

HEALTH AND SAFETY POLICY – 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 a **Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each employer should consider their own unique circumstances.

This is the statement of general policy and arrangements for:	Butterworths Solicitors
Tony Butterworth	has overall and final responsibility for health and safety
Rebecca Ferris and Carole Hill	has day-to-day responsibility for ensuring this policy is put into practice

Butterworths General Recommendations:

- Obeying Government Guidance on Social Distancing when and wherever possible
- Minimising contact with others outside of the workplace
- Stay away from work if you or anyone you have had significant contact with is displaying symptoms or has been tested
- Remain in your office or at your workstation whenever possible
- Avoid any unnecessary touching of communal surfaces
- Where possible cover hands, with a sleeve for example, when touching handles or photocopiers
- Communicate within the office by phone where possible rather than visiting other offices

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors/ clients to premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance displayed throughout the building. • Drying of hands with disposable paper towels – there should be no use of hand dryers. • Staff encouraged to protect the skin by applying emollient cream regularly, this will be provided for use at all hand wash stations • Gel sanitisers in any area where washing facilities not readily available especially in reception areas for clients and visitors use 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Sneezing and coughing should be done into the clean tissue or crook of arm.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p> <p>Posters, leaflets and other materials are available for display.</p>			

		<p>Cleaning 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>Areas for specific cleaning:</p> <ul style="list-style-type: none"> ○ Desktops and all work surfaces ○ Doorknobs and door handles ○ Light switches and dimmer switches ○ Computer monitors, keyboards, mice ○ Tablets and laptops ○ Telephone equipment ○ All chair rests and arms ○ Canteen tables and chairs, crockery, trays and cutlery ○ Sinks, taps and kitchen areas ○ Toilets, including all surfaces ○ Kitchen Urn/ kettle ○ Stair Bannisters ○ Photocopiers ○ Fax Machines ○ Franking Machines ○ <p>Communal doors should be open wherever possible to prevent unnecessary contact.</p> <p>Windows should be open wherever possible to provide adequate ventilation.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Cleaning Checklists to be provided for all kitchens, toilets, communal areas and closed offices – it is the responsibility of all staff as well as management and cleaners to ensure the cleaning is completed and signed off</p> <p>Posters to be displayed in all toilets to advise to clean sink, toilet handle and seat before and after use with cleaning products provided (all toilets should have Antibacterial spray, Dettol Hard Surface Spray and a supply of paper towels)</p> <p>Risk Assessments are provided and are to be reviewed in conjunction with Butterworths Risk Assessment for external cleaning companies</p>			
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		<p>We will not be providing face coverings but any member of staff who wishes to wear a face covering may do so. If a face covering is to be worn then staff are required to comply with the recommendations at Section 6.1 of the Government Guidance which can be found here https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres”</p> <p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance (reporting procedure below)</p> <p>Line managers will 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 (including where a member of staff has visited other work place premises such as domestic premises), the management team named above in this Risk Assessment, will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<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 has a family member affected.</p> <p>Procedure below</p>			
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Further Information:

- As a business Butterworths Solicitors are taking Covid-19 very seriously, it is everyone's responsibility across all offices and sites to make sure they and our clients are safe. Therefore should you wish to raise a concern or you have a suggestion on the safety of your office then please direct these to Rebecca Ferris and Carole Hill.
- **Symptom or Illness Reporting procedure:** If you should suddenly become ill with any Covid-19 symptoms either at work or at home then you should follow these steps immediately:
 - **Inform Rebecca Ferris on 07867 473 400 or Carole Hill on 07816 263 455**
 - **Do not come to work if you are at home. If you are at work leave immediately, limiting any contact with colleagues and members of the public**
 - **Book a Covid-19 test online using the following link <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>**
 - **You will be asked to self-isolate at home until you have your test results back which is usually within 48 hours.**
 - **Once you have your results Rebecca Ferris or Carole Hill will then discuss your return to work or ongoing self-isolation.**
 - **Information regarding your condition will be cascaded to colleagues and Public Health England will be alerted to your symptoms as per the Government Guidelines.**