

## COVID RISK ASSESSMENT

<b>Organisation:</b>	True Solicitors LLP	<b>Location:</b>	1 <sup>st</sup> 2 <sup>nd</sup> and 3 <sup>rd</sup> Floors, Percy House, Newcastle, NE1 4PW
<b>Risk Assessment No:</b>	True LLP/COVID19/004- review 28/08/21	<b>Process:</b>	Working Safely During Coronavirus (COVID-19)

### **Current situation:**

This risk assessment sets out the potential hazards that may spread infection with COVID-19 and the risk of that occurring. It then seeks to identify suitable control measures that will reduce that risk to as low a level as reasonably practicable.

From 19 July 2021 under step 4 of the Governments COVID 19 roadmap most coronavirus restrictions were removed in England. The Government is no longer instructing people to work from home if they can. The Government has recommended a gradual return to workplaces over the summer. We have updated our risk assessments and control measures to include the Governments latest recommendations for safety measures within offices to ensure that all personnel who may enter the organisation's site or are affected by their processes are, as far as reasonably practicable, protected.

This risk assessment should be read in conjunction with the firms guide to the COVID-19 control measures that have been adopted, as it sets out the personal responsibilities of all staff. The requirements to protect from COVID-19 do not at any time replace or outweigh the need to comply with normal Health and Safety regulations.

Hazard / Task	Personnel at Risk and from What	Existing Control Measures	Risk Matrix	Additional Control Measures Required	Action by whom	Complete by Date	Complete Signature	Risk Outcome
Arrival at site (main site entrance)	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>The building has a dedicated receptionist/building manager</li> <li>Managing agent has sufficient control measures in place within the common areas</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
Entrance to site	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>Secured access</li> <li>Hand sanitiser and sign located at the entrance and all personnel to use on arrival and before leaving the area</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
TRUE LLP Reception 1 <sup>st</sup> floor only	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>Perspex screens installed.</li> <li>Hand sanitiser and sign located at the entrance and all personnel to use on arrival and before leaving the area.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
Stairways	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus and from being close to others	<ul style="list-style-type: none"> <li>Personnel instructed to maintain 1m distancing whilst on stairways.</li> <li>The managing agent has implemented sufficient control measures in the common areas of the building.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low

Lifts	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus and from being close to others	<ul style="list-style-type: none"> <li>Personnel instructed that the use of lifts is restricted one person at a time.</li> <li>The managing agent has implemented sufficient control measures in the common areas of the building.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
Workstations	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>Workstation seating is at least 1m apart and in separate areas of the office.</li> <li>Workstations are for individual use or dual use within cleansing in between uses.</li> <li>No 'hot desks' are in use</li> <li>Cleaning is completed regularly by external cleaners and includes all high touch areas.</li> <li>Personnel are instructed to keep own work stations wiped down throughout the day.</li> <li>Reduced in office workforce via implementation of Hybrid Working Policy.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>Existing control measure are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low

Homeworkers	Personnel at risk from DSE use or degraded mental health wellbeing	<ul style="list-style-type: none"> <li>• Equipment supplied to enable work from home.</li> <li>• Regular contact with homeworkers.</li> <li>• Homeworker self-assessments completed</li> <li>• Consultation completed re office return - Hybrid working policy adopted.</li> </ul>	1-3 Low	Existing control measures are sufficient	NA/	NA	N/A	1-3 Low
High-risk personnel	Higher risk to personnel through age or pre-existing medical condition – this includes: - Clinically extremely vulnerable individuals and Clinically vulnerable individuals	<ul style="list-style-type: none"> <li>• Existing control measures have been designed to minimise the risk of infection for all staff.</li> <li>• There are currently no expectations of additional controls specifically for higher risk groups as identified in the HSE guidance. Clinically vulnerable and extremely vulnerable individuals are permitted to work on-site following the safe working guidelines.</li> <li>• We will continue to support those who are at a higher risk of infection and/ or an adverse outcome if infected,</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>• Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low

		implementing additional measures/ reasonable adjustments as required following discussion and a careful assessment of the individual risk.						
Shared equipment	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>• Workstations are designated for individual use or dual use with thorough cleansing between uses.</li> <li>• Photocopier/printer areas have hand sanitiser and anti-bacterial wipes in place to allow equipment to be wiped post use.</li> <li>• Staff advised not to congregate near printers/ photocopiers and to wait till they are free before approaching.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>• Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low

Movement around site	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>• Sufficient space for personnel to pass safely.</li> <li>• Start and finish times staggered to reduce movement at any one time.</li> <li>• 1m distancing required.</li> <li>• Personnel instructed not to move between floors unnecessarily.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>• Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
Toilets/ Shower	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>• Toilets/ shower are single-use room type by design.</li> <li>• Staff instructed to ensure only one person at a time is using the toilet entrance corridors and to ensure they maintain 1m distancing in this area.</li> <li>• Staff instructed to wash hands/ sanitise before and after using the toilets/ shower.</li> <li>• Signs installed re handwashing.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>• Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low

Kitchen areas	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>• A sign indicating the area is to be kept clean is displayed</li> <li>• Staff required to wash hands/ sanitise before and after use in the kitchen area</li> <li>• The 1<sup>st</sup> floor kitchen is limited to two people at a time. 2<sup>nd</sup> and 3<sup>rd</sup> floor kitchen areas limited to 1 person - a sign is displayed on the entrance door indicating this.</li> <li>• Wipes are provided to allow any surfaces and appliances to be wiped down post- use</li> <li>• Employees are advised to use their own cutlery, cups etc. to avoid contamination via sharing</li> <li>• A sign is displayed advising users to wipe down post-use</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>• Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
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Seating areas	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus and from being close to others	<ul style="list-style-type: none"> <li>In line with normal health and safety requirements. No seats to be used around kitchen table floor 1 at present</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
Meeting rooms	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>Meetings are conducted via electronic means where practicable – Teams, Zoom, etc.</li> <li>Meetings, where required, are kept to minimal attendance with 1m distancing.</li> <li>Hand sanitiser and surface wipes in meetingrooms. Sharing of equipment to be avoided.</li> <li>Meeting rooms to be well ventilated.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low



