



RISK ASSESSMENT [3rd NATIONAL LOCKDOWN-January 2021]

This Risk Assessment specifically relates to the Covid-19 outbreak and the UK government's 3rd lockdown provisions which commenced on 6th January 2021; it has been prepared in relation to the operation of the firm's Business Continuity Plan and with the proposed increase in remote working and with a view to securing the safety of staff, clients and other visitors to the office.

What are the Hazards?	Who might be harmed and how?	What is SRB already doing?	Do we need to do anything else to manage the risk	Action by whom?	Action by when?	Done
<i>Covid-19 and risk of infection generally</i>	<i>Staff, clients & other visitors to our offices; Risk of infection</i>	<i>New National lockdown to be imposed as of 6th January 2021; This risk assessment envisages that some staff will revert to a more remote-based working model; However, many staff members will continue to attend the offices as they cannot work from home and key legal services are being provided; accordingly, the firm's (version 3) Office Protocol will remain in force continuing to provide substantial protective measures. New bubbles introduced and charts circulated; Less staff working in the office but still observing appropriate social distancing; raft of other protective measures as set out below in relation to specific parts of the premises and working practices;</i>	<i>Vigilance as to any symptoms reported or identified in relation to staff, clients or other visitors; ensure staff instructed to stay away from offices if have any relevant symptoms; review measures set out within this risk assessment initially on a daily basis; react to positive criticisms and criticisms from staff; regulate and review numbers present in offices at any one time; review new bubbles and monitor positive covid-19 tests and effects on bubbles</i>	<i>All staff attending the offices; Review by HSO & partners</i>	<i>06/01/2021</i>	YES

What are the Hazards?	Who might be harmed and how?	What is SRB already doing?	Do we need to do anything else to manage the risk	Action by whom?	Action by when?	Done
<i>Risk to receptionists and clients and others visiting reception</i>	<i>Receptionists, other staff, clients and visitors; Risk of infection</i>	<i>Maintaining social distancing in offices to include reception; provision of protective screens within reception, provision of hand sanitisers (2) in foyer and in reception area; appropriate signage outside reception; restricting the number of clients and other visitors attending; reasonable spacing between receptionists and maintenance of Admin bubble; provision of new cleaning products to cleaners; instructions to staff not to arrange any internal appointments; Client ID to be handles remotely; Office Protocol (version 3) issued to all staff with guidance as to steps to be taken on a daily basis and with new bubbles;</i>	<i>Vigilance and monitoring that those staff members, clients and visitors attending the offices are observing the social distancing recommendations; check that staff conducting remote meetings and discussions where possible; update signage when necessary; issue instructions to reception to politely request visitors stand away from reception desk if they do not automatically do so; Ensure adoption of new Office Protocol (version 3) with particular reference to:</i> <ul style="list-style-type: none"> • <i>Maintenance of new bubbles</i> • <i>Restrictions on visitors to reception (if any)</i> • <i>Acting upon any positive Covid-19 test results</i> 	<i>Reception and all staff; review by HSO & partners</i>	<i>06/11/2020</i>	YES
<i>Risk to staff at their workstations</i>	<i>Staff attending the two offices; Risk of infection</i>	<i>Staff numbers to remain at a level commensurate with social distancing guideline; staff not to sit directly opposite; hand sanitisers on each floor; protective screens available for staff; disposable gloves available; wipes & gels provided for personal use; provision of new cleaning products to cleaners; Staff working remotely will increase again bearing in mind 3rd national lockdown; introduction of new bubbles and amendment to Office Protocol (version 3)</i>	<i>Staff attending offices to report any issues or concerns arising; Daily/weekly review by HSO & partners; Ensure continued Observation of amended Office Protocol (version 3) with particular reference to:</i> <ul style="list-style-type: none"> • <i>Keeping doors open where possible</i> • <i>Wiping down door handles and handrails hourly</i> • <i>Delivery of post and items by Facilities Manager</i> • <i>Staff remaining in their bubbles</i> 	<i>All staff who are continuing to attend the offices; Line Managers to enforce</i>	<i>06/01/2021</i>	YES

