

Risk Topics	Principle Controls
General Principles:	<p><b>Continue to follow advice for self-isolation:</b>            If you have symptoms of coronavirus, self-isolate for 7 days.            After 7 days:</p> <ul style="list-style-type: none"> <li>• if you do not have a high temperature, you can stop self-isolating</li> <li>• if you still have a high temperature, keep self-isolating until your temperature returns to normal</li> </ul> <p style="padding-left: 40px;">You do not need to keep self-isolating if you just have a cough after 7 days. A cough can last for weeks after the infection has gone.</p> <p><b>If you live with someone who has symptoms</b>            If you live with someone who has symptoms, self-isolate for 14 days from the day their symptoms started.            This is because it can take 14 days for symptoms to appear.            If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.</p> <ul style="list-style-type: none"> <li>• <b>If you get symptoms while self-isolating</b> – you should self-isolate for 7 days from when your symptoms started, even if it means you're self-isolating for longer than 14 days.</li> <li>• <b>If you do not get symptoms while self-isolating</b> – you can stop self-isolating after 14 days.</li> </ul> <p><b>Non-essential employees who can work from home should continue to do so</b></p>
Arrival, Parking and Getting Around Premises Organisation of Traffic Routes Etc	<ul style="list-style-type: none"> <li>• Stagger start, finish, change over, break times etc</li> <li>• Display clear signage of procedures for entering, exiting and getting around including for visitors (i.e. clients)</li> <li>• Locate hand sanitiser/ washing facilities on entrances/ exits</li> </ul>
Hand Sanitiser/ Hand Washing	<ul style="list-style-type: none"> <li>• Direct clients straight to toilet for handwashing on their arrival - ask them to use paper towels provided</li> <li>• Issue employees/ visitors with hand sanitiser</li> <li>• Offer client/visitor the option of wearing a face mask</li> <li>• Locate additional hand washing stations/ sanitisers around the premises and near high touch areas</li> <li>• Display hand washing signage prominently</li> </ul>
Reducing contact with shared equipment and paperwork transactions	<ul style="list-style-type: none"> <li>• Client's must provide reception with car registration number</li> <li>• Reception to sign in client</li> <li>• Reception staff to make drinks for client (If requested)</li> <li>• Meeting room windows to be open prior to client meeting taking place</li> <li>• Meeting room door handles to be cleaned/sanitised and meeting room door to be open for arrival of client</li> </ul>





Risk Topics	Principle Controls
Social Distancing, Room Dimensions, Space & Workstations	<ul style="list-style-type: none"> <li>• EMG staff member to be in situ in meeting room prior to client entering</li> <li>• No handshakes should take place</li> <li>• No pens should be shared during the meeting</li> <li>• Ensure Perspex screen is in position and employee and client are either side of screen</li> </ul>
Reducing Contact with surfaces	<ul style="list-style-type: none"> <li>• Ensure all internal doors are propped open to prevent excessive touching of door/handles</li> <li>• Do not use kitchens if already in use</li> <li>• Designate equipment to employees i.e. telephones, keyboards etc. to minimise contamination</li> </ul>
Avoiding Face to Face Working & Where Social Distancing is not Possible	<ul style="list-style-type: none"> <li>• Use barriers or screens – workstations, desks perhaps other areas where distancing not possible</li> <li>• Limit frequency and duration of contact</li> <li>• Review layout so workstations are not face to face</li> <li>• Eliminate hot desking and maintain working from home where possible</li> </ul>
Cleaning/ Washing/ Changing	<ul style="list-style-type: none"> <li>• Cleaning procedures for equipment, door handles and surfaces after each meeting and after each use of shared equipment.</li> <li>• Use disposable equipment/ materials where possible (cutlery, PPE etc)</li> </ul>
Workplace Ventilation/ Temperature, Lighting	<ul style="list-style-type: none"> <li>• Limit touching of high touch controls by keeping lights on, doors and window open etc (bearing in mind balance of fire safety and other risks)</li> <li>• Avoid using air con if possible</li> <li>• Use meeting rooms with windows which open</li> </ul>
First aid	<ul style="list-style-type: none"> <li>• Ensure number of first aiders is adequate to meet number of personnel returning to the offices</li> <li>• First aiders to be given information from the Resuscitation Council (<a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a>)</li> </ul>
Fire Safety	<ul style="list-style-type: none"> <li>• Ensure that any new areas are within reasonable access of emergency exit and located employees can hear the alarm and are suitably covered by any fire wardens</li> <li>• Evacuation procedure reviewed to ensure sufficient fire wardens and that muster points will allow safe social distancing</li> </ul>
Use of Kitchen, communal areas	<ul style="list-style-type: none"> <li>• Stagger break times to avoid congestion</li> <li>• Designate maximum occupancy and display on entrance. A procedure should be implemented so employees know when smaller welfare areas are vacant.</li> <li>• Ensure cleaning water dispensers etc is carried out frequently</li> <li>• Use own cup/mug or if this is not possible use disposable cups etc</li> <li>• Clear procedure needed for shared premises and communicated</li> </ul>

