

Risk assessment

Company name: Sydney Mitchell LLP

Assessment carried out by: Partners

Date of next review: 1 January 2021

Date assessment was carried out: 1 November 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Covid-19 in the offices	All colleagues, but especially those in vulnerable categories	In addition to this risk assessment (RA), colleagues will be asked to complete a risk assessment regarding their personal circumstances prior to being allowed to work in the office	Following a review of individual risk assessments colleagues were categorised as vulnerable or living with someone who was shielding and were not required to work in our offices for the validity of that assessment	All staff who have or are requested to work from the office must complete an individual risk assessment	Initial phase by 9 June 2020 Thereafter, when all new employees are asked to access the offices	Yes
		The Partners have concluded that because we are limiting the number of people in the office at any one time, thereby ensuring we can maintain social distancing in accordance with Government Guidelines it is not necessary to provide PPE routinely for all colleagues or to require them to wear PPE in our offices at all times	Partners will control of the numbers of people in the offices and will organise rotas and cohorts to ensure social distancing is maintained	Partners will review the individual risk assessment and approve or refuse the individual to work in the office	ongoing	Yes
Spread of Covid-19 on surfaces	All colleagues, but especially those in vulnerable categories	Daily professional cleaning of offices All offices have hand washing	Monitoring of compliance	All colleagues	ongoing	Yes

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		<p>facilities that provide running water, soap and paper towels</p> <p>All staff given individual bottles of hand sanitiser to use regularly</p> <p>Wall mounted Hand sanitiser dispensers located by all external access points with signage to instruct colleagues to clean their hands on entry and exit</p> <p>Allocated seating provided with hot desking only permitted where social distance can be maintained. Desks must be cleaned thoroughly both prior and after use to ensure colleague cross contamination risk is minimal.</p> <p>Colleagues instructed to maintain high standards of personal and workplace hygiene in offices and to clean high touch areas frequently</p> <p>Suitable cleaning materials will be provided</p> <p>Shared kitchen areas are open</p>				

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		<p>and colleagues have been told to ensure any touch points are cleaned prior and after use and social distancing to be observed.</p> <p>Access to toilets and drinking water are permitted.</p> <p>It is not considered practical, given the layout of the buildings and the number of staff present within them, to implement a one way system for circulation.</p>				
<p>Spread of Covid-19 between colleagues in the air</p>	<p>All colleagues, but especially those in vulnerable categories</p>	<p>Maintain social distancing whenever reasonably practical</p> <p>Allocate work stations with adequate spacing between to ensure required level of social distancing</p> <p>All reception desks will have screens fitted and portable screens will be utilised where necessary between desks to comply with social distancing requirements</p>	<p>Monitoring of Compliance</p>	<p>All colleagues in the offices. Partners to allocate work stations</p>	<p>ongoing</p>	<p>Yes</p>

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		<p>Where receptionists leave their reception desks they will be asked to wear a mask. Disposable masks will be provided by the firm</p> <p>Internal meetings will be limited to those that are absolutely essential only and should be replaced by phone or video conferencing</p>				
<p>Spread of Covid-19 between colleagues and clients/visitors</p>	<p>All colleagues and visitors, but especially those in vulnerable categories</p>	<p>Client meetings are arranged as a last resort where alternatives such as video conferencing are not suitable.</p> <p>Clients or visitors attending for meetings to be provided information sheet in advance of their arrival at our offices</p> <p>Clients visiting for an appointment will be restricted to one household in an office at any one time</p> <p>A restricted number of meeting rooms at each office will be used with the requirement for cleaning before and after each meeting. These rooms will have</p>	<p>Monitoring of Compliance</p>	<p>All colleagues working in the offices</p>	<p>ongoing</p>	<p>Yes</p>

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		<p>screens between colleagues and clients.</p> <p>There will be regular routine cleaning regime of frequently touched areas and after each visitor has left</p> <p>No client or visitor (accept in an emergency) will have access to office toilets or shared kitchen facility.</p> <p>Where clients bring documents to our offices (planned or unplanned) they must remain outside the building</p> <p>After passing documents between clients all parties must use hand sanitiser.</p> <p>Suppliers making deliveries will be required to use hand sanitiser on arrival, to observe social distancing and any surfaces touched must be wiped down after their departure using sanitising wipes.</p>				