

# COVID-19 Risk Assessment

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Farrer & Co  
Lincoln's Inn  
Fields Estate

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## Introduction

We undertook this risk assessment to assess business activities during the current COVID-19 outbreak, taking into account guidance from the Government and the requirements of health and safety law.

Employers have legal duties under health and safety law to:

- protect the health, as well as safety, of their employees;
- protect others who may be exposed to health risks as a result of the employer's activities, including members of the public, clients and contractors;
- manage the health and safety risks from workplaces under the employer's control, which includes the means of access to the workplace and any plant such as lifts and air conditioning systems. The extent of the duty depends on the level of control.

Employers are required to do everything 'reasonably practicable' to manage these risks, and if challenged the onus is on the employer to demonstrate that they took all reasonably practicable steps to manage the risks.

The best way to demonstrate compliance with the law is usually to follow government and industry-led guidance wherever possible.

The Government has prepared guidance written by the Department for Business, Energy and Industrial Strategy (BEIS) with input from firms, unions, industry bodies and the devolved administrations in Wales, Scotland and Northern Ireland, and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE).

The guidance, '*Working safely during COVID-19. Office and contact centres. Guidance for people who work in or run offices, contact centres and similar indoor environments*', advises that employers need to think about COVID-19 risks and do everything reasonably practicable to minimise them, recognising that risks from COVID-19 cannot be completely eliminated.

## The risks from COVID-19 in the workplace

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, asthma, immune deficiencies, chronic respiratory disease, and cancer are more likely to develop serious illness.

The main route of transmission is from cough and sneeze droplets. These droplets fall on people in the vicinity and can be directly inhaled or picked up on the hands and transferred when someone touches their face.

How long any respiratory virus survives will depend on several factors; for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity

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- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 24 hours, and even more so by 48 hours.

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. The UK government has issued guidance for employers outlining the steps it expects employers to take to manage the risks from COVID-19 in the workplace.

## General information

### Date of original assessment

We first undertook this assessment on 19/05/2020.

### Date of last reviews

Review date	By	Reason
12/10/2020	Simon Hurst	
28/09/2020	Simon Hurst	
14/09/2020	Simon Hurst and Julie North (System Concepts Ltd)	
23/10/2020	Darren Smith (System Concepts Ltd)	Reviewed to: <ul style="list-style-type: none"><li>• Ensure compliance with UK Government local COVID alert levels, at the time of writing the Government had rated the WC2A 3LH postcode as Tier 2 (High).</li><li>• Check compliance with UK Government published local COVID alert levels for Tier 3 (Very High) areas.</li></ul>
09/11/2020	Julie North (System Concepts Ltd)	Reviewed and updated to reflect new temporary Government lockdown restrictions for the period of 5 November 2020 to 2 December 2020.
27/11/2020	Simon Hurst	Reviewed and updated to take account the end of the temporary Government lockdown restriction, ending on 2 December 2020, and reverting back to the local alert levels.

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<b>16/12/2020</b>	Julie North (System Concepts Ltd) and Simon Hurst.	Reviewed to take account of London moving into Tier 3 (Very High alert).
<b>21/12/2020</b>	Julie North (System Concepts Ltd) and Simon Hurst.	Reviewed to take account of London moving into Tier 4 (Stay at Home).
<b>26/02/2021</b>	Julie North (System Concepts Ltd).	Reviewed to take account of: <ul style="list-style-type: none"><li>• Changes to Government workplace guidance</li><li>• The release of the Government roadmap</li><li>• The removal of the COVID Tier system.</li></ul>
<b>19/04/2021</b>	Julie North (System Concepts Ltd).	Reviewed to take account of: <ul style="list-style-type: none"><li>• Changes to the Government Guidance on what people can and cannot do (table on page 6) in line with the government roadmap.</li><li>• Planned occupancy capacity of 10-15% at the office for people who cannot work from home.</li></ul>
<b>12/05/21</b>	Julie North (System Concepts Ltd).	Reviewed to take account of: <ul style="list-style-type: none"><li>• A controlled capacity increase to 25% of normal occupancy.</li><li>• Changes to reporting of COVID-19 outbreaks in the workplace.</li></ul>

## Name of assessor(s)

Simon Hurst – [simon.hurst@farrer.co.uk](mailto:simon.hurst@farrer.co.uk)

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Darren Smith – [darren@system-concepts.com](mailto:darren@system-concepts.com)

## Current status

At the time of assessment review the UK Government had announced a move to the next step of easing restrictions planned for the 17 May 2021 in line with 'COVID-19 response – Spring 2021' which provided a roadmap on how current restrictions might be eased.