What are the Hazards?	Who might be harmed and how?	What is SRB already doing?	Do we need to do anything else to manage the risk	Action by whom?	Action by when?	Done
<i>Risk to staff circulating round the offices; use of staircases</i>	<i>Staff attending the two offices; Risk of infection</i>	<i>Staff numbers will be reduced by some remote working where necessary and to remain at a level commensurate with social distancing guidelines; hand sanitisers on each floor; wipes & gels provided for personal use; provision of new cleaning products to cleaners; Guidance & instructions issued to staff to be aware of social distancing when moving around the office and communal areas; Version 3 of Office Protocol and creation of bubbles to restrict circulation between offices & bubbles</i>	<i>Staff attending offices to report any issues or concerns arising; Daily/weekly review by HSO & partners; retain Office Protocol with particular reference to:</i> <ul style="list-style-type: none"> • <i>Keeping doors open where possible</i> • <i>Wiping down door handles and handrails hourly</i> • <i>Back door at Stone House not in general use</i> • <i>Staff not to circulate between different bubbles</i> • <i>Ensuring bubbles are maintained</i> 	<i>All staff who are continuing to attend the offices; Line Managers to enforce</i>	<i>06/01/2021</i>	YES
<i>Risk to staff using facilities e.g. kitchens, toilets</i>	<i>Staff attending the two offices; Risk of infection</i>	<i>Staff numbers at a level commensurate with social distancing guidelines particularly taking into account increase in remote-working due to 3rd lockdown; hand sanitisers on each floor; wipes & gels provided for personal use; provision of new cleaning products to cleaners; Office Protocol (version 3) introduced with new bubbles & kitchens/toilets allocated to individual bubbles; kitchens to be used by one person only instructions to staff not to enter kitchens if in use by one other person; Gents and Ladies toilets (Stone House) to be used by one person at a time; instructions to staff not to enter toilets if in use by one other person</i>	<i>Staff attending offices to report any issues or concerns arising; Daily/weekly review by HSO & partners Ensure adoption of new Office Protocol with particular reference to:</i> <ul style="list-style-type: none"> • <i>Keeping doors open where possible</i> • <i>Wiping down door handles and handrails hourly</i> • <i>Wiping down office and kitchen/toilet equipment after use</i> • <i>Staff not to circulate between different bubbles</i> • <i>Ensuring bubbles are maintained</i> 	<i>All staff who are continuing to attend the offices; Line Managers to enforce</i>	<i>06/01/2021</i>	YES

What are the Hazards?	Who might be harmed and how?	What is SRB already doing?	Do we need to do anything else to manage the risk	Action by whom?	Action by when?	Done
Risk to staff using equipment e.g. photocopiers, phones & other office equipment	Staff attending the two offices; Risk of infection	Staff numbers will be reduced by some remote working where necessary and to remain at a level commensurate with social distancing guidelines; hand sanitisers on each floor; wipes & gels provided for personal use; continued provision of new cleaning products to cleaners; operation of new bubbles system	Staff attending offices to report any issues or concerns arising; Daily/weekly review by HSO & partners Ensure adoption of (version 3) Office Protocol with particular reference to: <ul style="list-style-type: none"> Wiping down office equipment after use Ensuring bubbles are maintained 	All staff who are continuing to attend the offices; Line Managers to enforce	06/01/2021	YES
Risk to staff using lift (Twickenham)	Staff and visitors attending the Twickenham office; Risk of infection	Signage to be posted on all 3 levels as to the lift being used by one person at a time; provision of new cleaning products to cleaners; lift remains out of commission	Staff attending offices to report any issues or concerns arising; Daily/weekly review by HSO & partners Lift to remain out of commission at present	All staff who are continuing to attend the offices; Line Managers to enforce	06/01/2021	YES
Risk to staff using large & small conference rooms (Twickenham)	Staff, clients & visitors; Risk of infection	Instructions to staff to avoid meetings at present and seek to use remote options; meetings to be restricted to 30 minutes; protective screens (3) provided for two conference rooms; provision of new cleaning products to the cleaners; provision of hand sanitisers in reception area	Staff attending offices to report any issues or concerns arising; Daily/weekly review by HSO & partners Ensure prohibition on meetings is observed.	All staff who are continuing to attend the offices; Line Managers to enforce	06/01/2021	YES
Staff using entrances/exits at offices	Staff, clients & visitors; Risk of infection	Staff numbers will be reduced by some remote working where necessary and to remain at a level commensurate with social distancing guidelines; hand sanitisers on each floor; wipes & gels provided for personal use; provision of new cleaning products to the cleaners	Staff attending offices to report any issues or concerns arising; Daily/weekly review by HSO & partners	All staff who are continuing to attend the offices; Line Managers to enforce	06/01/2021	YES

