



## SSB Law Covid-19: Covid Secure Risk Assessment

This Risk Assessment forms part of SSB Law's COVID 19 Business Continuity Planning and is based upon and should be read in conjunction with the advice provided from Public Health England, Public Health Wales and Health Protection Scotland, which provides the most up to date advice from the UK Government on what everyone should do following the outbreak of the Coronavirus (COVID-19) and how our moral and former statutory obligations need to be adapted to fit the current pandemic.

The Workplace Health, Safety and Welfare Regulations 1992 impose a duty on us to ensure your workplace is safe. The COVID 19 pandemic involves the transmission of an infectious disease which has to be considered in line with The Control of Substances Hazardous to Health Regulations 2002 and The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020.

We expect all colleagues to continue to follow the advice from the UK Government support the national effort to protect citizens and colleagues.

The current Coronavirus Guidance on Restrictions from the Government now means that we are at Step 4 and should continue to act carefully and remain cautious.

This Risk Assessment will remain under review as and when further guidance is provided.

<b>Assessment Date</b>	19 <sup>th</sup> July 2021
<b>Review Date(s)</b>	As and when either this is considered required by the Company or new Government Guidance.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by Who?	Action by when?	Complete
<b>People</b>	<b>Staff</b>	<p>All staff should be reminded of their duties to take reasonable care for the health and safety of themselves and others affected by their acts or omissions at work under Section 7 of The Health and Safety at Work Act.</p> <p>All staff are expected to read and acknowledge understanding and acceptance to adhere to this risk assessment.</p> <p>Staff continue to be required to certify to the Company to the best of their knowledge their fitness for role and proactively disclose any changes in their health condition in relation to Coronavirus symptoms <b>before</b> attending the office by following the Absence Reporting Procedure for additional guidance. As with any form of sickness staff should remain at home until they are fit and well enough to return to work.</p> <p>Staff are expected to read, acknowledge and agree to adhere to our COVID 19 Health and Safety in the Workplace Policy failing which disciplinary action may be taken up to and including dismissal.</p>	<p>Staff are required to declare through Timetastic any holiday or travel plans stating the destination and regardless of any self isolation period may be requested to work from home for additional days on return from any travel as an additional precaution to reduce the risk of any subsequent display of symptoms.</p> <p>Staff are required to notify the Company of any request for a dependant or child at school within their household being requested to self isolate regardless of whether the household is or is not required to isolate.</p> <p>Printing passcodes have been shared and are centralised on each printer to enable staff to print within the office for someone working from home to reduce the need for additional staff to attend the office where the nature of the documents are not complex.</p> <p>Microsoft Teams, Zoom, telephone calls, emails and Whatsapp are used to maintain contact with staff and limit interaction.</p> <p>Working Hours for staff are adjusted where appropriate to enable reduced time in the office for completion of business critical tasks such as access for printing and post.</p>			
	<b>Vulnerable Groups – Staff Members (Elderly,</b>	<p>All staff should be reminded of their duties to take reasonable care for the health and safety of themselves and others affected by their acts or omissions at work under Section 7 of The Health and Safety at Work Act.</p>	<p>Staff are required to declare through Timetastic any holiday or travel plans stating the destination and regardless of any self isolation period may be requested to work from home for additional days on return from any travel to reduce the risk of any subsequent display of symptoms.</p>			

	<p><b>Pregnant workers, those with existing underlying health conditions)</b></p>	<p>All staff are expected to read and acknowledge understanding and acceptance to adhere to this risk assessment.</p> <p>Staff continue to be required to certify to the Company to the best of their knowledge their fitness for role and proactively disclose any changes in their health condition in relation to Coronavirus symptoms <b>before</b> attending the office by following the Absence Reporting Procedure for additional guidance. As with any form of sickness staff should remain at home until they are fit and well enough to return to work.</p> <p>Staff are expected to read, acknowledge and agree to adhere to our COVID 19 Health and Safety in the Workplace Policy failing which disciplinary action may be taken up to and including dismissal.</p> <p>In the event a staff member in a vulnerable group feels it is necessary to attend the office they must make contact with the HR Manager to discuss alternative arrangements for work distribution.</p>	<p>Staff are required to notify the Company of any request for a dependant or child at school within their household being requested to self isolate regardless of whether the household is or is not required to isolate.</p> <p>Printing passcodes have been shared and are centralised on each printer to enable staff to print within the office for someone working from home to reduce the need for additional staff to attend the office where the nature of the documents are not complex.</p> <p>Microsoft Teams, Zoom, telephone calls, emails and whatsapp are used to maintain contact with staff and limit interaction.</p> <p>Working Hours for staff are adjusted where appropriate to enable reduced time in the office for completion of business critical tasks such as access for printing and post.</p>			
	<p><b>Vulnerable Groups – Staff Members in contact with (Elderly, Pregnant workers, those with existing underlying health conditions)</b></p>	<p>All staff should be reminded of their duties to take reasonable care for the health and safety of themselves and others affected by their acts or omissions at work under Section 7 of The Health and Safety at Work Act.</p> <p>All staff are expected to read and acknowledge understanding and acceptance to adhere to this risk assessment.</p> <p>Staff continue to be required to certify to the Company to the best of their knowledge their fitness for role and proactively disclose any changes in their health condition in relation to</p>	<p>Staff are required to declare through Timetastic any holiday or travel plans stating the destination and regardless of any self isolation period may be requested to work from home for additional days on return from any travel to reduce the risk of any subsequent display of symptoms.</p> <p>Staff are required to notify the Company of any request for a dependant or child at school within their household being requested to self isolate regardless of whether the household is or is not required to isolate.</p> <p>Printing passcodes have been shared and are centralised on each printer to enable staff to print within the office for someone working from home to reduce the need for additional staff to attend the office where the nature of the documents are not complex.</p>			

