

CLEVELAND SCOTT YORK

LONDON OFFICE – 10 FETTER LANE, EC4A 1BR

COVID-19 SECURE RISK ASSESSMENT

Assessor: Nick Dougan

References:

- A. Working safely during COVID-19 in offices and contact centres, <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>, accessed 3 Feb 2021, last updated 7 January 2021
 - B. Workman’s Covid-19 Risk Assessment 15 June 2020.
1. This risk assessment supplements the Risk Assessment dated 24 December 2019 and deals specifically with managing risks associated with the COVID-19 pandemic. It has been written after consulting References A, B and C.
 2. This risk assessment will be reviewed as an when necessary in the light of the evolving situation and government advice thereon.
 3. All members of staff (in the relevant office) will be invited to comment on the Risk Assessment.
 4. The risk assessment considers necessary actions up to and including returning to full office working while the COVID epidemic continues. It will however need to be reviewed as occupancy levels increase to ensure that the assumptions made remain valid.
 5. It will in any event need to be reviewed periodically and in line with any changes in government advice.
 6. Ref A advises that employers with more than 50 employees ought to publish COVID risk assessments on their websites.

NJRD

3 February 2021

Appendices:

- A. Seating Plan, Desk Screens & Proposed One-Way Circuit.
- B. Actions and Guidance to Implement Risk Assessment Recommendations

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LONDON OFFICE COVID-19 RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>Infection by the novel coronavirus SARS-CoV-2 causing COVID-19 illness</p>	<p>Any member of the firm may be infected, including any who may have been infected previously as the duration and extent of any immunity conferred is unknown.</p> <p>Infection routes seem mainly to be via the inhaling of droplets containing the virus from infected people, or transferring contamination from infected surfaces by touching them and then touching mouth, nose and eyes.</p> <p>Anyone who is in a vulnerable category, or who has been instructed to shield, is particularly vulnerable.</p>	<p>Almost all members of the firm are working from home. This is the primary method that the firm has adopted to minimise risks from Covid-19.</p> <p>Some members of staff are attending the offices occasionally for essential tasks – mail, payroll, IT, etc.</p> <p>Some members of staff have been permitted to work in the office because they are not able to work at home effectively.</p> <p>KS monitors the health situation of all staff.</p>	<p>The rest of this Risk Assessment and associated action plans detail other risk controls needed now and in anticipated future circumstances.</p> <p>If we permit or encourage people to return to work in the office we need to ask, formally, if they are in clinically vulnerable or extremely vulnerable categories, or live with anyone in such a category. Anyone in such a category should be assessed individually, and ought to be given the option of continuing to wfh.</p>	<p>PD/KS</p>	<p>Done</p>	<p>Y</p>
<p>Infection by an infected member of the firm.</p>	<p>If a member of the firm becomes infected with COVID-19, or is in a household or a bubble with someone who has symptoms/is infected and attends the office then the risk for anyone else attending is significantly increased.</p>	<p>Members of the firm have been asked to inform the HR & Admin Manager of they are unwell, and especially if they get COVID symptoms.</p>	<p>We should remind all members of the firm to report if they are feeling unwell, or if they are required to self-isolate by the Test and Trace service; they should then self-isolate for the required period in accordance with the regulations (and certainly not to attend the office).</p>	<p>PD/KS</p>	<p>Reminders at one monthly intervals.</p>	<p>Y</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Infection while travelling	People using public transport are at particular risk of infection, and the more people in an area who use public transport, the higher those risks will be.	Almost all members of the firm are working from home. Limited number of staff may attend the office by car or bicycle.	The firm will continue to discourage all but essential travel using public transport until the advice from HMG changes.	PD	Done	Y
Infection spread by touching lift buttons	Anyone using the lifts	The landlord has installed sanitizer gel dispensers in the lobby.	Staff visiting the offices should be encouraged to clean their hands using the sanitizer gel before using the lifts, and to avoid touching their faces before entering the offices and cleaning their hands.	NJRD/KS	10 July	Y
Infection Spread by touching entrance door handles	Anyone opening the door to enter the office	Limiting number of people accessing the offices. Using only the secondary entrance, which is adjacent to handwashing facilities. Encouraging members of the firm to wash their hands frequently in line with HMG recommendations.	The stainless-steel door handles to enter the office are in a public area and may be touched by other building staff, delivery people, etc. as well as our own staff. We will assume, therefore, that these handles are potentially contaminated and sanitize hands immediately after entering the office. We will in addition spray the door handles to sanitize. If the level of attendance increases we may wish formally to stagger arrival/departure times; in any even protocols will require patience at the entrance point.	NJRD	17 Jul	Y

