

SPIRE SOLICITORS^{LLP} RISK ASSESSMENT

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called coronavirus. Symptoms can be mild, moderate, severe or fatal.

Risk Assessment for dealing with the current Covid-19 situation in the workplace.

This covers seven offices - Holland Court The Close Norwich NR1 4DY, 50 Connaught Road Attleborough NR17 2BP, 3 Burgh Road Aylsham NR11 6AH, The Priory Church Street Dereham NR19 1DW, 2 Victoria Road Diss IP22 4EY, 40 High Street Watton IP25 6AE, 5-7 Church Street Wymondham NR18 0PP

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. Sanitise stations provided • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Gel sanitisers in any area where washing facilities not readily available 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Sanitiser stations at entry of all buildings Screens at all reception desks Visitors to all sites to wear face whilst in our premises</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>The provision of gel sanitiser in public areas also at photocopiers/scanners all equipment used by more than one person</p>	HR & H&S Manager	Immediately	COMPLETED

		<ul style="list-style-type: none"> • Shared offices and social distancing • <u>All Staff</u> • <u>Visitors</u> • <u>Contractors</u> 	<p>Offices with more than one person to have screens in place between work stations. Rooms that are too small arrange for one person only and revise seating plan of offices reduce the number of workers in each office as far as practical – supplying sufficient computers links, hardware to maximise working from home.</p> <p>Health and safety courses, provided by Ihasco https://www.ihasco.co.uk/?utm_source=ihasco.co.uk these are assigned to deal with the following :- Returning to Work (During & After COVID-19) , Mental Health Awareness, Infection Prevention Control</p> <p>Limit visitors to the premises by closing and locking front doors, only allowing client meetings by appointment only. Providing PPE face mask to be worn. Meetings in designated rooms, with screens and provision to clean office and air for 30 minutes between meetings. Guidance given to all staff</p> <p>Limit contractor’s attendance as far as possible. Only by arranged times, to adhere to office policy for entry and PPE to be worn.</p>			
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		<ul style="list-style-type: none"> • <u>Vulnerable groups</u> • <u>As at 1st August 2020 – Updated Government Guidance</u> <p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. Revised distancing rules to 1 metre plus additional mitigation.</p> <p><u>Updated Social distancing to 1 meter plus.</u></p>	<p>To arrange with vulnerable staff to work from home. Limit contact with vulnerable client by using other methods of communication to avoid face to face meeting</p> <p>As at 1st August 2020 – Updated Government Guidance - to continue to work from home even with restrictions easing</p> <p>Rigorous checks will be carried out by office managers to ensure that the necessary procedures are being followed. Cleaning staff to be provided with PPE extra time to carry out additional cleaning duties of touch points, screens etc</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>To continuing to encourage the 2 meter rule even with the easing of regulations</p>			
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