		<p>Coronavirus symptoms <b>before</b> attending the office by following the Absence Reporting Procedure for additional guidance. As with any form of sickness staff should remain at home until they are fit and well enough to return to work.</p> <p>Staff are expected to read, acknowledge and agree to adhere to our COVID 19 Health and Safety in the Workplace Policy failing which disciplinary action may be taken up to and including dismissal.</p> <p>In the event a staff member in a vulnerable group feels it is necessary to attend the office they must make contact with the HR Manager to discuss alternative arrangements for work distribution.</p>	<p>Microsoft Teams, Zoom, telephone calls, emails and whatsapp are used to maintain contact with staff and limit interaction.</p> <p>Working Hours for staff are adjusted where appropriate to enable reduced time in the office for completion of business critical tasks such as access for printing and post.</p>			
	<p><b>Higher Risk Groups</b></p>	<p>All staff should be reminded of their duties to take reasonable care for the health and safety of themselves and others affected by their acts or omissions at work under Section 7 of The Health and Safety at Work Act.</p> <p>All staff are expected to read and acknowledge understanding and acceptance to adhere to this risk assessment.</p> <p>Staff continue to be required to certify to the Company to the best of their knowledge their fitness for role and proactively disclose any changes in their health condition in relation to Coronavirus symptoms <b>before</b> attending the office by following the Absence Reporting Procedure for additional guidance. As with any form of sickness staff should remain at home until they are fit and well enough to return to work.</p> <p>Staff are expected to read, acknowledge and agree to adhere to our COVID 19 Health and</p>	<p>Staff are required to declare through Timetastic any holiday or travel plans stating the destination and regardless of any self isolation period may be requested to work from home for additional days on return from any travel to reduce the risk of any subsequent display of symptoms.</p> <p>Staff are required to notify the Company of any request for a dependant or child at school within their household being requested to self isolate regardless of whether the household is or is not required to isolate.</p> <p>Printing passcodes have been shared and are centralised on each printer to enable staff to print within the office for someone working from home to reduce the need for additional staff to attend the office where the nature of the documents are not complex.</p> <p>Microsoft Teams, Zoom, telephone calls, emails and whatsapp are used to maintain contact with staff and limit interaction.</p> <p>Working Hours for staff are adjusted where appropriate to enable reduced time in the office for completion of business critical tasks such as access for printing and post.</p>			

	<p>Safety in the Workplace Policy failing which disciplinary action may be taken up to and including dismissal.</p> <p>In the event a staff member in a vulnerable group feels it is necessary to attend the office they must make contact with the HR Manager to discuss alternative arrangements for work distribution.</p>				
<b>Cleaners</b>	<p>Regular cleaning continues to take place in the office and communal areas.</p> <p>All staff are requested to leave their workspace tidy and clean and ensure they have cleaned any surfaces, crockery and cutlery they have used to avoid the risk of excessive workload on cleaning staff.</p> <p>Surface wipes, sprays and sanitiser are provided at multiple points in the office to support a clean environment.</p>	<p>Maintaining a continued reduction in office-based workers to reduce the risk of increased cleaning requirements where not essential.</p> <p>Operational times for cleaning have been adjusted to start earlier in the morning to minimise contact with Staff.</p> <p>Rigorous checks should be carried out by line managers to ensure that the necessary procedures are being followed to ensure the Cleaners time is maximised on essential infection control.</p>			
<b>Visitors</b>	<p>Visitors are permitted who are strictly for necessary business or emergency operations.</p> <p>The office operates on a key fob entry system and therefore permission can only be granted by reporting to the serviced Front of House area of the premises.</p>				
<b>Delivery Drivers</b>	<p>The office operates on a key fob entry system and permission can only be granted by reporting to the serviced Front of House area of the premises.</p> <p>Deliveries are requested to be left at the Front of House area of the building for our safe collection.</p>	<p>Essential purchases for delivery are planned in advance to identify where transactions can be either avoided or amalgamated.</p>			
<b>Anyone else who physically</b>	<p>The office is a serviced space with other businesses and staff located on separate</p>	<p>Risk Assessments and Policies in respect of coronavirus have been shared and mutually agreed between the parties.</p>			