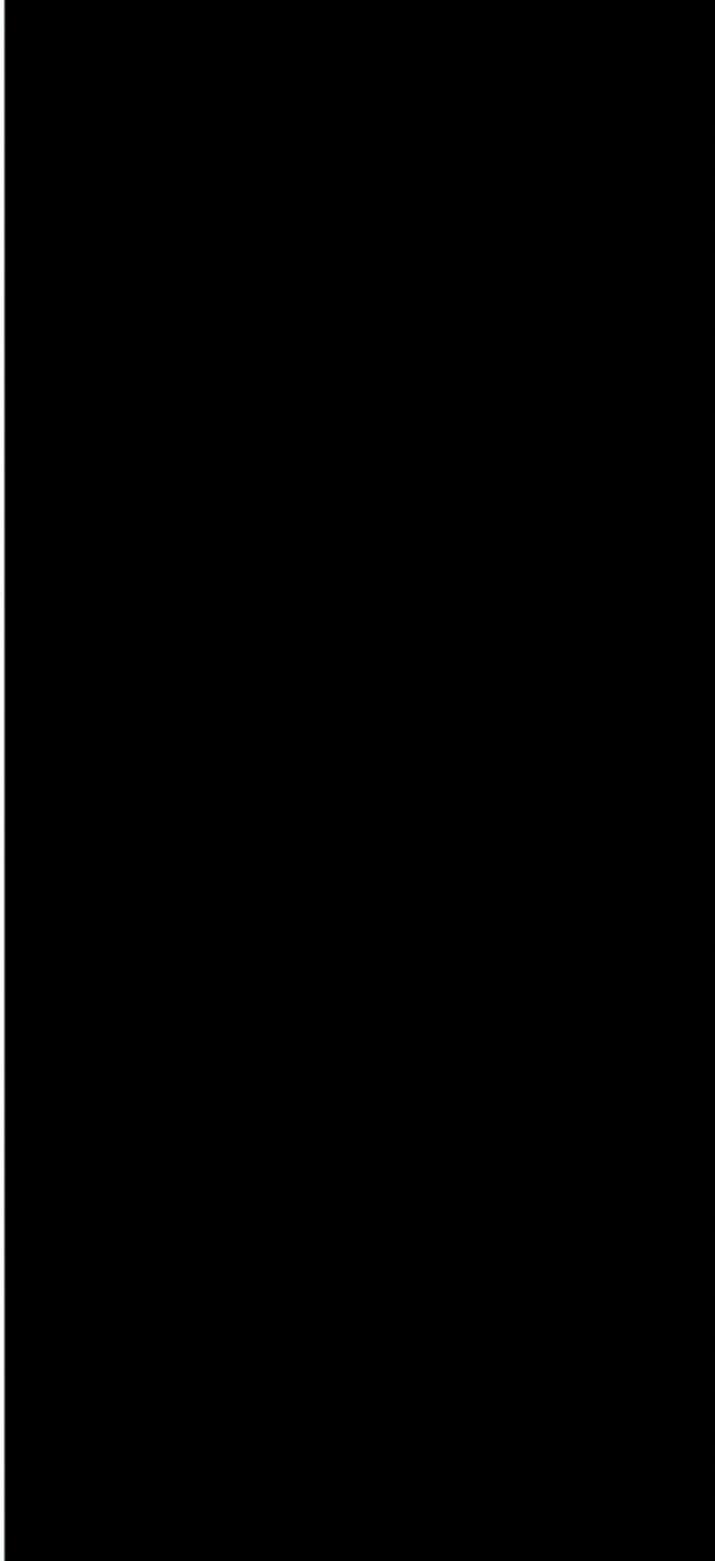
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Use of Lavatories	Anyone using the lavatories, if they have become (surface) infected by a previous user. There is also a risk of transmission of airborne droplets in the narrow corridors into the lavatories.	Minimising office occupancy.	Provide sanitizer gel for use on returning to the main office area after using the lavatories. As the number of people using the office increases we will need more formal processes to keep surfaces clean.	NJRD	Done; Review cleaning when attendance numbers increase as lockdown lifted.	Y
Use of Kitchen	Anyone using the kitchen in the presence of other infected people or if surfaces become infected.	Minimising office occupancy.	We should establish protocols for maximum numbers in the kitchen at any one time and for cleaning surfaces. The fridge presents a particular problem because cold allows the virus to survive longer, and foodstuffs are not amenable to disinfectant spraying. Hands should be sanitized before using the fridge.	NJRD	Done; Review when attendance numbers increase as lockdown lifted.	Y
Other contact transmission hazards	Anyone may be infected by touching any other surface that has become infected by being touched, sneezed upon, etc, by an infected person	Minimising office occupancy.	As the number of people using the office increases we will need to adopt more formal procedures. These may include: Only using/touching own desk and equipment. Modular office users only to touch handles on their door. Overnight cleaning/disinfecting.	NJRD	Done; Review when attendance numbers increase as lockdown lifted.	Y