The roadmap states that people will continue to be advised to work from home where they can at least until step 4 of the roadmap i.e. the 21 June 2021. However, the workplace guidance produced by the Government advises that 'Office workers who can work from home should do so. Anyone else who cannot work from home should go to their place of work. However, employers should consider whether home working is

appropriate for workers facing mental or physical health difficulties, or those with a particularly challenging home working environment.’ This risk assessment has been updated to reflect this.

The national COVID alert level had also been lowered from four to three which is defined as ‘A COVID-19 epidemic is in general circulation’. The corresponding response from the Government is ‘Gradual relaxation of restrictions and social distancing measures’.

## COVID-19 restrictions

Current Government guidance states that offices and contact centres, if COVID-secure, can open.

Businesses must follow the requirements as to what they can and cannot do in line with UK restrictions.

Government Guidance	Requirements met?
People should continue to work from home where they can.	Yes
Anyone else who cannot work from home should go to their place of work.	Yes
Unless they are required to close by law or change how they operate (e.g., businesses in the leisure, non-essential retail, and hospitality sectors such as gyms, clothing stores, restaurants, and nightclubs), businesses and venues can continue to operate in a COVID secure manner. Offices can open if they are ‘COVID secure’.	Yes
People should minimise the amount they travel where possible. This means avoiding unnecessary trips and combining trips where possible.	Yes
As with everyone else, people who are clinically extremely vulnerable are advised to work from home where possible. People who are clinically extremely vulnerable should continue to follow the same rules as everyone else, including within the workplace <b>if they cannot work from home.</b>	Yes. Employees must advise line managers and HR if they are clinically extremely vulnerable and require support with adhering to the rules.
Essential work meetings must be held in a COVID secure manner. This does not include social gatherings with work colleagues.	Yes
People should walk or cycle where possible, plan ahead and avoid busy times and routes when travelling, avoid car sharing and follow safer travel guidance.	Yes

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## **Scope of assessment**

This assessment covers the control measures implemented across the Farrer estate at Lincoln's Inn Fields London. To include 65/66, 23/23 and 55 Lincoln's Inn Fields, and also the adjoining Imperial Buildings offices on Kingsway. For the offices not directly under our control, this assessment will be shared with Jones Lang Lasalle and the 55 LIF Building Management team to ensure the control measures contained within work with their local controls.

## **Description of site, task or activity being assessed**

The estate is made up of four main sites as mentioned above. The work completed by local staff on site is legal work primarily completed using personal display screen equipment. In excess of 20 meeting spaces are also used to host internal and external meetings and events.

## **Equipment and substances used**

IT equipment, multi-function document printers/scanners.

## **People affected by the hazards in this assessment**

Staff, visitors, external service providers such as cleaners, security, and ad hoc maintenance contractors.

## **Consultation undertaken during the assessment**

Farrer & Co's Risk Management Committee, the Health and Safety Committee, Farrer & Co Corona Response Team, CBRE Office Services Team, and System Concepts (external Health and Safety Advisors).

## Appendices

### Appendix 1: Risk Assessment and recommendations

Hazard or activity	People at risk	Existing controls	Risk level (RL)			OK?	Comments
			L	S	RL		
Transmission of C19 caused by failure to follow local restrictions	Employees and others within the premises	<ul style="list-style-type: none"> <li>We have reviewed the risk assessment considering revised guidance.</li> <li>Guidance revisions do not place any additional requirements on Farrer at this time.</li> <li>Current requirements are already met by Farrer's existing COVID Secure working arrangements (i.e. continuing requirement to work from home where possible, except where personal wellbeing circumstances / inability to deliver work from the home environment dictate otherwise, social distancing arrangements in office etc.).</li> <li>We will continue to monitor for changes and revise the risk assessment and our control measures accordingly.</li> </ul>	1	2	2	Y	