	comes in contact with you in relation to your business	floors on the building accessed via the communal reception area.			
Infection Control	Staff	<p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new persistent cough, a high temperature, loss of or change in taste or smell in the workplace should be sent home immediately, self isolate for a period of 10 days and advised to follow the stay at home guidance.</p> <p>Line Managers should maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace should contact the Public Health Authority to discuss the case, identify people who have been in contact with them and should take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p><b>Continue to follow advice for self isolation:</b> If you have symptoms of coronavirus, self-isolate for 10 days. After 10 days:</p> <ul style="list-style-type: none"> <li>• if you do not have symptoms you can stop self-isolating</li> <li>• if you still have symptoms, keep self-isolating until symptoms have gone unless the only symptoms you have are a cough or loss or change in sense of taste or smell.</li> </ul>	<p>Internal communication channels and cascading of messages through Line Managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line Managers will offer support to staff who are affected by Coronavirus or have a family member affected.</p> <p>Masks are provided in the office for staff to wear to reduce the risk of infection although these are not mandatory and no longer legal requirement in general.</p> <p>Any staff member who is self isolating must be supported to work from home should they feel well enough to do so.</p> <p>SSB also operates its own internal Track and Trace question set to establish contact where cause of concern is raised in a bid not to wait for possible NHS Track and Trace contact for the staff member to reduce the risk of infection. Where there is any indication of concern or ambiguity staff members will be sent to work from home immediately as a precaution.</p> <p>Staff are required to notify the Company of any request for a dependant or child at school within their household being requested to self isolate regardless of whether the household is or is not required to isolate.</p>		

		<p><b>If you live with someone who has symptoms</b></p> <ul style="list-style-type: none"> <li>• If you live with someone who has symptoms, self-isolate for 10 days from the day their symptoms started.</li> <li>• This is because it can take 10 days for symptoms to appear.</li> <li>• If more than 1 person at home has symptoms, self-isolate for 10 days from the day the first person started having symptoms.</li> </ul> <p><b>If you come into contact with someone who has tested positive for Covid-19</b></p> <ul style="list-style-type: none"> <li>• Stay at home and self isolate for 10 days</li> </ul> <p>Contact is</p> <ul style="list-style-type: none"> <li>• anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19</li> <li>• anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> <li>○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>○ been within one metre for one minute or longer without face-to-face contact</li> <li>○ sexual contacts</li> <li>○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> </ul> </li> </ul>				
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		<ul style="list-style-type: none"> <li>○ travelled in the same vehicle or a plane</li> </ul> <p><b>If you get symptoms while self-isolating</b></p> <ul style="list-style-type: none"> <li>• you should self-isolate for 10 days from when your symptoms started, even if it means you're self-isolating for longer initial 10 day isolation period.</li> </ul> <p><b>If you do not get symptoms while self-isolating</b></p> <ul style="list-style-type: none"> <li>• you can stop self-isolating after 10 days.</li> </ul>				
		<p><b><u>Hand Washing</u></b></p> <p>Staff should continue to wash their hands regularly during the day and use the hand sanitiser provided at various locations in the office</p> <p>Staff should ensure they strictly do not use the facilities in the kitchen for handwashing but use the bathrooms provided.</p>	<p>Staff should be reminded regularly washing their hands for 20 seconds and to catch coughs and sneezes in tissues following “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands as a matter of best practice.</p>			
		<p><b><u>Cleaning</u></b></p> <p>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.</p> <p>Antibacterial wipes are provided throughout the office to support staff maintaining and clean work area.</p> <p>Gloves to be worn when emptying bins and hands washed thoroughly with additional use of hand sanitiser after handling waste.</p>	<p>Rigorous checks should be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff must sanitise their hands before and after use of any communal equipment such as photocopiers.</p>			