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Infection spread by airborne droplets	Anyone in close proximity to an infected member of staff, that distance being less than 2 meters without additional precautions,	<p>Minimising office occupancy.</p> <p>Encouraging social distancing, which is not difficult with low numbers.</p> <p>The Managing Agents have confirmed that the air-conditioning system has been set so that it does not recirculate air.</p>	<p>As the number of people using the office increases, we will need to ensure appropriate distancing by more formal procedures. These may include:</p> <p>One way traffic flow plan to avoid people coming within 2m of each other.</p> <p>Avoiding people working at desks that face each other or are within 2m of each other by controlling pattern of attendance and/or rearranging desks.</p> <p>If necessary, by installing screening between desks. (Five or six such screens might be needed at full capacity).</p>	NJRD	Done; Review when attendance numbers increase as lockdown lifted	Y
Infection being spread by visitors	Visitors, whether clients, suppliers or contractors may be infected and/or bring infection into the office.	<p>We have minimized client visitors.</p> <p>Other visitors only by permission of Practice Director.</p>	<p>We will continue to minimize the number of visitors to the office, including running a booking system to avoid different visitors arriving at the same time.</p> <p>We will have a meeting room protocol for use of meeting rooms where necessary.</p>	NJRD	Done; Review when attendance numbers increase as lockdown lifted	Y
Visits to Client Premises	Members of the firm might be put at risk if clients ask them to attend client premises for meetings	Propose Zoom etc meetings as an alternative.	<p>Institute procedure to inform PD or HR Manager of any such request. Enquire into risk assessment carried out by clients.</p> <p>No partner or staff to consider themselves obliged to visit client or other premises.</p>	NJRD	10 July	Y
Inbound Goods (Supplies etc)	People making deliveries might be infected; goods might have surface contamination.	<p>All inbound goods are delivered to Reception and are collected from reception by members of the firm.</p> <p>All unnecessary deliveries have been discouraged.</p>	<p>If we open reception we will need delivery protocols.</p> <p>This must apply in particular when deliveries have traditionally been carried into the offices, e.g. water cooler bottles, hygiene bins, archive boxes.</p>	NJRD		Y

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Mass infection	<p>If the firm moves to allowing or encouraging a higher level of attendance in the office, we also increase the possibility of a number of workers becoming infected at the same time.</p> <p>In addition to health implications such an outbreak would have adverse operational effects on the firm.</p>	Minimise office occupancy and encourage home working.	If we start to permit or encourage more working from the office, we should do so, under current government guidance, using “fixed teams or partnering” (Ref A, p10/23) to minimize the number of people each person has contact with.	NJRD	Review when attendance numbers increase as lockdown lifted	Y

SEATING PLAN, DESK SCREENS & PROPOSED ONE-WAY CIRCUIT

COVID SECURED PLAN
SEATING PLAN, DESK SCREENS & PROPOSED ONE-WAY CIRCUIT



INSTRUCTIONS FOR COVID-SECURE OFFICES DURING LOW TO MEDIUM OFFICE OCCUPANCY**LON:*****General Advice***

The COVID-19 pandemic continues to be active in the UK. All members of the firm should continue to acquaint themselves with the government's guidance. In particular you should be aware of the symptoms of COVID-19 and know that you should not come to the office in any circumstances if you or a member of your household (or bubble) have such symptoms, or if you are required to do so by the Test & Trace service, but should self-isolate in accordance with those instructions. If you are in a vulnerable or extremely vulnerable group, or you are living with someone in such a group, you should inform the HR & Admin Manager so that we can take that into account in planning. Likewise, if you develop COVID-like symptoms, or a member of your household/bubble does, you should not come into work, should self isolate in accordance with government advice, and should inform the HR & Admin Manager or Practice Director as soon as possible.