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<p><b>Who should go to work</b></p>	<p>Employees and others within the premises</p>	<ul style="list-style-type: none"> <li>• All employees who can effectively work from home should do so until the Government advice changes. They are provided with equipment to work from home safely and effectively, including remote access to work systems.</li> <li>• Line Managers are responsible for supporting employee wellbeing, including when working remotely. HR are available for additional wellbeing support, as required.</li> <li>• Support staff have been split into teams to prevent contact across the workforce. Teams will work in different work areas to avoid cross-contamination.</li> <li>• We have identified critical roles and people who cannot work from home. These are CBRE Support staff providing essential services for the functioning of the business. Social distancing controls and desk booking requirements control the overall numbers in the office, so they do not become over-occupied.</li> <li>• Where employees cannot work from home, for example if they face mental or physical health difficulties or they have a challenging home environment, they may be permitted</li> </ul>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Y</p>	
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		<p>to work from the COVID secure office.</p> <ul style="list-style-type: none"> <li>Office capacity is set at 25% of normal occupancy to ensure COVID secure measures can be adhered to.</li> </ul>					
<b>People who are at higher risk</b>	Employees	<ul style="list-style-type: none"> <li>All employees who can effectively work from home should do so until the Government advice changes. This includes people in high risk groups and clinically extremely vulnerable employees.</li> <li>Disabled employees will be supported with reasonable adjustments, as required, following an individual assessment.</li> <li>Employees with caring responsibilities or those who live with clinically extremely vulnerable individuals will be supported with reasonable adjustments.</li> <li>Higher risk groups, extremely clinically vulnerable and clinically vulnerable employees are supported with adjustments including working location or role so they can take extra care with observing social distancing.</li> <li>Employees are encouraged to contact HR and their line managers to discuss relevant health</li> </ul>	1	2	2	Y	

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		<p>conditions, other risk factors or ongoing caring responsibilities for review and support and further education on control measures, where required.</p> <ul style="list-style-type: none"> <li>• A new and expectant mother risk assessment process is in place to identify risks to them and required adjustments.</li> <li>• Employees shall be supported, as required, should the Government or local authority reintroduce shielding advice in very high alert level areas. Employees should tell HR and line managers if they are advised to shield due to an underlying health condition which puts them at greater risk of illness from COVID-19, so they can be supported, as required.</li> </ul>					
<b>People who need to self isolate</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>• Employees are reminded of relevant symptoms (new continuous cough and/or a high temperature, loss of taste/smell) of COVID-19, the <b>requirements to self-isolate</b> and not come to work for the required period of time or as advised by the NHS.</li> <li>• Employees are reminded of other requirements to self-isolate. This includes those who live in a household or are in a support bubble with someone who has symptoms, and those who are</li> </ul>	1	2	2	Y	

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		<p>advised to self-isolate as part of the Government's test and trace service.</p> <ul style="list-style-type: none"> <li>• Employees self-isolating will be supported to work from home if they are well enough or receive statutory sick pay, as appropriate.</li> <li>• Employees needing to self isolate will not be requested to go to the office for any reason.</li> <li>• Employees with relevant symptoms and those receiving a positive test result are required to tell their line managers and HR to ensure they are supported and to support with any contact tracing measures.</li> </ul>					
<b>Equality in the workplace</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>• There are processes in place to carry out individual risk assessments on notification, such as new and expectant mothers and assessments for disabled employees.</li> <li>• Employee line managers and HR shall work with the relevant employees to implement any adjustments required following a risk assessment.</li> <li>• Lifts and accessible toilets remain available.</li> </ul>	1	2	2	Y	

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		<ul style="list-style-type: none"> <li>Employees are encouraged to contact their line managers and HR to discuss relevant health conditions or protected characteristics for support and reasonable adjustments, as required.</li> </ul>					
<b>Ventilation</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>Landlords/managing agents have confirmed that ventilation systems operate in line with Government guidance.</li> <li>The building ventilation system will run on full fresh air only (not recirculated) and will be cleaned and maintained by CBRE, in line with Government guidance.</li> <li>Building ventilation systems extend to enclosed areas such as meeting rooms and offices.</li> <li>Doors which are not provided for safety reasons (e.g. fire doors) may be left open to support air circulation.</li> <li>Where possible, fire doors are held open on Door guards to support air circulation.</li> <li>Where they can be safely open, windows shall be used to add additional fresh air.</li> </ul>	1	2	2	Y	

