

Walker Morris LLP COVID-19 Risk Assessment

Assessment Date: 19 July 2021

Next Review Date: 31 August 2021

Completed By: Director of Risk

Approved by: General Counsel

Locations covered: 33 Wellington Street, Leeds LS1 4DL

| Ref | Hazards/Risks | Risk To | Risk Description | Risk Level | Control Measures | New Risk Level | Additional Controls | Notes/Additional Comments |
|-----|----------------------------------|-------------|--|------------|---|----------------|---|---|
| 1 | Outbreak of Coronavirus COVID-19 | All persons | Risk of contracting coronavirus in the workplace (33 Wellington Place) | LOW | <p>Consult with Partners and employees (Staff) and adhere to and amend (if necessary) the COVID-19 Office Occupancy Plan (the Plan).</p> <p>Adhere to and amend (if necessary) the COVID-19 Workplace Policy (the Policy) to highlight appropriate behaviours when in the office.</p> <p>To reduce risk by taking preventative measures, in order of priority.</p> <p>Facilitate Staff being able to work from home (WFH) as part of a balanced approach to working practices dependent upon the needs of each team.</p> | LOW | Update Plan and Policy as further consultation and practical experience develops. | <p>Currently available data indicates that prevalence of the Delta variant of the COVID-19 virus in the community is increasing but with double vaccination providing individuals with significant protection against infections and even higher protection against serious illness. Risk levels in this Risk Assessment are assessed on this basis.</p> <p>The Government guidance to "work from home if you can" and to adhere to social distancing is being withdrawn on 19 July 2021.</p> <p>Simon Clark is the single point of contact for Public Health England, should the need arise. If the firm has 2 or more cases transmitted in the workplace concurrently, then this will be reported to Public Health England.</p> |
| 2 | Communications/educating Staff | All persons | Risk to infection control | MEDIUM | <p>Adhere to the Plan.</p> <p>Adhere to the Policy.</p> <p>Continue to implement Communications (Comms) Plan (posters, TV screen messages, screen savers, emails etc)</p> <p>Send emails/updates to Staff supplemented by team briefings as required to inform and educate any changes in the Plan and any updated Government guidance.</p> <p>Staff who are WFH will continue to participate in team meetings etc and emails/phone calls will continue to be used to keep in touch.</p> <p>Promote good hand and respiratory hygiene, and promote infection control procedures.</p> | LOW | <p>Keep Comms Plan under review and develop as required.</p> <p>Ensure 'Keeping in Touch' with Staff who remain WFH (e.g. due to being clinically extremely vulnerable or clinically vulnerable).</p> | No additional comment |

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| 3 | Personal responsibility | All persons | Risk to infection control, increased exposure | MEDIUM | <p>Staff are required to take personal responsibility to protect themselves and others in respect of the potential transmission of the virus. This will mean showing courtesy and understanding in giving others space whilst working, meeting and moving around the workplace.</p> <p>Adhere to changes made throughout the workplace (as detailed in the Plan) so that every reasonable effort is made to protect themselves and others whilst attending the workplace.</p> <p>Rigorous monitoring by management.</p> | LOW | <p>Develop, update and communicate the policies/procedures/protocols to ensure message of personal responsibility is known and understood by all staff.</p> <p>Rigorous ongoing monitoring by management.</p> | <p>We have not had to stop/redesign any of our operational processes to ensure social distancing is maintained. Staff who have been required to remain in the office have been able to do so safely.</p> <p>We will continue to mitigate against droplet transmission or airborne transmission by reduced occupancy.</p> |
| 4 | Hygiene practices | All persons | Risk to infection control | MEDIUM | <p>Continue Comms Plan to educate Staff on good hygiene practices and provide guidance/posters/targeted messages in key areas.</p> <p>Additional bins provided for disposal of tissues, wipes and hand drying towels.</p> <p>Provision of adequate supply of hot water, soap and hand drying facilities.</p> <p>Provision of hand sanitiser and anti-bacterial wipes for Staff to use.</p> <p>Rigorous monitoring by management.</p> | LOW | <p>Develop, update and communicate the Plan and Policy, as appropriate.</p> <p>Develop, update and communicate the policies/procedures/protocols to ensure good hygiene practices are maintained.</p> <p>Rigorous ongoing monitoring by management.</p> | The cleaners will be emptying the additional bins which will contain used tissues and wipes. |
| 5 | Staff member with symptoms/close contact with persons | All persons | Risk of flu-like symptoms, pneumonia, breathing difficulties, death | MEDIUM | <p>A Staff member who is experiencing symptoms similar to those present with COVID-19 or who has had close contact with someone experiencing these symptoms, must not come into the office.</p> <p>Desk booking software and internal COVID-19 reporting procedure in place as part of internal track and trace measures.</p> <p>Visitor procedures in place to ensure visitors are aware of the office entry requirements.</p> | LOW | <p>Develop, update and communicate the Plan and Policy for Staff who develop symptoms, both from an employee and employer perspective.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> | <p>The Thermal Imaging Camera is to be removed. There are concerns that it was not playing a role in what we are trying to achieve. It has not detected any raised temperatures since it was installed 12 months ago and staff are ignoring it. The position on temperature checking will be kept under review. Other options are available if this becomes a necessary control in the future.</p> |

