p>If advised that a member of staff or visitor has developed COVID-19 and was recently on the premises the management team will ask the local public health authority for advice, identify people who have been in contact with them and take on any actions or precautions</p>	Chris to action with immediate effect
COVID-19 transmission via mail/packages	This may result in increased risk of transmission by handling of objects	<p>Cleaning protocol is in place for all incoming mail and courier packages</p> <p>Staff advised to clean any mail/post items delivered to their desks (wet wipes to be provided)</p>	Chris to action with immediate effect
Mental health problems and poor wellbeing	This may result from increased stress caused by home-working and the lockdown, potential bereavements, increased caring responsibilities, elevated incidence of anxiety and depression associated with isolation, concerns about personal and family circumstances and job security	<p>Signpost to LawCare resources and the Law Society's mental health resources</p> <p>Increase volume of guidance materials and resources available</p>	Advice to be given immediately by circulation of this document

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	Staff members of BAME background may feel more uncomfortable coming back into the office	<p>Raise awareness on any Employee Assistance Programme (EAP) offering access to additional resources and support</p> <p>Adjust policies around home working and leave-taking to support working parents</p> <p>Regular internal communications from senior leadership emphasising self-care and regular and inclusive communication. The emphasis should also be on honesty and transparency about the difficulties the firm is facing and how to best manage these together</p> <p>Regular communication of mental health information and an open-door policy for those who need additional support</p> <p>Provide assurance over measures taken to protect employees' health and safety</p>	
Public transport virus transmission	Crowded and unsanitary conditions on public transport services	<p>OPTIONAL: Individuals who feel that they cannot travel safely to/from the office will not be required to do so. Private taxis made available for support staff who need to be in the office to support reopening</p> <p>If Staff members need to travel (for example to courts or to do site visits) they should not share vehicles or taxis, unless suitable distancing can be achieved</p>	As above
COVID-19-related stigma and harassment	Risk that there is an increase in targeted harassment or stigma directed at individuals who have been ill or are from a specific ethnic background	<p>Reporting channels to permit investigation and where proven appropriate misconduct procedures followed</p> <p>Partners and managers to offer support to staff who are affected by COVID-19 or have a family member affected</p> <p>Review the organisation's bullying and harassment policy and remind managers of it</p> <p>Publish or signpost colleagues to facts about COVID-19 to dispel myths</p> <p>Ensure senior figures in the organisation issue and support messages about values and diversity and inclusion</p> <p>Reminder training on unconscious bias</p>	Office manual contains appropriate policies

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Non-compliance with government regulations	Risk that a member of the firm ignores firm's guidance	<p>Communicate the importance of the adherence to the rules</p> <p>Stricter enforcement of rules against people continuing to attend the office while feeling unwell</p>	Advice given by circulation of this document