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<p><b>Social distancing at work - travel to and from work</b></p>	<p>Employees and others within the premises</p>	<ul style="list-style-type: none"> <li>• All employees who can effectively work from home should do so until the Government advice changes to eliminate the need to travel.</li> <li>• As a London based business, we have provided employees with <b>guidance from TfL</b> on travelling safely on public transport, which includes avoiding travel altogether where possible.</li> <li>• Government guidance on travelling permits travelling for work purposes, where work cannot be done from home.</li> <li>• Employees are supported with adjusting work times to avoid travel during rush hour and to prevent the building entrance/exit from becoming congested.</li> <li>• Where a building entrance/exit is congested, employees should wait at least 2m away to allow congestion to ease before attempting to enter/leave the workplace.</li> <li>• A number of cycle racks are available to enable staff to cycle to work. Additional racks can be found on the square.</li> </ul>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Y</p>	
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		<ul style="list-style-type: none"> <li>• Business attire has been relaxed to allow people to walk or cycle to work comfortably.</li> <li>• Regular increased cleaning regime to cover use of showers, with anti-bacterial spray and wipes being added to all shower facilities for colleagues to use on surfaces before and after use.</li> <li>• We have provided hand sanitiser stations at the building entry points.</li> </ul>					
<b>Social distancing at work – moving around the workplace</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>• All employees who can effectively work from home should do so until the Government advice changes to reduce the overall number of employees in the workplace.</li> <li>• Support teams must wear face coverings when moving around the estate.</li> <li>• Employees are encouraged to remain on their floor of work and not move between floors unnecessarily.</li> <li>• We have developed and communicated one way in and out systems for the building and in circulation routes.</li> <li>• Employees are encouraged to use the lifts to access their working floors and the stairs when descending throughout the various</li> </ul>	1	2	2	Y	

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		<p>buildings, always remembering to keep left and to maintain social distancing.</p> <ul style="list-style-type: none"> <li>We have restricted the use of lifts to one person at a time in 66 LIF and IB, and to 2 people in the other sites.</li> </ul>					
<b>Social distancing at work – use of workstations</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>All employees who can effectively work from home should do so until the Government advice changes to reduce the overall number of employees in the workplace.</li> <li>Allocated desks will be bookable for colleagues wishing to work in the office if they cannot work from home. The maximum capacity is 25% of normal occupancy.</li> <li>Workstations shall be cleaned each night by the cleaners.</li> <li>We have implemented measures to allow a 2 m distance around workstations.</li> </ul>	1	2	2	Y	
<b>Social distancing at work – meetings</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>Employees are encouraged to use remote meeting tools to avoid face to face meetings in the first instance.</li> <li>Maximum capacities of meeting rooms have been established to allow a 2 m distance. Information on new meeting room capacity has</li> </ul>	1	2	2	Y	



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		<p>been communicated and furniture removed accordingly.</p> <ul style="list-style-type: none"> <li>• Hand sanitiser has been provided in meeting rooms.</li> <li>• Meeting participants are encouraged to wash their hands before entering a meeting room.</li> <li>• Meeting room windows and doors to be open to support ventilation where possible.</li> <li>• Building ventilation systems have been set to provide a constant supply of fresh with no air being recirculated.</li> <li>• Tables and chairs in meeting rooms/areas have been rearranged/removed to support social distancing. Employees are not permitted to move these.</li> <li>• Employees must follow <a href="#">Government guidance</a> and restrictions on meeting and socialising with people they do not live with when at work e.g. when on breaks, maintain social distancing as much as possible and follow Government guidance on <a href="#">meeting safely</a>.</li> </ul>					
<b>Social distancing at work – common</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>• All employees who can effectively work from home should do so until the Government advice changes to</li> </ul>	1	2	2	Y	