Lift:

LL has installed sanitiser gel so that people can apply it before pressing lift buttons (or using stairs and then having to open the door to the 4th floor lift lobby. One person per lift (as already instructed by landlord).

Draft Instruction:***Arriving at 10 Fetter Lane***

On arrival in the building you should clean your hands using the sanitiser gel provided in the lobby area whether using the lifts or if using the stairs to reduce the chance of you contaminating door handles or lift buttons.

If a number of people arrive at the same time then you should wait patiently, maintaining a 2m separation, while those who have arrived before you complete the above procedures.

Entry door:

The handle of the entrance door to the office is in an area outwith our control. You should assume that it might be contaminated and you should sanitise your hands as soon as you enter the firm's offices.

Try to avoid touching your entrance pass on the reader – hold it close instead.

Kitchen:

As a common area with hard surfaces and a fridge the kitchen presents particular challenges.

Covid-19 Kitchen Rules

Use of the kitchen is subject to the following rules:

- a. You should wash or sanitise your hands prior to entering the kitchen.**
- b. No more than two people may enter the kitchen at the same time and should be careful to maintain a social distances of 2m.**
- c. All surfaces including kettle handles to be cleaned/sprayed after touching.**
- d. The table should not be used by more than one person.**
- e. You should wash any utensils that you use and put them away afterwards.**
- f. Wash or sanitise your hands before using the fridge and before putting anything into (or returning it to) the fridges. Because they are cold, they present particular risks of surface transmission.**

Lavatories

Use sanitiser gel to clean hands before opening the doors to enter the lavatories, and again when you have left them (as that is a more reliable way of ensuring your safety than trying to keep the handles clean).

Office and Desk Areas

Desks and offices to be used strictly by one person only (unless cleaned, or 4 days elapse).

At low office density it is easy enough to maintain a 2m+ distance without traffic control. If we return to higher occupation levels we may find that that is no longer as easy.

One issue will be if people who sit on e.g. facing desks wish to work on the same time. We could address that in part by reallocating desk spaces to ensure 2m separation and/or operating .

At full occupancy we would need to introduce additional measures in line with 1m+ principles, including partitions between desks.

We will also need introduce one-way routes to avoid people having to pass each other in narrow passageways. and, and if we

You should use, and therefore touch, only your own equipment, desk and chair, and you should only open the door of your own office (using the handle – if necessary you can open a door by pushing on the woodwork using your elbow). If you have to touch any other desk, chair or handle you should sanitise it with the spray afterwards.

You should move around the office making sure that you keep 2m away from others; where people are working in the open plan area then that means that you have to walk down the outside of the passageway, close to the offices, to maintain that distance.

If attendance levels require it, which will be when it is no longer possible to move out of the way of someone coming the other way because people are working in the open plan area, the firm will apply a one-way system as shown in Appendix A. It is the current policy, however, to avoid allowing occupancy levels to get to that level while the virus remains a high risk.

General Cleaning

The office is cleaned once per week (on Friday night). It is therefore important that you clean areas that you may have contaminated after yourself.

Dispose of materials in the normal way.

Please keep your own area clean.

PPE

Ref A advises against the use of PPE (i.e. surgical standard face mask or respirator) in an office environment, although it distinguished PPE from face coverings, and it advises that workers and visitors who wish to wear a face covering should be allowed to do so.

Face covers are mandatory on public transport.

In line with government advice, the wearing of PPE in the office is not recommended, but individual members of staff may wear face coverings if they wish to do so.