What are the Hazards?	Who might be harmed and how?	What is SRB already doing?	Do we need to do anything else to manage the risk	Action by whom?	Action by when?	Done
<i>Unexpected clients & other visitors to offices</i>	<i>Staff attending either office; clients & visitors; Risk of infection</i>	<i>Staff to endeavour to continue dealing with clients remotely if possible; protective screens available for staff use and provided on reception; the other general protective measures set out in this document</i>	<i>Ensure staff attending offices maintain social distancing at all times with any unexpected attendees at offices</i>	<i>All staff who are continuing to attend the offices; HSO & partners</i>	<i>06/01/2021</i>	YES
<i>Staff carrying out unusual duties</i>	<i>Staff attending either office</i>	<i>Mainly post and scanning duties which are relatively menial but time consuming Incident of this occurring reduced as support staff in offices</i>	<i>Further risk assessment if staff required to carry out any task outside the scope of their job description; no manual handling tasks envisaged</i>	<i>All staff who are continuing to attend the offices</i>	<i>06/01/2021</i>	YES
<i>Increased stress levels & damage to mental wellbeing</i>	<i>All staff (including furloughed Workers); stress disorders</i>	<i>Line Managers to be mindful of any sign of increased stress levels; staff to report any issues arising as to stress</i>	<i>Regular communication with all staff and particularly those working remotely or furloughed; consider referral of any affected staff to external counsellor</i>	<i>All staff; HSO & partners; Line Managers</i>	<i>06/01/2021</i>	YES
<i>Risk of injury at home whilst working remotely</i>	<i>All staff working remotely</i>	<i>Remote workers advised to undertake regular dynamic risk assessments; staff referred to QPM & Staff Handbook</i>	<i>Monitor any issue arising</i>	<i>All staff working remotely</i>	<i>06/01/2021</i>	YES
<i>Substances Hazardous to Health (COSHH)</i>	<i>Staff attending either office; allergies & burns; respiratory problems</i>	<i>Minor risk only; Correct storage of cleaning products photocopier toner printer cartridges & typing correction fluids; specification for new anti-virus products checked to ensure safety for cleaners</i>	<i>Continue to enforce procedures as to correct storage</i>	<i>All staff who are continuing to attend the offices & cleaners</i>	<i>06/01/2021</i>	YES
<i>Handling post; files, papers & other deliveries</i>	<i>Staff attending either office Risk of infection</i>	<i>Gloves to be worn and/or hands to be washed regularly and immediately after any such handling</i>	<i>Monitor any issues; Office Protocol with particular reference to:</i> <ul style="list-style-type: none"> • <i>Wiping down office equipment after use</i> • <i>Leaving files on desks/surfaces away from recipients</i> 	<i>Staff attending either office</i>	<i>06/01/2021</i>	YES

What are the Hazards?	Who might be harmed and how?	What is SRB already doing?	Do we need to do anything else to manage the risk	Action by whom?	Action by when?	Done
<i>Staff with particular conditions or vulnerability</i>	<i>All staff Risk of infection</i>	<i>Ensure such staff are not in the offices unless suitable protective measures in force and individual risk assessment carried out; consider reverting to working remotely in view of 3rd national lockdown; react appropriately to any sign of illness or symptoms</i>	<i>Monitor and consider carefully; consider whether and when such staff can return to the offices</i>	<i>All staff; HSO & partners</i>	<i>06/01/2021</i>	YES
<i>Clients requiring personal Attendance e.g. Wills, AML & ID issues</i>	<i>All staff Risk of infection</i>	<i>SRB procedures adjusted to advise clients as to executing Wills with their own 2 witnesses; ID requirements altered to electronic process and receipt by e-mail; Policy incepted that not providing oaths, declarations service</i>	<i>Monitor any issues</i>	<i>All staff; HSO & partners</i>	<i>06/01/2021</i>	YES
<i>Deliveries to the offices</i>	<i>Receptionists & other staff; Risk of infection</i>	<i>Protective measures (above) in relation to reception; Office Protocol to remain in force with particular reference to: <ul style="list-style-type: none"> • <i>Deliveries to be left outside buildings</i> • <i>Use of hand sanitisers after handling</i> • <i>Staff to avoid personal deliveries to the offices</i> • <i>Couriers asked to wait when necessary</i> • <i>Staff to notify reception of known deliveries</i> </i>	<i>Monitor any issues</i>	<i>All staff; HSO & partners</i>	<i>06/01/2021</i>	YES
<i>Travel to and from work</i>	<i>All staff who are office based</i>	<i>Reduced by increased remote working during 3rd national lockdown; individual consideration to travel arrangements; flexibility where feasible but with fairness and equality</i>	<i>Monitor any issues</i>	<i>All staff; HSO & partners</i>	<i>06/01/2021</i>	YES

Date of Risk Assessment:	11 th January 2021
Assessor:	Paul McNutt (HSO)
Date of Review:	8th February 2021
Reviewer:	Paul McNutt (HSO)