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<p><b>areas (including landlord controlled)</b></p>		<p>reduce the overall number of employees in the workplace and ease pressure on common areas.</p> <ul style="list-style-type: none"> <li>• Lifts: For 65/66 LIF 1 person per lift supported by signage.</li> <li>• For 55 and 20/23 LIF 2 persons per lift supported by signage.</li> <li>• For 65/66 LIF Access/egress: Access will be via 66 main entrance and exit by 65 main exit.</li> <li>• For 55 and 20/23 LIF: Access and egress will remain via the main entrance.</li> <li>• Employees are asked to avoid taking their breaks or lunch at the same time to avoid congestion in common areas.</li> <li>• Employees are encouraged to maintain social distancing when taking breaks outside.</li> <li>• Reception desks are provided with a screen to distance teams from visitors/a means to identify a safe distance for visitors to be welcomed which is 2 m from the reception desk.</li> <li>• Shared facilities, such as kitchens, are provided with a means to</li> </ul>					
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		<p>identify maximum user numbers and where to stand. One per kitchen.</p> <ul style="list-style-type: none"> <li>Employees may stagger shifts to ease pressure on the use of locker/changing rooms and support social distancing. These areas have a maximum capacity of one person.</li> </ul>					
<b>Accidents, security, and other incidents – fire and evacuations</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>All employees who can effectively work from home should do so until the Government advice changes to reduce the overall number of employees in the workplace and therefore the number of employees evacuating from the workplace and gathering at the assembly point.</li> <li>We have not adjusted emergency evacuation arrangements; employees must evacuate the building in an emergency as usual. People do not have to remain 2 m apart during a life safety emergency, however all evacuation practise drills have been postponed. This will be communicated to all employees.</li> <li>Fire assembly points are large enough to accommodate expected numbers of employees and allow social distancing to be maintained. The fire assembly points are clearly marked in the Emergency</li> </ul>	1	2	2	Y	

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		Evacuation procedures on all Health and Safety Notice Boards.					
<b>Accidents, security, and other incidents – first aid</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>Appointed first aiders are provided with first aid kits which includes the provision of gloves and face coverings to protect them.</li> <li>First aid kits in the workplace are provided with gloves and face coverings for first aiders to use while helping a casualty.</li> <li>Face coverings shall be provided by the first aider to the casualty to wear, where possible, during treatment.</li> <li>Specific guidance on how first aiders can keep themselves and others safe has been communicated to first aiders, including guidance on giving <b>CPR</b>, hand hygiene and use of PPE.</li> <li>Any colleagues showing symptoms should not travel into the office.</li> <li>Any colleagues who may develop COVID-19 symptoms throughout the day will be sent home immediately, with facilities being informed so they can deep clean the area.</li> <li>All first aid incidents must be reported to Facilities. Information</li> </ul>	1	2	2	Y	

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		<p>must include whether the casualty was COVID-19 symptomatic.</p> <ul style="list-style-type: none"> <li>Appointed people in place to take charge of first aid incidents in the absence of first aiders. Names and contact details are available on notice boards.</li> </ul>					
<b>Manging customers, visitors, and contractors</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>Where practical, remote meeting tools will be used to limit the number of visitors to offices.</li> <li>Temperature checking will be in place for all support staff who regularly attend site.</li> <li>Visitors are required to adhere to our workplace social distancing requirements at all times. These will be communicated to visitors upon arrival.</li> <li>Visitor signage has been displayed to inform them of expected hygiene measures to take and meeting protocols.</li> <li>Maximum meeting room capacities have been identified, communicated and will be observed.</li> <li>Monitoring of contractors in the workplace shall be carried out at a 2m distance.</li> </ul>	1	2	2	Y	

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		<ul style="list-style-type: none"> <li>• Essential face-to-face meeting times shall be staggered to prevent congestion at reception.</li> <li>• Where practical, Reception shall keep records of all visitors to the workplace for contact tracing purposes.</li> <li>• CBRE will sign visitors in and out. Visitors must not sign themselves in.</li> <li>• Visitor declaration forms must be completed for visitors to confirm they are symptom free and are not required to self isolate for any reason.</li> </ul>					
<b>Cleaning the workplace</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>• All employees who can effectively work from home should do so until the Government advice changes to reduce the overall number of employees in the workplace, to reduce waste generation and to minimise contact with objects and surfaces.</li> <li>• An enhanced cleaning regime will be implemented, to include frequent cleaning of objects and surfaces which are touched regularly: door handles, push panels, keyboards, mice, telephones, photocopiers, kitchen facilities.</li> </ul>	1	2	2	Y	