Register of Attendance

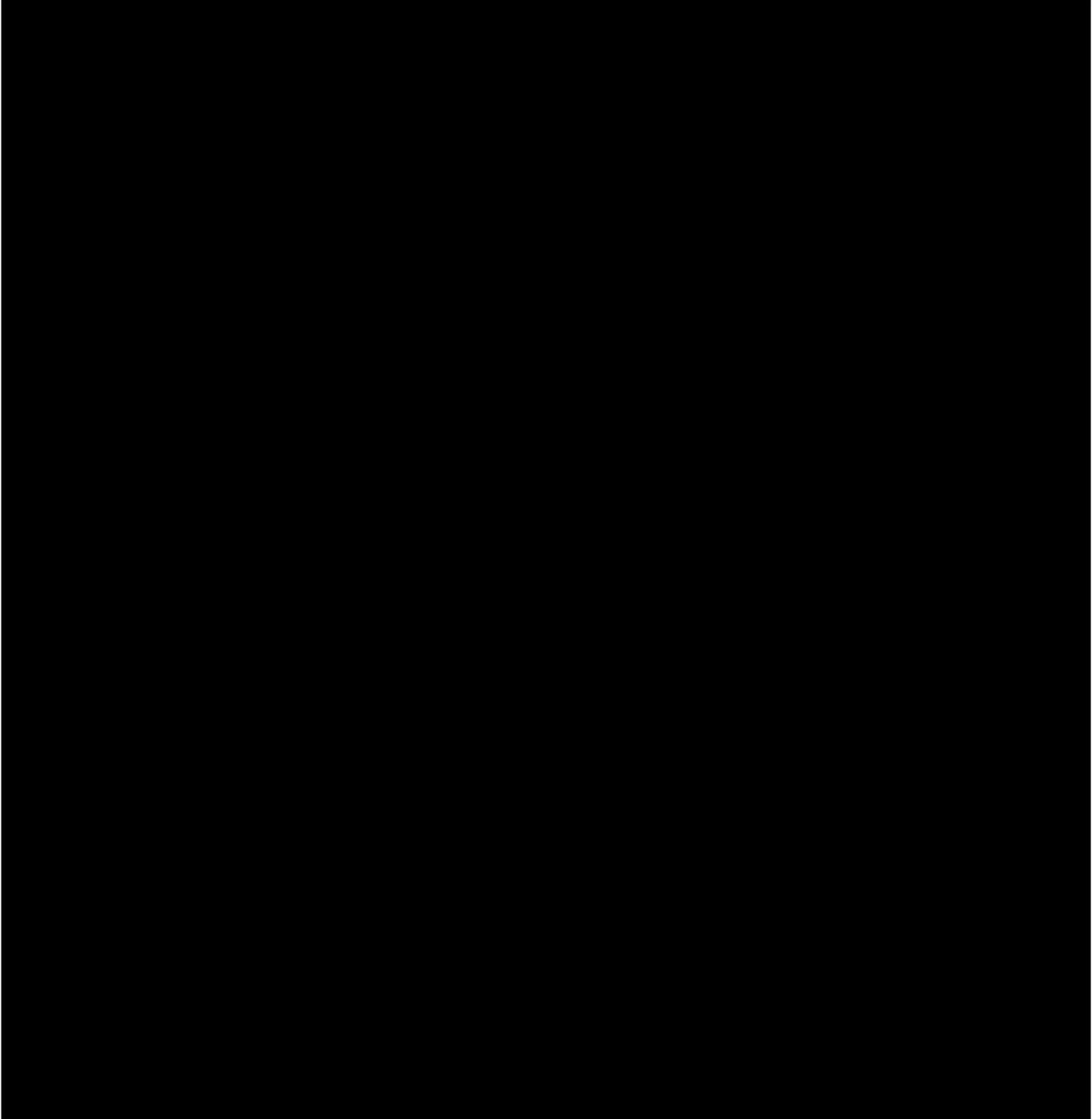
We need to continue to monitor and control access to the offices for two reasons:

To ensure that the number of people attending on any one day are commensurate with the level of precautions to ensure separation that we have adopted.

To maintain a record of who has attended our sites for a period of at least 21 days so that, if necessary, such information may be provided to the NHS Test & Trace service.

You must therefore continue to inform KS (and in her absence, NJRD) of your proposed attendance in the office by sending an email to intoday@csy-ip.com, at least the day before whenever possible, and email on leaving the office to confirm times of attendance.

**COVID-19 RISK ASSESSMENT
DOCUMENT CONTROL SHEET**



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