		Water dispensers are cleaned frequently.			
		<p><b>Ventilation</b> Fresh air can reduce the risk of infection and the risk of people breathing in infected particles. Risk can be reduced significantly by regularly ventilating enclosed areas.</p> <p>Natural ventilations is preferable and windows in the office should be left open at least by a small amount continuously whilst staff are within the workplace.</p>	<p>The Building Manager controls the heating and air conditioning as part of the Building's Risk Assessment to maximise fresh air. Operational times have been adjusted ensure ventilation outside of normal business hours and maximise fresh air.</p> <p>The Company operates a casual smart dress code to enable staff to dress appropriately mitigate the risk of cold where additional measures have been taken to ventilate the building.</p>		
	<b>Staff</b>	<p><b>Social Distancing</b> Staff are reminded that although Social Distancing is no longer mandated this is still good practice and to be respectful and mindful of their surroundings and colleagues who still wish to practice Social Distancing.</p> <p>Conference calls should still be used where appropriate to minimise face to face meetings.</p> <p>Privacy barriers will remain in place limiting any associated risks from face to face working as a matter of best practice.</p>	<p>Staff to be reminded by Managers of the importance of respect for those still wishing to exercise social distancing.</p> <p>Staff to respect colleagues requests for additional space in the workplace.</p>		
		<p><b>Travel to Work</b> Staff are advised to respect any remaining restrictions in respect of the use of public transport and face coverings.</p>	<p>Masks are provided by the Company in the event a staff member requires use of public transport and does not have a mask to enable them to travel safely. Masks are located in the kitchen and front of house areas of the building.</p>		
		<p><b>Health Surveillance</b> Testing is now readily available and all staff displaying symptoms are required to obtain one and disclose their results to the Company before being permitted to attend work.</p> <p>Staff can get a free NHS test or use a lateral flow test to assure themselves of their health.</p>	<p>Staff should be tested if possible and if offered a test for any reason should not unreasonably refuse to be tested.</p>		

		<p>Staff members are required to disclose any risks in respect their household or anyone they have come into contact with should they be made aware that individual has cause for concern to obtain a test and follow the self-isolation rules.</p> <p><b><u>Track and Trace</u></b> All staff are required to co-operate with the NHS Track and Trace scheme and disclose to the Company any participation and advice provided to them.</p>				
		<p><b><u>Use of facilities including communal facilities</u></b> Staff are reminded that although Social Distancing is no longer mandated this is still good practice and to be respectful and mindful of their surroundings and colleagues who still wish to practice Social Distancing.</p> <p>Staff should remain to avoid using the thumb scanner for access/egress to the office and use key fob entry/exit only.</p> <p>Staff should continue to bring in pre-prepared meals where possible and are permitted to eat at their desks to avoid travel through the office reducing interaction on site and the risks of additional interactions through leaving and returning to the office for the purposes of collecting food and/or beverages.</p>				
		<p><b><u>PPE</u></b> Where a risk of infection is identified despite having applied all feasible safety measures then PPE must be used.</p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these should be provided. Staff should be instructed on how to remove</p>	<p>Masks are not mandatory however these are provided by the Company which promotes an inclusive culture and respect for those not wanting to wear or wanting to wear a mask in the office. Masks are located in the kitchen and front of house areas of the building.</p> <p>Staff to be reminded by Managers that wearing of gloves is not a substitute for good hand washing.</p>			

		gloves carefully to reduce contamination and how to dispose of them safely.  RPE is not currently recommended outside of clinical and care environments.			
<b>General Health and Wellbeing</b>	<b>Staff</b>	<p><b><u>Mental Health</u></b> Management should promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and should offer whatever support they can to help</p> <p>Staff should be reminded to utilise our Mental Health Strategy and Toolkit located at <a href="https://psynergymentalhealth.com">SSB's Mental Health Strategy - SSB Group (psynergymentalhealth.com)</a></p> <p>Remote staff are in regular and periodic contact with their Line Managers.</p>	<p>Regular and internal communication channels and cascading of messages through line managers should be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers should offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Open door policy for those who need additional support.</p> <p>Signposting Services document prepared to assist staff in obtaining any support required.</p> <p>Staff are encouraged to engage with HR where needed.</p>		
		<p><b><u>Adequate Rest</u></b> Staff should be reminded to Managers of the importance of taking adequate rest breaks.</p>	<p>Working Hours report complete and sent to Line Managers to ensure adequate rest breaks are being taken and engage with staff over wellbeing.</p>		
<b>Fire Safety</b>	<b>Staff</b>	<p>All areas are within reasonable access of emergency exits and located employees can hear the alarm and are suitably covered by any fire wardens</p> <p>Evacuation procedure reviewed to ensure sufficient fire wardens and that muster points will allow safe social distancing</p>			
<b>First Aid</b>	<b>Staff</b>	The number of first aiders is adequate to meet number of personnel within the office.	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> )		