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| 6 | Limit work trips | Staff member travelling All persons | Risk of Increased exposure, infection control | LOW | <p>Minimise unnecessary work travel.</p> <p>Minimise non-essential travel - consider remote options first.</p> <p>Consider the impact of any quarantine restrictions which might be imposed.</p> | LOW | Review latest Government Covid-19 travel guidance and update the Plan and Policy as required. | No additional comment |
| 7 | Higher risk groups | Clinically vulnerable and Clinically Extremely Vulnerable individuals | Risk to infection control | LOW | <p>Clinically Extremely Vulnerable (CEV) and Clinically Vulnerable individuals are at higher risk from COVID-19, but that risk is significantly reduced by a double vaccination and other than to apply caution in the case of CEV there is no longer any specific Government guidance which applies to this group. The Plan will mean these individuals can have confidence that they can attend the workplace.</p> <p>Review the situation regarding localised cases on an on-going basis and ensure good communication with all high-risk individuals.</p> <p>Individuals will not be discriminated against directly or indirectly because of a protected characteristic.</p> | LOW | Relevant individuals to discuss with their Manager and HR their individual circumstances. | CEV and Clinically Vulnerable members of Staff have been identified to HR (to the extent the individuals have made a disclosure). |
| 8 | Internal cleaning | All persons | Risk to infection control | MEDIUM | <p>An increased cleaning regime is in place within our office with dedicated cleaning personnel to ensure the workplace is suitably cleaned on a regular basis.</p> <p>Additional cleaning staff have been engaged to provide a rolling cleaning service to clean common areas and frequent touch points during the working day.</p> <p>Staff are able to clean their workstations with materials provided at any time.</p> | LOW | <p>Monitor the frequency of cleaning of frequently-touched communal areas, including door handles, lift buttons, printer controls, kitchens, toilets, showers, bin lids, light switches, handrails, phones and desks.</p> <p>Implement rigorous checks to ensure procedures are being followed and standards are being met. Staff confidence in our cleaners is crucial.</p> | The use of anti-fogging spray is to be stopped. The Centre for Disease Control and Prevention (cdc.gov) has concluded that the risk of transmission through contact with contaminated surfaces is considered low. The increased cleaning regime will continue. |

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| 9 | Catering facilities | All persons | Risk to infection control, increased exposure | MEDIUM | <p>Cafe area open for use with users taking personal responsibility for how it is used.</p> <p>Cups, crockery and cutlery to be made available but Staff are free to continue to use their own and to wash their own after use. All Staff have a personal locker to store personal belongings.</p> | LOW | Develop, update and communicate the policies/procedures/protocols to ensure good hygiene practices and social distancing measures are maintained. | No additional comment |
| 10 | Personal Protective Equipment (PPE) | All persons | Risk to infection control Eyes, mouth and nose | LOW | <p>Appropriate PPE provided for Reception Staff and Office Services Staff, as detailed in the Plan. Guidance on the wearing of PPE provided as appropriate.</p> <p>Continue Comms Plan to provide guidance to Staff on good hygiene practices through posters, TV screen messaging etc.</p> | LOW | Develop and update the Comms Plan as appropriate. | No additional comment |
| 11 | Public transport | All persons using public transport to commute | Risk of increased exposure, infection control | MEDIUM | <p>Facilities for walking/cycling to work instead of using public transport.</p> <p>Limited availability of parking spaces in the basement carpark for use by Staff, with priority given to CEV staff and those who live with them, subject to a booking system.</p> | LOW | Follow guidance/rules applied by transport operators to lower risk. | A high proportion of Staff currently use public transport to commute. |
| 14 | Mental health | All persons | Risk of mental health issues | MEDIUM | <p>Management will promote mental health and wellbeing awareness to Staff and will offer appropriate support.</p> <p>Line managers will offer support to Staff who are affected by COVID-19 or has a family member affected.</p> | LOW | <p>Internal communication channels and cascading of messages through line managers to be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support to be adopted by management.</p> | A number of mental health initiatives and support are already in place within the business. |

