

TOZERS LLP (INCLUDING TOZERS TRUST CORPORATION) RISK ASSESSMENT FOR EXETER OFFICE

OFFICE WORKING: COVID-19 RISKS

The hazard is possible spread of Covid-19 Coronavirus.

The following people might be harmed:

- Colleagues
- Clients
- Other visitors to the premises
- Cleaners
- Contractors
- Vulnerable groups – elderly, pregnant women, those with existing underlying health conditions
- Anyone else who physically comes in contact with us in relation to our business

What are we already doing?	Do we need to do anything else to control this risk?	Action by who	By when	Done
<u>General</u>				
Posters, signage, leaflets and other materials on display.	Review supply and prominence https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19	BH	ASAP, then monthly	
<u>Office attendance by colleagues</u>				
<ul style="list-style-type: none"> • Only where necessary and agreed by Team Leader and Employment Committee for all colleagues except partners. • Monitoring how many people in the office at any one time. • Windows to be opened on all floors each morning to ensure adequate ventilation 	<ul style="list-style-type: none"> • Reminder of the restriction • Review • Stagger days attended, start/finish times & lunchtimes when this becomes necessary for 	<p>PDK</p> <p>Managers</p> <p>BH</p>	<p>Weekly</p> <p>Ad hoc</p> <p>20.7.20 then</p>	

<ul style="list-style-type: none"> Face Coverings to be worn by all colleagues (other than those who are exempt) when not seated at a workstation. This includes moving around the open plan office and the building common parts. 	distancing. Procedure to be written.		monthly review	
<u>Travel to and from office</u>				
	<ul style="list-style-type: none"> Work with colleagues to find safe alternatives to public transport 	Team leaders	As necessary	
<u>Exeter common parts</u>				
	<ul style="list-style-type: none"> The safety of the common parts is a landlord responsibility. However, we will work with the landlord to ensure that their arrangements are communicated to colleagues as appropriate and that any concerns are fed back to them. In particular, we will seek confirmation that we will be told of any COVID-19 diagnosis affecting other businesses in the building and which causes a risk to our colleagues 	BH	Review by 20 July 2020, then as necessary	
<u>Other meetings in office, including remote hearings</u>				
<ul style="list-style-type: none"> Only where necessary and agreed by team leader 	<ul style="list-style-type: none"> Reminder of the restriction. All requests to be approved first by team leader then committee “Other party” guidance to be written and communicated to include: Tozers colleague conducting meeting to prepare written risk assessment (pro forma to be provided). Copy to be sent to LF. Other parties to be provided with guidance about office 	PDK BH	Weekly 13.7.20, then weekly review	

	<p>procedures, and instructed not to arrive early</p> <ul style="list-style-type: none"> • Social distancing to be observed during meeting. No handshaking or other physical contact • Gel sanitisers to be available • Cleaning materials to be available. Colleague conducting meeting to clean and disinfect objects and surfaces in the room, and ventilate. • Colleague conducting meeting to be responsible for admitting other parties and escorting them from premises when meeting ends, observing social distancing. • Window must be opened when using a meeting room to ensure adequate ventilation. 			
Other meetings, attendances at court etc				
<ul style="list-style-type: none"> • Meetings, physical attendance at court or other third-party venues only with team leader 	<ul style="list-style-type: none"> • “Other party” guidance to be written and communicated as above. • Tozers colleague to prepare written risk assessment (pro forma to be provided). Copy to be sent to LF. 	BH	13.7.20, then weekly review	
<u>Hand Washing</u>				
<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available 	<ul style="list-style-type: none"> • Colleagues 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. Tissues will be made available throughout the workplace. 	PDK	Weekly	
		LF/BM	Daily	

