

Walker Morris LLP COVID-19 Risk Assessment

Assessment Date: 9 September 2021
 Next Review Date: 31 December 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	Inherent 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>Require those with COVID-19 symptoms to continue to stay away from the office.</p> <p>Continue to operate internal test and trace.</p> <p>Expectation of staff being able to work from home (WFH) for 2-3 days a week as part of a balanced approach to working practices (dependent upon the needs of each team) reducing occupancy.</p> <p>Request staff respect each other and show personal responsibility to avoid infecting others and becoming infected with COVID-19</p>	LOW	None.	<p>The Government has removed all restrictions.</p> <p>The vaccination rate amongst adults is now at about 80%. The risk of possible infection with COVID-19 and/or becoming seriously ill has fundamentally changed. The comprehensive measures in place since July 2020 (as amended from time to time) are now, in the light of this change to the risk, no longer required and will be substantially withdrawn with effect from 13 September 2021. Where certain measures remain in place, this may not be because a real risk is present, but because certain staff remain nervous of COVID-19 and the continuing measures assist to reassure them.</p>
2	Hygiene practices	All persons	Risk to infection control	LOW	<p>Staff continue to be encouraged to observe good hand hygiene by retaining signage in toilets and in tea bars and the 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>	LOW	None.	The cleaners will be emptying the additional bins which will contain used tissues and wipes.
3	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 and must report infection to HR.</p> <p>Desk booking software and internal COVID-19 reporting procedure in place as part of internal track and trace measures.</p>	LOW	None.	Internal test and trace process is now well established and adhered to.

4	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 individuals, there is no longer any specific Government guidance which applies to this group.</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).
5	Internal cleaning	All persons	Risk to infection control	LOW	<p>A 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>	Claening staff will continue to use PPE.
6	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, to be worn at their discretion.</p> <p>Protective screens, hand sanitisers and wipes to remain in place around the Reception desk for use by and to protect Receptionists and visitors.</p>	LOW		
7	Public transport	All persons using public transport to commute	Risk of increased exposure, infection control	LOW	<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, 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.

8	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.
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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>

Risk register version	8
Date of last review	09-Sep-21
Next review date	31-Dec-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
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
Risk assessment updated	Kathryn Farrar	09/09/2021	Full review of risks and assessment of the risks in anticipation of the office reopening fully on 13 September 2021. Risks relating to Educating staff about COVID-19, Personal Responsibility, Limiting Work Trips and Catering have been removed to reflect current Government guidance. The measures which are to be retained within any of these specific areas are documented within other sections of the risk assessment.	8