

CORONAVIRUS (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.

Primary Symptoms are: High temperature; New, continuous cough; loss of taste or smell

Human Health Risk: Mild to severe illness, and death. Older adults, or those with underlying medical conditions seem to be at a higher risk of developing more serious complications from Covid-19 illness.

Transmission: Being a respiratory virus, it is transmitted through respiratory droplets, with person-to-person contact appearing to be the main method of transmission. The virus can also survive on contaminated surfaces.

Both symptomatic and asymptomatic transmission (when a person is displaying no symptoms) occurs.

This is our firmwide Risk Assessment for dealing with the current Covid-19 situation in the workplace and seeking to minimise risk to our employees, clients and anyone else who we may come into contact with. There are more specific details available for each office location. This Risk Assessment will be published internally and, on our website, as recommended.

For further clarity, or if you have any queries in relation to this risk assessment, please contact either of the following people:

Lynn Woodward, Partner

lwoodward@simpkinedwards.co.uk

Zoe Gardner, HR and Admin Director

zgardner@simpkinedwards.co.uk

The Risk Assessment

What are the hazards?	Who might be harmed?
<ul style="list-style-type: none">• Spread of Covid-19 Coronavirus• Community transmission in Devon and Cornwall is currently reported as being low and containment measures such as contact tracing, ability to carry out testing and isolate and care for suspected and confirmed cases are in place.• Simpkins Edwards staff are not, for the most part, working in close contact with the public or each other. Where they are, we have identified and mitigated the risk as part of the individual office location Risk Assessments.	<ul style="list-style-type: none">• Staff• Visitors to our premises• Cleaners• Contractors• Vulnerable groups – the elderly, pregnant workers, those with existing underlying health conditions• Anyone else who physically comes into contact with us in relation to our business

Controls Required	Additional Controls
<p><u>Vulnerability</u></p> <ul style="list-style-type: none">• There should be no clinically extremely vulnerable staff (as defined by the government) in our offices as we have asked employees in this group to work from home. All other employees, including those who consider themselves to be in other vulnerable groups, are required to carry out a risk assessment to ensure any identified risks are mitigated.	

Controls Required	Additional Controls
<p><u>Hand Washing/Sanitising</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water are in place. • Stringent hand washing taking place. • Drying of hands with disposable paper towels or hand dryers. • Gel sanitisers area available in reception areas. 	<ul style="list-style-type: none"> • Employees to be reminded on a regular basis to wash their hands for 20 seconds with soap and water and the importance of proper drying with disposable towels or hand dryers. • Also, to be 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 communal areas.

Controls Required	Additional Controls
<p><u>Cleaning</u></p> <ul style="list-style-type: none">• Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use, such as door handles, light switches and reception areas, using appropriate cleaning products and methods.	<ul style="list-style-type: none">• Rigorous checks will be carried out by Partners, managers and HR to ensure that the necessary procedures are being followed.• Staff to be asked to take responsibility for basic cleaning, in particular their personal workspace and communal areas, namely kitchen and bathroom after personal use.

Controls Required	Additional Controls
<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Government guidance remains that we must ensure workers maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable is acceptable), wherever possible, including on arrival and departure from work and while in work. Simpkins Edwards' policy remains that 2m distancing in our offices will continue for the foreseeable future. • Consider side by side and back to back working rather than face to face. • Taking steps to review work schedules including start & finish times/shift patterns, teams, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. • Consider additional screens and floor markings where appropriate. • Redesigning processes to ensure social distancing is in place. • Conference calls to be used instead of face to face meetings. • Ensuring sufficient rest breaks for staff on a rota basis, taking into consideration office occupancy levels for kitchen usage. • Social distancing to be adhered to in kitchen/bathroom areas. Wherever possible only one person in each kitchen/bathroom at any one time. • Lunch to be eaten at personal desk. 	<ul style="list-style-type: none"> • Staff to be reminded, on a daily basis, of the importance of social distancing both in the workplace and outside of it. • Regular management checks to ensure this is adhered to. • Internal communication channels and cascading messages through Partners and managers will be carried out regularly to reassure and support employees in a fast changing situation. • Our current intention is to continue to have minimal staffing in each office to facilitate social distancing. • All staff and Partners must obtain permission from the Partner in situ if they wish to attend the office at any point. All staff and Partners must book a specific slot and give a reason as to why they wish to attend an office. The Partner in situ reserves the right to refuse entry to the office if the numbers exceed the maximum permitted in the specific office location, as stated. • Each office will keep a log of staff and visitors entering our premises to enable track and trace if required.

Controls Required	Additional Controls
<p data-bbox="210 325 589 357"><u>Cooling/Air Conditioning</u></p> <ul data-bbox="255 427 1111 703" style="list-style-type: none"><li data-bbox="255 427 1111 485">• The opening of windows/doors where possible are considered the most appropriate option for ventilation.<li data-bbox="255 520 1111 577">• Air Conditioning is optional depending on your specific office location Risk Assessment.<li data-bbox="255 612 1111 703">• The use of fans is permitted, if no other options are available but consideration to the direction of air flow and the risk to individuals must be considered when using them.	<ul data-bbox="1182 384 1413 411" style="list-style-type: none"><li data-bbox="1182 384 1413 411">• None identified.

Controls Required	Additional Controls
<p><u>PPE</u></p> <ul style="list-style-type: none">• Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.• Face coverings must be worn at all times by all visitors, clients and customers attending any of our offices. Admittance will be refused unless they are exempt from wearing a face covering as per the Government guidelines.	<ul style="list-style-type: none">• None identified.

Controls Required	Additional Controls
<p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> • 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/self-isolating guidance. • Managers, Partners or HR will maintain regular contact with staff members during this time. • If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management board 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. https://www.nhs.uk/ 	<ul style="list-style-type: none"> • Partners, managers and HR will offer support to staff who are affected by Coronavirus or have a family member affected.

Controls Required	Additional Controls
<p data-bbox="210 389 831 421"><u>Managing Inbound and Outbound Goods</u></p> <ul data-bbox="255 459 1111 612" style="list-style-type: none"><li data-bbox="255 459 1111 517">• To reduce the frequency of deliveries consider ordering larger quantities less often.<li data-bbox="255 555 1111 612">• Where possible have single workers unload deliveries, incoming post and packages.	<ul data-bbox="1182 453 2033 510" style="list-style-type: none"><li data-bbox="1182 453 2033 510">• Consider part time hours, holiday/sickness cover and where deliveries require more than one person.

Controls Required	Additional Controls
<p data-bbox="210 325 465 357"><u>Public Transport</u></p> <ul data-bbox="255 395 1111 494" style="list-style-type: none"><li data-bbox="255 395 1111 494">• Employees who need to travel to any of our offices using public transport are required to use face coverings as specified in the government regulations.	

Controls Required	Additional Controls
<p><u>Mental Health</u></p> <ul style="list-style-type: none">• HR will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. https://www.mind.org.uk/ https://www.westfieldhealth.com/ https://www.nhs.uk/ https://www.gov.uk/	<ul style="list-style-type: none">• Regular communication of mental health information and open-door policy for those who need additional support.

Controls Required	Additional Controls
<p><u>General</u></p> <ul style="list-style-type: none">• Encourage staff to report any problems.• To help reduce the spread of coronavirus (COVID-19) everyone is reminded of the of the public health advice. <p>https://www.who.int/ https://www.gov.uk/government/organisations/public-health-england</p> <ul style="list-style-type: none">• Posters, leaflets and other materials are available for display.	<ul style="list-style-type: none">• Constant review and monitoring of government guidelines being undertaken by HR and the Management Board.