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		<ul style="list-style-type: none"> <li>• It has been confirmed that ventilation systems are operating as required and are set to fresh air/not using recirculated air.</li> <li>• Where practical and possible, doors and windows to be opened to increase ventilation.</li> <li>• Employees are required to minimise the use of shared equipment and items as much as possible e.g. not printing unnecessarily and not using whiteboards.</li> <li>• Cleaning teams have suitable procedures in place to clean areas after they have been used by a known or suspected case of COVID-19.</li> <li>• Anti-bacterial spray and paper towels will be positioned at printing hubs to be used on the equipment.</li> </ul>					
<b>Hygiene – handwashing, sanitation facilities and toilets</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>• All employees who can effectively work from home should do so until the Government advice changes to reduce the overall number of employees in the workplace and hence to reduce congestion in toilet facilities.</li> <li>• We shall provide regular communications to raise awareness of good hand and respiratory</li> </ul>	1	2	2	Y	

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		<p>hygiene in the workplace via signs and posters/email/etc.</p> <ul style="list-style-type: none"> <li>• We have provided hand sanitiser throughout the workspace e.g. in common areas.</li> <li>• Soap, water, and paper towels are provided in toilets.</li> <li>• Toilets are included in the frequent cleaning regime to keep them sanitary and ensure waste is regularly removed.</li> <li>• See 'Social distancing at work – common areas (including landlord controlled)' for maximum numbers permitted.</li> </ul>					
<b>Hygiene – changing rooms and showers</b>	Employees and others within our premises	<ul style="list-style-type: none"> <li>• All employees who can effectively work from home should do so until the Government advice changes to reduce the overall number of employees in the workplace to reduce congestion in facilities.</li> <li>• Increased cleaning of facilities both during the day and at the end of each day.</li> <li>• We have checked with JLL for landlord provided facilities and they have confirmed that cleaning regimes have been increased and adequate signage is in place.</li> </ul>	1	2	2	Y	



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		<ul style="list-style-type: none"> <li>Hand washing provisions remain in place.</li> <li>Employees are reminded of <b>good hand and respiratory hygiene</b>.</li> </ul>					
<b>Hygiene – handling goods, merchandise and other materials</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>Employees handling goods and merchandise are reminded of good hand hygiene and are provided with hand sanitiser.</li> <li>Post/deliveries will be left in a central location/at drop off points for employee collection, to prevent face-to-face contact between employees and post room/facilities operatives.</li> <li>To reduce the number of goods handled, colleagues are encouraged not to have personal deliveries sent to the office.</li> </ul>	1	2	2	Y	
<b>Personal protective equipment (PPE) and face coverings</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>Face coverings and gloves are made available for all employees for use when travelling to and from work.</li> <li>People who choose to use face coverings and gloves in the workplace have been told how to use and dispose of them.</li> <li>Employees wishing to use face coverings in the workplace have been reminded that their use does</li> </ul>	1	2	2	Y	

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		<p>not, in any way, replace other hygiene measures required of them.</p> <ul style="list-style-type: none"><li>• Employees wishing to use face coverings in the workplace have been reminded of the Government guidance on how to use them:</li></ul> <ol style="list-style-type: none"><li>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.</li><li>2. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li><li>3. Change your face covering if it becomes damp or if you've touched it.</li><li>4. Continue to wash your hands regularly.</li><li>5. Change and wash your face covering daily.</li><li>6. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your own usual waste.</li><li>7. Practise social distancing wherever possible.</li></ol>					
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<b>Workforce management – Shift patterns and working groups</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>• Employees do not work shifts.</li> <li>• Employees must follow instructions on the way work has been organised, in line with information in the Return to Office guide.</li> <li>• Employees must follow Government and Farrer &amp; Co guidance on social distancing in the workplace, wherever practical, to minimise contact with everyone in the workplace. This includes maintaining social distancing.</li> <li>• Records are available of which employees have been in the office and are kept for 21 days to assist the NHS test and trace service.</li> </ul>	1	2	2	Y	
<b>Workforce management – Outbreaks in the workplace</b>	Employees and others within the premises	<ul style="list-style-type: none"> <li>• The single point of contact (SPOC) for workplace outbreaks is <a href="mailto:human.resources@farrer.co.uk">human.resources@farrer.co.uk</a></li> <li>• We shall report to the local Health Protection team (HPT) if:</li> <li>• There are two or more test-confirmed cases of COVID-19 among individuals associated with the workplace with illness onset days within 14 days and;</li> <li>• There has been identified direct exposure between at least 2 of the test-confirmed cases in the</li> </ul>	1	1	1	Y	