Risk assessment - EMG Solicitors	
Location	<b>Croft House - High Street Gosforth</b>
Departments	Common areas, work stations, meeting rooms and reception areas
Tasks/activities:	General uses, access to the building, desk based working, use of laptop/PC, use of telephones, reception areas, meeting rooms and internal corridors. Shared facilities including toilets and kitchens
Other information	The common areas of the building are used by employees to gain access to and from their work areas. There are also shared facilities available: meeting rooms, toilets and kitchens
Further comments	By following government guidelines many workers are working from home. This potentially reduces the occupancy levels of the building and subsequently the footfall within the common areas. <b>Meeting rooms to be allocated and booked in the following order:</b> <b>First: Elmfield Room</b> <b>Second: Buchanan Room</b> <b>Third: Longsands Room</b>

Risk assessment sign off					
Prepared by	Ian Burke	Signature		Date	
Reviewed by		Signature		Date	
Date for review	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest the control measures are deemed to be insufficient				

Revision record			
Revision date	Re-issue date	Person revising	Remarks

Risk matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR)
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
Severity (S)								
Likelihood and severity	Likelihood				Severity			
	1 - extremely unlikely 2 - unlikely 3 - likely 4 - very likely 5 - certain				1 - minor injury with no time lost 2 - injury with up to 7 days lost 3- reportable injury with over 7 days lost 4 - major injury/long term absence 5 - death			
Acceptability of risk guidance	High risk: 15 -25		High risk activities should cease immediately Further effective control measures to mitigate risks must be introduced					
	Medium risk: 8 -12		Medium risks rated 10 - 12 should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced					
	Low risk: 1 - 6		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further					
Guidance. When completing a risk assessment you should:	<ol style="list-style-type: none"> <li>1. Identify the person at risk and the significant hazards</li> <li>2. Calculate present RR for the activity considering control measures in place</li> <li>3. Identify further risk control measures if RR is too high</li> <li>4. Re-calculate a revised RR considering any necessary control measures - you should consider how much safer the task will be if the additional control measures are followed. It is probable that the likelihood will be reduced to bring the RR down.</li> </ol>							
Note: Ideally, you should look to reduce risks so that the task can be classified as 'low risk'								

Personal protective equipment (PPE) assessment: Additional general risk assessment				
In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE.				
Type of PPE	 <b>Wash your hands</b>	 <b>Wear face shield</b>	 <b>Wear face mask</b>	 <b>Screen</b>
	Regularly	Face to face meetings where appropriate	Face to face meetings where appropriate	In all meeting rooms which are to be used for face to face meetings
Additional requirements	Hand sanitizer to be used in the absence and in addition to washing facilities			
Note: Where possible your visit should be postponed until Government guidance has been relaxed. Presently the guidance states you should work from home if possible.				

**Note:**

In the first instances, careful assessment should be made using the general risk principles laid out at the start of this guidance and risk assessment, including:

1. If possible, delay the activity until the Covid -19 outbreak has been declared as over
2. Complete the activity when other persons are not prevent to remove the risk of cross-infection
3. Safe distancing should be applied or, other protection methods employed
4. More frequent hand washing throughout the working period should be employed
5. Avoid shaking hands
6. An employee should not be at work if they, or a member of their household are exhibiting Covid - 19 symptoms. They should follow the government’s home isolation guidance.
7. The Government have identified groups of vulnerable people who should remain at home. Anyone falling within this category should not be at work.
8. Covid - 19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces

