

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## • FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene** procedures in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Signed on behalf of employer *Alison Robinson*  
Employer representative signature

Employer THE OWEN KENNY PARTNERSHIP LTD Date JULY 2020

Who to contact: ALISON ROBINSON (01243) 790532  
Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

## COVID-19 Risk Assessment for Law Firms

Owen Kenny's up-to-date plan in case there's a COVID-19 outbreak. This plan nominates a single point of contact - Alison Robinson - who will lead on contacting local public health teams:

PHE Surrey and Sussex Health Protection Team (South East), County Hall, Chart Way, Horsham, RH12 1XA

Phone: [0344 225 3861](tel:03442253861) [option 1 to 4](#) [depending on area then option 1](#) / Out of hours for health professionals only: please phone 0844 967 0069

This risk assessment was completed in consultation with Directors. The risk assessment has a particular regard to whether the people doing the work are especially vulnerable to COVID-19. We will share the results of the risk assessment with all staff and publish the assessment on our website. When our offices are open, we will also review the risk assessment regularly and cross reference it against the (original) practical framework to check that the measures we put in place are working. We will also identify any further improvements we should make.

### Notes for use

- This risk assessment is based on the Health and Safety Executive's generic risk assessment and input from The Law Society's return to the office Core Working Group. It is designed to help firms deal with the current COVID-19 situation in the workplace.
- This aims to support law firms in meeting the requirements set out in the [government's guidance](#) "for people who work in or run offices, contact centres and similar indoor environments" and the Law Society's [practical framework for return to the office](#).
- This is not likely to cover all scenarios and each law firm should consider its own unique circumstances.

Assessment completed by: Job title/role: ALISON ROBINSON, PRACTICE DIRECTOR

Reviewed by: Job title/role: EMILY ALLCHURCH, MANAGING DIRECTOR

Approved by Job title/role: DAVID SMALL, SENIOR DIRECTOR

Date last updated: JULY 2020

Date of next scheduled review: AUGUST 2020

Risk title	Description & consequence	Mitigation	Action by who and by when?
Spread of COVID-19 in the firm	This will result in multiple individuals (staff) becoming infected and possibly seriously or fatally ill - consideration to vulnerable workers who could be worst affected.	Take steps to review numbers of staff on site at any one time  Desks removed (or desks sealed with	ACTION BY AR: 13.07.2020  NOT NEEDED AS ALREADY



Risk title	Description & consequence	Mitigation	Action by who and by when?
COVID-19 case (suspected) in our offices	<p>This may result in the individual staff member experiencing medical distress on-site and could increase the risk of onward transmission of the virus among other people with whom the individual has been in proximity</p>	<p>cleaning wipes) available inside each meeting room</p> <p>No refreshments offered inside meeting rooms</p> <p>Pre-meeting notification (if possible) sent to all attendees asking them to stay away if feeling unwell</p> <p>Physical distancing in place in reception/waiting area</p> <p>No cloakroom service – visitors should look after their own personal items</p> <p>If anyone becomes unwell with a new continuous cough, a high temperature or loss of sense of smell in the workplace, they will be sent home and advised to follow the stay at home guidance</p> <p>Everyone in the relevant office to be informed</p> <p>Majority of people would then be instructed to work from home</p> <p>Reemphasise that no-one feeling ill is allowed to come to work</p> <p>Maintaining up-to-date contact information (including emergency contacts) for all staff</p> <p>Record keeping on who is in and where in the office on a given day to aid potential contact-tracing efforts and processes</p>	<p>TEA/COFFEE MOVED AWAY AND ONLY FOR STAFF</p> <p>EMAIL DRAFT READY TO SHARE WITH CLIENTS</p> <p>FRONT DOOR ON LATCH, NO WAITING INSIDE</p> <p>N/A</p> <p>MEMBER OF STAFF TO INFORM AR</p> <p>BY AR</p> <p>AR TO NOTIFY STAFF</p> <p>AR TO RE-EMPHASISE</p> <p>AR HAS CONTACT DETAILS OF ALL STAFF</p> <p>TRACK &amp; TRACE LOG IN USE (FROM 27.07.2020)</p>
COVID-19 transmission via communal resources or areas	<p>This may result in increased risk of transmission, including to/from clients and visitors</p>	<p>Marketing material (brochures and literature), newspapers and magazines removed from client reception area</p> <p>Libraries (if applicable) to develop a special protocol for cleaning all books</p>	<p>AR TO ACTION: 27.07.2020</p> <p>AR TO ACTION: 27.07.2020</p>

Risk title	Description & consequence	Mitigation	Action by who and by when?
<p>COVID-19-related harassment</p> <p>stigma and</p>	<p>Risk that there is an increase in targeted harassment or stigma directed at individuals who have been ill or are from a specific ethnic background</p>	<p>Reporting channels to permit investigation and where proven appropriate misconduct procedures followed</p> <p>Directors to offer support to staff who are affected by COVID-19 or have a family member affected</p> <p>Review the organisation's bullying and harassment policy and remind managers of it</p> <p>Publish or signpost colleagues to facts about COVID-19 to dispel myths</p> <p>Ensure senior figures in the organisation issue and support messages about values and diversity and inclusion</p>	<p>AR, IF NEEDED</p> <p>DIRECTORS</p> <p>AR TO SHARE AGAIN WITH ALL</p> <p>AR TO SHARE WITH ALL STAFF BY EMAIL</p> <p>AR TO SHARE BY EMAIL</p>
<p>Non-compliance with government regulations</p>	<p>Risk that a member of the firm ignores firm's guidance</p>	<p>Communicate the importance of the adherence to the rules</p> <p>Stricter enforcement of rules against people continuing to attend the office while feeling unwell</p>	<p>DIRECTORS TO CHECK WE ARE FOLLOWING GUIDANCE CORRECTLY</p> <p>AR &amp; DIRECTORS TO CHECK AND TAKE ACTION IF ANY MEMBER OF STAFF REPORTS FEELING UNWELL</p>