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		<p>workplace (for example under one metre face to face or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases.</p> <ul style="list-style-type: none"> <li>All necessary assistance will be given to HPTs including: <ol style="list-style-type: none"> <li>Records detailing symptomatic employees.</li> <li>Details of contacts e.g. other employees.</li> <li>Implementation of any additional control measures as advised by the HPT.</li> </ol> </li> <li>Dates and times of staff being in the office can be obtained via the access control system used.</li> <li>HR are responsible for ensuring that all employment records are up to date to support the contact tracing.</li> <li>COVID response plan has been developed.</li> </ul>					
<b>Workforce management – work related travel</b>	Employees and others at destinations	<ul style="list-style-type: none"> <li>Employees travelling via public transport must follow all relevant guidance e.g. wearing face coverings.</li> <li>Employees should travel separately as far as possible. Employees travelling together in vehicles must ensure they open windows for</li> </ul>	1	2	2	Y	

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		<p>ventilation and not sit face-to-face (e.g. in taxis).</p> <ul style="list-style-type: none"> <li>• Employees must ensure they communicate travel requirements with line managers.</li> </ul>					
<b>Workforce management – Communications and training – returning to work</b>	Employees and others within our premises	<ul style="list-style-type: none"> <li>• We have provided clear and consistent communications to employees to ensure they receive reputable information and updates on the situation and plans for ways of working.</li> <li>• We have a means of engaging with employees and encourage questions, feedback, and comments via email to explain and agree working arrangements.</li> <li>• We shall share the results of this risk assessment with employees and display the 'COVID Secure' poster in the workplace.</li> </ul>	1	2	2	Y	
<b>Workforce management – Communications and training - ongoing communications and signage</b>	Employees and others within our premises	<ul style="list-style-type: none"> <li>• Via existing communication channels, we have ongoing engagement with workers to monitor and understand any unforeseen impacts of workplace changes.</li> <li>• We regularly communicate with employees on the mental health and wellbeing aspects of COVID-19 and to encourage the use of existing</li> </ul>	1	2	2	Y	

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		<p>wellbeing provisions, including the Employee Assistance Programme.</p> <ul style="list-style-type: none"> <li>• Employees who require information and communication in other formats or languages shall be accommodated on request.</li> <li>• We use visual communications to remind employees of procedures in place, including good hand and respiratory hygiene.</li> <li>• We shall communicate our approaches and operational procedures to others, where practical and on request e.g. industry regulators, clients, suppliers, customers, or trade bodies.</li> </ul>					
<b>Staff canteens and restaurants</b>	Employees and others within our premises	<ul style="list-style-type: none"> <li>• There are currently no sit in canteen or restaurant services provided for staff. Lunch services can be pre-booked and are delivery/pick up only.</li> <li>• We shall review additional control measures as and when onsite catering services resume.</li> </ul>	1	2	2	Y	
<b>Inbound and outbound goods – maintained social distancing</b>	Employees and others within our premises	<ul style="list-style-type: none"> <li>• We have implemented pick-up and drop-off collection points for both inbound and outbound goods, to eliminate face-to-face contact.</li> </ul>	1	2	2	Y	

