

Harrison Clark Rickerbys – Covid-19 Risk Assessment

What are the hazards?	Who might be harmed?	Control measures	Additional controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Clients • Other Visitors • Cleaners • Contractors • Delivery drivers • Vulnerable groups: <ul style="list-style-type: none"> ➢ Elderly staff ➢ Pregnant staff ➢ Those with underlying health conditions. • Anyone else who physically comes into our premises. 	<p>Hand washing</p> <ul style="list-style-type: none"> • Hand washing facilities. • Stringent hand washing taking place. • Hand washing guidance. • Drying of hands on disposable paper towels. • Gel sanitisers in areas where hand washing facilities aren't readily available. <p>Cleaning</p> <ul style="list-style-type: none"> • Regular daily cleaning process in place each evening paying specific attention to all hard surface touch areas to include kitchen and bathroom surfaces as well as high touch area including desktops, door handles and plates. • Antibacterial fogging device for use following a confirmed outbreak. • Deep cleans actioned for confirmed outbreak areas. • Staff to ensure that workstations are left paper and clutter free to assist in maximum accessibility to clean. • Staff encouraged to clean workstations before and after use by inclusion within company policy and visible signage in workspace area. • Staff encouraged to clean equipment and work surfaces before and after use with supplies provided 	<p>Employees reminded by the use of internal signage to wash their hands regularly whether it be by use of soap and water including the need to dry by use of paper disposable hand towels or the hand sanitiser gels placed around the buildings. Also be reminded of the catch it, bin it, kill it campaign as well as avoiding touching faces, eyes, nose and mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Note to be included within email footer to clients in advance of pre-booked meetings advising of the protocols in place and advising that should they be showing any symptoms to not come into the office.</p> <p>Checks to be regularly carried out to ensure that procedures are being followed.</p> <p>Staff will be allowed to hot desk but must continue to clean up after themselves. People are requested to use the hard drive available and plug in their own laptops rather than share equipment, if possible.</p>	<p>Everyone, supplies managed by Ops.</p> <p>Cleaning contactors, Ops team & staff.</p>	<p>Daily & ongoing</p> <p>Daily & ongoing</p>	

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		<ul style="list-style-type: none"> Antibacterial wipes, spray and one-use disposable cloths available at cleaning stations within all work areas. Additional regular daily cleaning of high touch areas to include door handles and copier sites to be undertaken. <p><u>Ventilation</u> Air conditioning systems are in place with regular service programmes.</p> <p>We will regularly inspect the offices to identify any poorly ventilated spaces or areas of congestion.</p> <p><u>Social Distancing</u> Social distancing no longer applies but we will continue to reduce contact points to protect our staff.</p> <ul style="list-style-type: none"> Desk screen installed on most desks to provide protection for face to face seating. Adding flexibility to start and finish times to allow staggered working in line with Smart Working. Taking steps to ensure separate entrance and exits to workspace to avoid close contact when passing. Placing of screen in Reception areas. One-way system to be adopted where practicable. 	<p>Where possible open windows to allow a flow of air through the office space along with keeping doors that aren't fire doors open.</p> <p>We will check levels of CO2 build-up to help identify poorly ventilated areas. If we detect a concentration of above 1500ppm (parts per million) we will take action to address.</p> <p>There will be not set limits on internal meetings, but staff should continue to restrict numbers in meeting held indoors (using judgement to avoid over-crowding).</p> <p>Although there will be no restrictions on clients entering the premises, we will continue to encourage the use of face masks when you are with people you normally don't meet with (unless socially distanced).</p> <p>Central texting system to record visitors to the office and their contact details.</p>	<p>Ops Management team & everyone.</p> <p>Everyone</p>	<p>6 monthly air con servicing & daily for window ventilation.</p> <p>Immediate & ongoing</p>	<p>Ongoing</p>

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		<p><u>Protective equipment.</u></p> <ul style="list-style-type: none"> Protective masks & gloves available in 'Cleaning Stations' situated on each floor within each building. <p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> If anyone is unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow healthcare guidance. Line managers will maintain regular contact with the team members during this time. Individuals who have been in recent contact with those that are displaying symptoms will be advised and told to self-isolate for 10 days. Employees should continue to follow NHS trace and track protocols and email covid19@hcrlaw.com if they have been tested positive. HR will continue to do their internal trace and track and monitor infection rates. Employee should self-isolate when requested by both a tracer or the NHS app or if requested by HR. From 16th August, anyone who is fully vaccinated will not have to self-isolate if they are in close contact of a positive case. <p><u>Delivery drivers</u></p> <ul style="list-style-type: none"> Deliveries only accepted at back delivery door. <p><u>Contractors</u></p> <ul style="list-style-type: none"> Only trusted contractors allowed on site. 	<p>Staff to be reminded that masks provide more protection to others than the wearer and that the wearing of gloves is not a substitute for regular hand washing.</p> <p>Thermometers will be available in 'Wellbeing' areas of each workplace for checking when required. Signs reminding of the Covid-19 symptoms to be displayed in the workplace.</p> <p>Lateral flow tests are available in each local office (as long as this government scheme remains open). We strongly encourage people to take these tests twice a week if attending the office.</p> <p>Sign on the door to indicate that the bell should be rang to alert staff; they should then leave parcel and step back behind guidance line until door is opened.</p>	<p>Ops team</p> <p>Everyone</p> <p>Delivery drivers</p> <p>Contactors</p>	<p>Immediate & ongoing</p> <p>Immediate & ongoing</p> <p>Immediate & ongoing</p> <p>Immediate & ongoing</p>	