**Risk assessment**

Activity	Those at risk	Significant hazards	Present			Risk control measures in place
			L	S	RR	
Access to building	Employees, visitors & clients	Covid - 19 virus	1	5	5	<ul style="list-style-type: none"> <li>• Staff to use rear entrance</li> <li>• Reception door handles cleaned and sanitized at regular intervals</li> <li>• Safe distancing floor markers in place at 2m spacing</li> <li>• Gloves and/or face mask offered to visitors</li> <li>• Client/visitors directed to toilet area to wash hands &amp; dry using paper towels provided</li> <li>• Receptionists to sign visitor &amp; clients in</li> <li>• Receptionists to offer to make client drinks</li> </ul>
Use of central corridor down to admin. office	Employees	Covid - 19 virus	1	5	5	<ul style="list-style-type: none"> <li>• Safe use system prepared for users:</li> <li>• Walk on the left of the corridor</li> <li>• Wait for people to go past before entering corridor area</li> <li>• The handles of the offices to be cleaned &amp; sanitized twice a day</li> </ul>

Risk assessment:						
Activity	Those at risk	Significant hazards	Present			Risk control measure in place
			L	S	RR	
Use of meeting rooms	Visitors/clients & Employees	Covid - 19 virus	1	5	5	<ul style="list-style-type: none"> <li>• Safe use system prepared for users: Meetings MUST be booked and in the shared diaries prior to use</li> <li>• Arranged meetings and clients MUST be notified to reception staff prior to the meeting</li> <li>• Meeting room windows to be opened ahead of the meeting by reception staff</li> <li>• Meeting room door to be left open prior to meeting starting</li> <li>• Table screen should be in place prior to meeting starting</li> <li>• Employee to be in situ before the arrival of client in meeting room</li> <li>• No handshake should take place</li> <li>• Reception staff will clean/sanitize table, door handles and screen following use of meeting room</li> </ul>
Use of office space & desks	Employees	Covid - 19 virus	1	5	5	<ul style="list-style-type: none"> <li>• Safe use system prepared for users: Employees should only attend the office when they have been allotted office work time</li> <li>• Employees must work from the desk/work area allocated to them</li> <li>• Employee must ensure a 2 m safe zone from any of their colleague who may also be in the office</li> <li>• Colleagues should not share equipment</li> <li>• There should be NO hotdesking</li> </ul>
Use of shared kitchens	Employees	Covid - 19 virus	1	5	5	<ul style="list-style-type: none"> <li>• Safe use system prepared for users: Do NOT use kitchen if in use by another employee</li> <li>• If kitchen is occupied please wait and return later</li> <li>• Wash hands prior to using any equipment such as Kettles, microwaves, fridges etc. Handles on these pieces of equipment will be cleaned sanitized twice a day</li> <li>• CLEAN UP after yourself</li> </ul>

Risk assessment:						
Activity	Those at risk	Significant hazards	Present			Risk control measures in place:
			L	S	RR	
Use of toilets	Visitors/clients & Employees	Covid - 19 virus	1	5	5	<ul style="list-style-type: none"> <li>• Safe use system prepared for users:</li> <li>• Only use the toilet area which you have been allocated to use</li> <li>• Use safe waiting areas where they are occupied</li> <li>• It is important you wash your hands properly using soap and water and dry using the paper towels provided</li> <li>• Hand sanitizer is available outside the toilet for use if it has been necessary to touch handles etc.</li> <li>• Toilet door handles and taps will be cleaned sanitized twice a day</li> </ul>
Hand sanitizer	Visitors/clients & Employees	Covid - 19 virus	1	5	5	<ul style="list-style-type: none"> <li>• You should regularly use the hand sanitizer available at entrances/exits, outside toilets, in kitchens and at the top of stairs.</li> </ul>
Communication	Employees	Covid - 19 virus	1	5	5	<ul style="list-style-type: none"> <li>• Employee's should notify a member of management about any concerns over a control measure</li> <li>• Control measures will be posted around offices for information</li> <li>• Covid - 19 measures taken posters will be displayed around the offices</li> </ul>
Emergency evacuation	Visitors/clients & Employees	Covid - 19 virus	1	5	5	<ul style="list-style-type: none"> <li>• Any fire alarm activation will be treated as a possible fire and evacuation plans previously in place will be followed</li> </ul>

Consider the activities and record additional safety controls being applied if needed

Additional control measures required	
1	
2	
3	
4	