	<ul style="list-style-type: none"> Review supply and prominence – all points of entry, kitchens, regular touch points 			
<u>Cleaning, and contact transfer risks</u>				
<ul style="list-style-type: none"> 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. Individuals to clean touch pads on electrical equipment such as photocopiers and faxes before use All communication to take place electronically where possible and payment by cheque discouraged Each person to be responsible for cleaning their own work area at start and end of day. 	<ul style="list-style-type: none"> Daily cleaning of these areas at each office. Sanitising wipes to be provided next to the equipment Reminder of the restriction Cleaning equipment to be provided and instruction issued 	<p>LF/BM</p> <p>LF/BM</p> <p>PDK</p> <p>LF/BM</p>	<p>Daily</p> <p>Daily</p> <p>Weekly</p> <p>Daily</p>	
<u>Social Distancing</u>				
<ul style="list-style-type: none"> Separation of not less than two metres between colleagues seated at workstations at any time. Conference calls to be used instead of face to face meetings wherever possible. Social distancing also to be adhered to in kitchen areas and other shared space, with seating and 	<ul style="list-style-type: none"> Colleagues to be reminded on a regular basis of the importance of social distancing, and of the principles in this policy. If separation is not possible then follow government guidance by reducing numbers if possible and otherwise 1m minimum with mitigation eg avoiding face-to-face seating 	<p>PDK</p> <p>BH</p>	<p>Weekly</p> <p>20.7.20</p>	

<p>tables removed or marked as not available.</p> <ul style="list-style-type: none"> • People bringing in their own drink, food, crockery • Windows to be opened where ventilation required. Air conditioning not to be used (save in IT Server Room in Exeter). • No desk or telephone sharing • Staying on own floor unless necessary to visit another. • Face coverings to be worn when colleagues are not seated at a workstation with the exception of those who are exempt. 	<ul style="list-style-type: none"> • Managers present in any office to ensure social distancing is observed. • Seating in kitchens, meeting rooms (other than designated interview rooms) and other shared spaces to be removed or clearly marked as not to be used. • Seating in interview rooms to be spaced not less than 2m distant • Risk assess the shared use of fridges/freezers and drinks supplies and make appropriate recommendations. • All shared crockery to be removed: colleagues to use their own. . • One-way systems to be considered where colleagues become at risk of passing each other in confined spaces. • Outdoor coat/bag storage arrangements - people to keep with them in their own personal space. • Use drop-off zones for internal handovers. 	<p>All Managers</p> <p>LF/BM</p> <p>LF/BM</p> <p>BH</p> <p>LF/BM</p> <p>BH</p> <p>LF/BM</p> <p>LF/BM</p>	<p>13.7.20</p> <p>13.7.20</p> <p>ASAP</p> <p>ASAP</p> <p>Monthly</p> <p>ASAP</p> <p>ASAP</p>	
<p><u>PPE</u></p>				
<p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are</i></p>	<ul style="list-style-type: none"> • Masks to be available in each reception area for optional use by visitors and colleagues. 	<p>LF/BM</p>	<p>ASAP then supplies</p>	

<p><i>asked to observe social distancing measures and practice good hand hygiene behaviours</i></p>			<p>checked weekly</p>	
<p><u>Symptoms of Covid-19</u></p>				
<ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature or loss of sense of smell on our premises will be sent home and advised to follow government guidance. • Anyone becoming unwell with these symptoms or living in a household in which someone has them to follow government guidance and not come to our premises (but let us know) • Anyone living in a household in which someone has been instructed to self-isolate but does not display symptoms must let the HR Manager or member of the Employment Committee know. • Anyone instructed to self-isolate must provide the HR Manager with an NHS isolation note. • Anyone waiting for coronavirus test result or who has tested positive for coronavirus to follow government guidance and not to come to our premises (but let us know). • If advised that a colleague or any third party has developed Covid-19 and were recently on our premises or in close contact with a colleague the Employment Committee will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. We will also advise all colleagues who have been in close contact. • Anyone who has concerns about a colleague must raise this with their Team Leader or the Employment Committee. 	<p>Reminder of the principles</p> <p>Information about testing can be found here: https://www.devon.gov.uk/coronavirus-advice-in-devon/coronavirus-testing-in-devon/</p> <p>Obtainable from https://111.nhs.uk/isolation-note/</p>	<p>PDK</p>	<p>Weekly</p>	

<u>Mental Health</u>				
<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>https://www.talkworks.dpt.nhs.uk/</p> <p>https://www.lawcare.org.uk/</p>	<p>Managers will consult the HR manager to ensure that appropriate support is offered to colleagues.</p>	Managers	Ad hoc	