

Hibberts Risk assessment - Covid 19 specific

Assessment carried out by: **Stewart Bailey**

Date of next review: **31 days**

Date assessment was carried out: **6th January 2021**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Lone working	Staff could suffer injury or ill health whilst out of the office, visiting clients at home, or working alone in the office.	Staff to notify a team member when they visit a client at home and when they finish that visit. Details of the client to be recorded in a shared Outlook calendar. Staff working alone in the office should contact one of the partners to inform them they are working alone and when they leave the office. WhatsApp Groups have been set up			From now on	✓
Potential Covid 19 carriers making deliveries to the office	Staff and other clients could contract Covid 19	Offices are still accepting deliveries. Deliveries are left and picked up by reception staff maintaining social distancing. Cough screens in place for receptionists Reception staff issued with anti-bacterial wipes for the handling of deliveries.				✓

Hibberts Risk assessment - Covid 19 specific

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Deliveries, if not taken out of envelopes must be wiped down with anti-bacterial wipes. Hands to be washed after touching any delivery.</p> <p>Whitchurch receptionist issued with masks as she shares a reception space with other businesses with a higher public footfall.</p>				
Potential Covid 19 carrier clients attending the office	Staff and other clients contracting Covid 19	<p>Offices remain closed to clients unless by appointment. Appointments only if no other means of seeing client.</p> <p>Client made aware of social distancing and hygiene expectations before attending</p> <p>Only 1 client permitted in the office at a time.</p> <p>Social distancing to be maintained at all times, meeting room contact surfaces to be cleaned by the fee earner after each visit. Length of appointments to be kept to the absolute minimum - i.e. the</p>				✓

Hibberts Risk assessment - Covid 19 specific

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>signing of a document only - to reduce viral load.</p> <p>Pillory Street waiting area not to be used - clients may only be seen in the first floor meeting room by appointment only.</p> <p>Hold telephone / video conferences if possible.</p> <p>Provide hand sanitiser in reception and meeting room, do not share pens, wipes for cleaning of contact areas afterwards.</p> <p>Cough guards for meeting rooms are not felt necessary as they will encourage meetings to be longer, thereby increasing viral load</p> <p>Thirdfort client identification verification.</p> <p>Provide encrypted email to send documents to clients</p>				

Hibberts Risk assessment - Covid 19 specific

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Handling of contaminated paper	Staff	Current research suggest virus may survive up to 24 hours on paper. Wash hands after handling post that has been in the office for less than 24 hours.		All staff	From now on	✓
Visiting Covid 19 carriers at home/hospital/care home/hospice	Fee earners contracting Covid 19	<p>Visiting clients at home only if essential and no other options available.</p> <p>To maintain social distancing at all times.</p> <p>To keep the visit to the minimum to reduce viral load</p> <p>Reduce need to visit clients at home.</p> <p>Hold telephone / video conferences if possible.</p> <p>Provide encrypted email to send documents to clients and electronic signatures</p> <p>If a visit is necessary at a hospital, care home or hospice gloves and mask to be worn</p>			From now on	✓

Hibberts Risk assessment - Covid 19 specific

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Contracting Covid 19 by interactions between staff	All staff are at risk	<p>Maximising number of fee earners working from home.</p> <p>Minimising number of staff in the office to allow firm to function</p> <p>Minimising number of different staff in the office.</p> <p>Any visits to the office to be kept to the minimum time and number possible.</p> <p>Contact between staff to be by telephone where possible.</p> <p>Staff to observe social distancing when arriving and departing the office</p> <p>Files moved between offices to be kept to a minimum</p> <p>Staff to wear face covering or masks when not at their workstation</p> <p>Review those people who need to attend the office to deal with workload.</p> <p>Ensure fee earners at home have facilities to contact others</p> <p>One way systems impracticable at all offices bar Crewe and at Crewe the</p>			From now on	✓

Hibberts Risk assessment - Covid 19 specific

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		additional distance travelled would increase viral load Treat files received as deliveries - wash hands after handling				
Increased infection from those returning from furlough	All staff	Returning staff to have been symptom free for 10 days before return. To be provided with details of risk assessment so they are aware of what is required of them. Those shielding due to clinical need are likely to be the last to return to the office. If living in a household with a positive Covid-19 case only return 10 days after last case confirmed		Returning staff	Upon return	✓
Infection spreading within an office	All staff	Frequent hand washing to be conducted as well as surface cleaning, especially door handled and entry points			From now on	

Hibberts Risk assessment - Covid 19 specific

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Communal areas such as kitchens, toilets and photocopiers to be visited as infrequently and as quickly as possible with social distancing maintained at all times. Only 1 person to occupy the toilet space at a time.</p> <p>Staff occupy their own room, or if a communal office space at least 2 metres is between work stations.</p> <p>Staff do not share pens, staplers or work stations etc</p> <p>Receptionists to use the same phone each day and not to share.</p> <p>Staff covering reception must wipe the phone down before use.</p> <p>Phones to be cleaned with anti bacterial wipes at start and end of day.</p> <p>All staff to wear face coverings when away from their desk or work station</p> <p>Provide anti-bacterial wipes/hand wash to be used each time a copier, franking machine, DX stamps etc are used.</p>				

Hibberts Risk assessment - Covid 19 specific

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Signage on toilets to inform staff if they are occupied and so not to enter</p> <p>No shared use of desktop workstations without thorough cleaning between users</p> <p>Ensure back to back or side to side facing if in a communal work area.</p> <p>Kitchen water boilers to be operated with paper towel</p> <p>Signage to remind staff to observe social distancing and expected hygiene standards</p> <p>Copier in litigation re-sited away from staff</p> <p>Cleaners already have details of priority areas to clean - door handles, contact surfaces, toilets and kitchens</p>				

Hibberts Risk assessment - Covid 19 specific

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Adverse effect of working from home on health and wellbeing	Fee earners working at home	Encourage fee earners to contact department heads or management teams to discuss any issues. Initially WhatsApp groups and then Microsoft Teams to be rolled out across firm to allow easier interaction between department members and across the firm			From now on	
Adverse effect of being furloughed on health and wellbeing	All staff currently furloughed	Regular updates on how the firm is dealing with the situation. Use of WhatsApp groups to stay in touch, share stories, jokes etc Encourage staff to contact the management team to discuss any issues			From now on	

Hibberts Risk assessment - Covid 19 specific

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Exposure to Covid 19 whilst collecting post / doing office banking	Those visiting post office / bank	Maintain social distancing and observe distance markers in buildings. Wash hands upon return			Now	
Contracting Covid 19 whilst travelling to / from work	All staff	Use solo private transport / walk / cycle if possible If public transport is only option consider furlough of affected person. Obtain details from all staff as to use of public transport. Provide face masks to those using public transport			Now	