Deliveries to site	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>• Mail, parcels, and deliveries are delivered to the site reception and collected from there where 1m distancing measures are in place.</li> <li>• Where the delivery has to be taken to the first floor due its size or weight the person making the delivery is directed to the 1<sup>st</sup> floor by the receptionist and then met at the office entrance where the delivery is placed in the designated area whilst 1m distancing is maintained.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>• Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
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Cleaning	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>Regular cleaning completed by external contractor – this includes all high touch surfaces.</li> <li>Wipe down procedures in place for all areas where contact can be made whilst the area is in use.</li> <li>Personnel supplied with wipes to keep areas of responsibility clean.</li> <li>All floors treated with antimicrobial solution on a 3 weekly cycle.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
Ventilation	Personnel on-site at risk of contracting the virus due to limited or no ventilation	<ul style="list-style-type: none"> <li>Staff instructed that windows are to be kept open at all times whilst the area is in use to ensure fresh air ventilation is achieved.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
Visitors	Personnel on-site at risk of contact with personnel and / or surfaces carrying the virus	<ul style="list-style-type: none"> <li>Hand sanitiser already in place at ground floor and 1<sup>st</sup> floor receptions for use by visitors.</li> <li>In line with normal workplace procedures for personnel visiting site.</li> <li>Notice on door advising clients to call reception to announce their arrival</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	LB	N/A	N/A	1-3 Low

		<ul style="list-style-type: none"> <li>• COVID-19 compliance brief is given to visitors.</li> <li>• Visitors are asked to complete a 'Statement of Health' confirming they have no symptoms and have not been subjected to an instruction from the National Track and Trace system before arriving on site.</li> <li>• Visitors requested to wear mask.</li> <li>• Employees should wear mask when greeting visitors.</li> <li>• Employees to sanitise hands before and after handling paperwork.</li> </ul>						
Client unannounced drop off/ collection of paperwork/ documentation	Personnel on-site at risk of contact with personnel and / or surfaces carrying the virus	<ul style="list-style-type: none"> <li>• Hand sanitiser already in place at the ground floor reception for use by visitors.</li> <li>• Notice on door advising clients to call reception to announce their arrival.</li> <li>• Clients asked to wear mask if entering building.</li> <li>• Employees should wear mask when greeting visitors.</li> </ul>	1-3 Med		N/A	N/A	N/A	1-3 Low

		<ul style="list-style-type: none"><li>Employees to sanitise hands before and after handling paperwork.</li></ul>						
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Contractors	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>• In line with normal workplace procedures for personnel visiting site.</li> <li>• COVID-19 compliance brief is given to contractors.</li> <li>• Contractors are asked to complete a 'Statement of Health' confirming they have no symptoms and have not been subjected to an instruction from the National Track and Trace system before arriving on site.</li> <li>• Contractors to be asked to wear masks.</li> <li>• Sanitiser already available for use in ground floor reception.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>• Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
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Personnel with symptoms	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>• Staff issued with company policy.</li> <li>• The policy directs personnel to be fully compliant with current NHS guidance.</li> <li>• Staff requested to carry out twice weekly lateral flow antigen testing to identify asymptomatic cases.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>• Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
Information and instruction	Personnel on-site at risk through lack of instruction and/or guidance	<ul style="list-style-type: none"> <li>• All staff made aware of the findings of this risk assessment.</li> <li>• All personnel issued with the company guide to Personal Control Measures that must be adhered to all times.</li> <li>• Regular updates and reminders will be given to all staff on the current situation and requirements.</li> <li>• COVID infection control poster displayed in kitchen.</li> <li>• All areas where hand washing can take place displays a poster on correct handwashing technique.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>• Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low

Emergency procedures	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus whilst evacuating the site	<ul style="list-style-type: none"> <li>Personnel do not have to stay 1m apart if to do so would jeopardise safety.</li> <li>Once clear of escape routes and out of the building personnel will adhere to 1m distancing.</li> <li>Face masks are advised if 1m distancing cannot be achieved when at assembly point.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
First aid treatment	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>In line with current first aid needs assessment.</li> <li>Trained first aiders are on site each day. List of first aiders posted in kitchens.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low

Fire Safety	Personnel at risk of injury or death due to an outbreak of fire	<ul style="list-style-type: none"> <li>In line with the current fire risk assessment.</li> <li>Fire wardens are on site every day. List of wardens posted in kitchens.</li> </ul>	1-3 Low	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
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#### Additional Information

1. True LLP will remain responsible for considering and ensuring that the requirements contained within this risk assessment are maintained when allowing personnel to return to work and increasing the amount of personnel on-site.

**The additional control measures identified by this risk assessment will only be considered effective if all personnel fully adhere to them. Where a person or personnel ignore the safety measures in place the risk outcome cannot be considered accurate and would be void.**



**Risk Identification Matrix**

Likelihood →	1	2	3	4	5
Consequence ↓	(remote)	(unlikely)	(possible)	(likely)	(very likely)
1 (trivial)	L	L	L	L	M
2 (minor)	L	L	M	M	M
3 (Significant)	L	M	M	M	H
4 (major)	M	M	H	H	H
5 (fatal)	M	H	H	H	H

Assessment Completed by:	Dean Auld	Signature:	D Auld
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Date:	28/08/21	Date Review Due:	28/11/2021
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