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		<ul style="list-style-type: none"> <li>• Where practical, we shall request for deliveries to be made at pre-booked times.</li> <li>• We have revised the volume of consumables ordered and have increased it to order larger quantities, less often, to reduce frequency of external deliveries.</li> <li>• Loading and unloading of delivery vehicles shall be carried out by one person only. Where this is not practical, we will use the same pairs of people for loads to minimise contact across the workforce.</li> <li>• We shall continue to allow external drivers to access welfare facilities when required and in line with existing guidance.</li> </ul>					
<b>Tests and vaccinations</b>	Employees and others within our premises	<ul style="list-style-type: none"> <li>• We shall continue to implement all working safely control measures, even if employees have:               <ol style="list-style-type: none"> <li>1. Received a recent negative test result.</li> <li>2. Had a COVID vaccine (either one or two doses).</li> </ol> </li> </ul>	1	2	2	Y	

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## Overall assessment of risk

Overall Assessment of Risk	
Overall risk level with existing controls	Low.
Overall risk level after all actions completed	There are no further control measures considered necessary.
Date assessment to be reviewed	Farrer & Co shall ensure this risk assessment is reviewed as required, including when Government guidance changes or where there are changes to control measures.

## Recommendations

Hazard or activity	Action	Priority	Allocated to	Due date	Date completed	Risk level (RL)			Is the hazard now acceptable?
						L	S	RL	
None									



## Appendix 2: Methodology

We compared the current controls in place for the risks we assessed with the relevant health and safety legislation:

- Health and Safety at Work Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Regulatory Reform (Fire Safety) Order 2005.
- Workplace (Health, Safety and Welfare) Regulations 1992.

### Our criteria – good practice

We used guidance and standards published to help responsible people with managing risks posed by COVID-19 in the workplace:

- Working safely during COVID-19. Office and contact centres. Guidance for people who work in or run offices, contact centres and similar indoor environments: [Offices and contact centres - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/offices-and-contact-centres-working-safely-during-coronavirus-covid-19).
- Guidance. (COVID-19) Coronavirus restrictions: what you can and cannot do: [COVID-19 Coronavirus restrictions: what you can and cannot do - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-restrictions-what-you-can-and-cannot-do).

### Our approach

We identified hazards and were possible the existing control measures in place. Where we identified risks that were not already adequately controlled, we have made recommendations in order to reduce risk to an acceptable level.

### Assessing risks

The Health and Safety Executive (HSE) has published guidance on how to assess risks, including a simple technique for estimating risks to help employers make decisions about priorities and safety precautions. It is based on estimating the severity of harm that could be caused by a hazard and the likelihood that any harm will occur. It uses a three-point scale for each factor.

We estimate risk levels by multiplying the ratings for the severity and likelihood together, resulting in a risk level between 1 (very low) and 9 (very high). This technique is suitable for assessing the risks encountered in most workplaces and we have therefore used it as part of our risk assessment.

Likelihood ratings		
1	Low	Where harm is highly unlikely to occur
2	Medium	Where harm is unlikely to occur
3	High	Where harm is likely to occur

Severity ratings		
1	Slight	Minor injury or illness
2	Moderate	Injury or illness resulting in short-term absence from work
3	Extreme	Death or major injury resulting in long-term absence from work

The risk level is calculated by multiplying the ratings for the likelihood and the severity together, resulting in the risk level shown in the table below.

		Risk level		
Likelihood	High (3)	3	6	9
	Medium (2)	2	4	6
	Low (1)	1	2	3
		Slight (1)	Moderate (2)	Extreme (3)
		Severity		

The definitions for each risk level are shown in the table below.

Risk level	Definition
High	The building or area should not be occupied, or the task should not proceed, until action has been taken to reduce the risk. Considerable resources may need to be allocated to reduce the risk.
Medium	Some actions are required to reduce the risk. Risk reduction measures should be implemented within a defined period.
Low	No further actions are required.

Recommendations arising from this assessment are prioritised using the rating system below to indicate the seriousness and urgency of the recommendations. They have been prioritised them as follows.

1. **High priority** indicates areas where there are breaches of health and safety legislation and/or where people are at risk. Action should be taken as soon as possible to achieve compliance, or immediately if people are at risk.

2. **Medium priority** indicates areas where there may not be compliance with health and safety legislation or good practice but there were no immediate risks. Action should be taken as soon as is reasonably practicable.
3. **Low priority** indicates areas where the action is not essential but would be desirable to satisfy good practice.