Risk Matrix Summary Explained

The numbers in the table below are calculated thus: Severity x Likelihood = Risk.

| Severity | | | | | | Risk Level | | |
|----------------|-----------|-----------|--------------|-----------|-------------------------|---|--|--|
| Likelihood | Minor (1) | Major (2) | Critical (3) | Fatal (4) | Multiple Fatalities (5) | Existing Control Measures Suffice (Low) | Reduce The Risk As Soon As Possible (Medium) | Control Measure Should Be Applied (High) |
| Improbable (1) | 1 | 2 | 3 | 4 | 5 | | | |
| Remote (2) | 2 | 4 | 6 | 8 | 10 | | | |
| Possible (3) | 3 | 6 | 9 | 12 | 15 | | | |
| Probable (4) | 4 | 8 | 12 | 16 | 20 | | | |
| Frequent (5) | 5 | 10 | 15 | 20 | 25 | | | |

Likelihood

- 1 Improbable - not likely to be true or happen
- 2 Remote - having very little connection with or relationship to
- 3 Possible - occurring, appearing, or done infrequently and irregularly
- 4 Probable - likely to happen
- 5 Frequent - occurring or done many times at short intervals

Severity

- 1 Minor - nips, cuts, skin rash, no lost time
- 2 Major - requires professional First Aid advise (onsite)
- 3 Critical - requires professional medical attention, take to hospital
- 4 Fatal - fatal
- 5 Multiple Fatalities - multiple fatalities

A number of resources have been reviewed and considered in the creation of this risk assessment. This includes but is not limited to the following:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-240620.pdf>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://www.cpni.gov.uk/staying-secure-during-covid-19-0>

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|------------------------------|-----------|
| Risk register version | 6 |
| Date of last review | 05-May-21 |
| Next review date | 30-Jun-21 |

| Revision History | Author | Date | Change | Version |
|--------------------------|----------------|-------------|---|----------------|
| Risk assessment produced | Kathryn Farrar | 26-Jun-20 | First issue | 1 |
| Risk assessment reviewed | Kathryn Farrar | 05-Aug-20 | Updated to reflect changes implemented by WM and as a result of Government guidance | 2 |
| Risk assessment reviewed | Kathryn Farrar | 14-Sep-20 | Updated to reflect new PHE reporting requirement | 3 |
| Risk assessment reviewed | Kathryn Farrar | 30-Oct-20 | Updated risks 5 (internal reporting; track and trace) and 9 (catering) to reflect current position | 4 |
| Risk assessment updated | Kathryn Farrar | 04-Nov-20 | Note added to reflect November 2020 lockdown and the application of the risk assessment | 4.1 |
| Risk assessment updated | Kathryn Farrar | 02-Dec-20 | Note re November 2020 lockdown removed the reflect the end of lockdown | 4.2 |
| Risk assessment reviewed | Kathryn Farrar | 12-Jan-21 | Updated risks 1 (Outbreak of COVID-19), 4 (Hygiene Practices) and 10 (PPE) to reflect changes made to manage the risks posed by the new COVID-19 variant, to reflect the January 2021 lockdown and latest Government guidance | 5 |
| Risk assessment reviewed | Kathryn Farrar | 01-Mar-21 | Next review date moved on to end of June 2021. No changes. | 5.1 |

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|--------------------------|----------------|------------|---|---|
| Risk assessment reviewed | Kathryn Farrar | 05-May-21 | Note re January lockdown removed. Updated risks 4 (Hygiene Practices) and 10 (PPE) to remove reference to face coverings needing to be worn around the office. | 6 |
| Risk assessment reviewed | Kathryn Farrar | 09/07/2021 | Full review of risks and assessment of the risks in anticipation of all current COVID-19 safety restrictions being removed by the Government on 19 July 2021. | 7 |