

GARRATTS SOLICITORS COVID-19 RISK ASSESSMENT

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is the statement of general policy and arrangements for:		Garratts – King Street Buildings, 39 Manchester Street, Oldham OL8 1DH	
The partners		have overall and final responsibility for health and safety	
Adrian Reid (Office Manager)		has day-to-day responsibility for ensuring this policy is put into practice	
Signed: * (Employer) <i>Adrian Reid</i>		Adrian Reid – Office Manager	Date: 09 th March 2022

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What are the hazards?	Who might be harmed and how?	Controls	What further actions do you need to consider to control the risk?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Customers Contractors Drivers coming to your business Visitors	<p>Social Distancing in the Workplace</p> <p>1.1. Staff arriving at and leaving work (for members of the public, see 1.4)</p> <p>Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.</p> <p>1.1.1. There will be hand sanitiser available once through the door, however, we would recommend washing your hands on arrival to the office. Signage will be in place as a reminder.</p> <p>1.1.2. The signing in sheet will remain outside reception, hand sanitiser will be supplied so that once signed in, you can sanitise your hands and make your way into the rest of the building. I would ask that you minimise as much as possible your trips outside of the building, including appointments and lunch breaks etc.</p> <p>1.1.3. Signing out will remain the same, however, the last person to leave the building should check all internal doors for security and fire safety.</p>			
1.2. Moving around the building	Workers Customers Contractors Drivers coming to your business Visitors	<p>Objective: To maintain social distancing wherever possible while people travel through the workplace.</p> <p>1.2.1. Movement around the building should be kept to a minimum. There are the essential exceptions such as toilet and lunch breaks, however, trips to the printer should be kept to a minimum by sending printing to a document box and collecting on a less frequent basis. The same applies to</p>			

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		<p>collecting files. Sanitiser and Anti-Bacterial wipes are provided by each printer for use before/after printing.</p> <p>1.2.2. The use of the stairs over the lift is advisable, or if you do need to use it, keep the number of occupants to a minimum and wash your hands after use.</p>			
1.3. Workplaces and workstations		<p>Objective: To maintain social distancing between individuals when they are at their workstations.</p> <p>1.3.1. The social distancing measures will be maintained where possible, throughout the building. Where possible workstations will be assigned to an individual.</p> <p>1.3.2. Extra measures have been taken to reduce risk in the secretaries' office with the installation of glass screens where desks face each other.</p>			
1.4. Client Meetings		<p>Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</p> <p>1.4.1. Meetings can take place remotely or in person dependent on client preference.</p> <p>1.4.2. If a meeting is to take place in person, please ensure that you follow the procedures previously advised and the following will apply.</p> <p>1.4.2.1. Reception will call the fee earner to inform them of their client's presence.</p> <p>1.4.2.2. The fee earner must be responsible for allowing their client access into the meeting room and requesting that they use the sanitiser provided.</p> <p>1.4.2.3. A sign will be in place on the meeting room doors to assist the clients where to be seated.</p> <p>1.4.2.4. If you require a client to sign documents, pens in the meeting rooms can be used but must be sanitised afterwards. Sharing of pens/equipment could lead to transmission.</p>			

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		1.4.2.5. At the end of your meeting, please show the client out and use an antibacterial wipe to wipe over the surfaces and contact points that the client may have come into contact with. For example, phone, door handles/plates and desktop.			
		1.5. Common Areas Objective: To maintain an awareness of social distancing while using common areas. 1.5.1. Avoid overcrowding in the kitchens. 1.5.2. The cleaning arrangements will remain the same for the office. Anti-bacterial wipes are provided in the common areas so that staff are able to wipe down frequently. 1.5.3. We ask that you wipe down surfaces following the use of the kitchen. 1.5.4. The sinks and drainers must be kept clean at all times so that there is easy access for hand washing.			
1.6. Accidents, Security and Other Incidents		Objective: To prioritise safety during incidents. 1.6.1. In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. 1.6.2. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands			
1.7. Managing Contracts		Objective: To minimise the number of unnecessary visits to offices.			
1.8. Providing and Explaining Available Guidance		Objective: To make sure people understand what they need to do to maintain safety. 1.8.1. Clear signage will be in place to make visitors aware of our commitment to continue to provide a safe environment for staff and clients.			

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		1.8.2. Fee earners will be responsible for hosting their clients and visitors. You must wipe down the meeting room and touch points once your meeting is over.			
2. Cleaning the Workplace		Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces. 2.1.1. The cleaning of the offices will remain the same, however, anti-bacterial cleaning products and wipes will be provided for regular wipe downs. 2.1.2. Regular cleaning of your own work area and equipment is recommended. 2.1.3. Please keep the use of high touch items, such as printers and kettles, to a minimum and wipe down with an Anti-Bacterial wipe after use.			
2.2. Hygiene: Handwashing, Sanitation Facilities and Toilets		Objective: To help everyone keep good hygiene through the working day. 2.2.1. Additional signage has been put around the offices to build awareness of good handwashing technique and the need to increase handwashing frequency. 2.2.2. Avoid touching your face and cough or sneeze into a tissue and bin it safely, or into your arm if a tissue is not available. 2.2.3. Hand sanitiser is provided to all offices. 2.2.4. Paper towels are provided as an alternative for drying hands. Please ensure that they are disposed of in the bins provided.			
2.3. Handling Goods, Merchandise and Other Materials		Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.			

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		<p>2.3.1. Hand sanitiser is provided for those handling goods and merchandise, although, hand washing is encouraged where possible.</p> <p>2.3.2. Deliveries should be made to the waiting room or the area at the bottom of the stairs if this is not practical.</p> <p>2.3.3. Social distancing should be adhered to when taking deliveries or giving collections. Most delivery services will not ask you to sign for things now to avoid contamination.</p>			
2.4. Personal Protective Equipment (PPE) and face coverings		<p>2.4.1. Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>2.4.2. If you wear a mask you must follow the guidance below:-</p> <p>2.4.2.1. Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</p> <p>2.4.2.2. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</p> <p>2.4.2.3. Change your face covering if it becomes damp or if you've touched it.</p> <p>2.4.2.4. Continue to wash your hands regularly.</p> <p>2.4.2.5. Change and wash your face covering daily.</p> <p>2.4.2.6. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</p>			
2.5. Work Related Travel		Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.			

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		<p>2.5.1. We would highly recommend using your own vehicle when traveling between offices, to appointments or to court rather than using public transport.</p> <p>2.5.2. Where this is not possible, you must maintain a high level of hygiene, washing or sanitising your hands where possible.</p>			
<p>2.6. Ongoing Communication and Signage</p>		<p>Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.</p> <p>2.6.1. We will continue to communicate with you in a clear manner.</p> <p>2.6.2. Clear signage will be used and updated in line with any changes.</p> <p>2.6.3. Consideration will be given to those where English is not their first language where signage is concerned.</p> <p>2.6.4. We are aware of the importance of mental health in times of uncertainty. We would like anyone to feel free to discuss any issues with your department head or a partner.</p> <p>2.6.5. If you have any concerns that you would like to raise, please communicate them to Adrian Reid, your department head or a partner.</p>			