**Name of Staff Member:**

**Address:**

**Date:**

**Contact Number:**

**Email Address:**

**Assessment completed by: Job title/role:**

**Reviewed by: Job title/role:**

**Date of next scheduled review:**

| **Risk title**  | **Description & consequence** | **Mitigation** | **Comments** |
| --- | --- | --- | --- |
| 1. Spread of COVID-19 in the firm
 | This will result in multiple individuals (partners, associates and staff) becoming infected and possibly seriously or fatally illVulnerable workers could be worst affected[[1]](#footnote-2) | Review onsite and offsite work arrangements including working from home, setting rotas and placing staff in teams or shift groups for onsite working. For example, team A to be in the office on week 1 and 3 of the month and team B to be in the office on week 2 and 4 of the month.Take steps to review work schedules including start and finish times/shift patterns, to reduce the number of people on site at any one timeSet an upper occupancy limit of up to 4 person in our offices at any timeDesks removed (or desks sealed with tape) to encourage physical distancingClosure of canteen/communal areas OR putting in place social distancing markers and measures in communal areas including kitchens and canteensNo one feeling ill will be allowed to come to workCommunication and awareness-raising posters referring to the above measuresEnhanced cleaning regime, including for toilets, pantries and frequent touchpoints such as door handles, light switches, reception area using appropriate cleaning products and methodsHand washing awareness: see the [NHS guidance](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)Sanitation products (hand sanitiser, cleaning wipes) widely available. Consider providing a ‘cleaning pack’ for staff with hand gel, wipes etcReview HR sickness policiesReminding everyone of the public health advice through posters, leaflets and other materials made widely and prominently available: see the [government guidance](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)Measures to prevent people from placing personal item as (such as coats/bags) in places where they may contribute to transmission. | 1. Have you been diagnosed with COVID - 19? If so, when were you diagnosed?
2. Have you had any symptoms of COVID-19? If so, how long ago did you start to see these symptoms?
3. Have you been in contact with anyone who may have had COVID-19 or have had any symptoms of COVID-19? If so, how long ago?
4. Do you consider yourself as a vulnerable person or have you been categorised as high risk in accordance with the Governments’ guidelines of COVID-19? If so, please provide details. If you are unsure, please see [guidance here](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19).
5. Have you read our COVID-19 Risk Assessment on our website? Please see [link attached](http://www.queenscourtchambers.co.uk/covid-19).
6. Have you read the Government guidance on meeting people outside your household? Please see [link attached](https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july).
7. Have you read the work in Chambers guidance and working safety in the office guidance?
 |
| 1. Spread of COVID-19 to clients or visitors
 | This will result in multiple individuals (partners, staff, visitors/clients and contractors) becoming infected and possibly seriously or fatally ill  | Any outdoor events to take place following social distancing and limited to 30 people Indoor events no to take place (to be reviewed in October 2020)Face-to-face meetings discouraged with conference calls to be used insteadUpper limit on meeting numbers determined by available room sizeMeetings staggered so no congestion possibleSeats removed from meeting rooms to ensure physical distancing Enhanced cleaning regime, including before/between/after each individual meetingSanitation products (hand sanitiser, cleaning wipes) available inside each meeting room No catering/refreshments offered inside meeting rooms Pre-meeting notification (if possible) sent to all attendees asking them to stay away if feeling unwellPhysical distancing in place in reception/waiting area1 hour upper limit on meetings strongly advised and communicated No cloakroom service – visitors should look after their own personal items  | Staff member: Have you read this section and do you understand this section? |
| 1. COVID-19 case (suspected) in our offices
 | 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 | The single point of contact who will lead the response, including contacting local public health teams will be: Priscellia Robinson, Head of Chambers.The response plan will be: * Contact the staff member to ensure that he/she gets a test as soon as possible and self-isolates for 7 days and
* Get in touch with the individuals that are part of that staff member’s team or shift group and ask them to work from home (reassess next steps once the results of the test are available. If the test is positive, then self- isolate for 14 days)
* Contact NHS Test and Trace and assist them with the details required.
* Inform management team

If there's more than one case of COVID-19 reported in the office we will [contact the local PHE health protection team](https://www.gov.uk/health-protection-team) to report the suspected outbreakIf 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 guidancePartners and managers to increase the frequency of contact with those they supervise during this timeReemphasise that no-one feeling ill is allowed to come to the office Maintaining up-to-date contact information (including emergency contacts) for all partners and staff Record keeping on who is in and where in the office on a given day to aid potential contact-tracing efforts and processes and keeping this information for 21 days as per the Government’s guidance. | Staff member: Have you read this section and do you understand this section? |
| 1. COVID-19 transmission via communal resources or areas
 | This may result in increased risk of transmission, including to/from clients and visitors  | Marketing material (brochures and literature), newspapers and magazines removed from client reception area Libraries (if applicable) to develop a special protocol for cleaning all books, journals and other publications held in the openPens, pads and other stationary removed from meeting rooms. If a member of staff or visitor has tested positive for COVID-19 and was recently on the premises the firm will follow the action plan set in section 3.  | Staff member: Have you read this section and do you understand this section? |
| 1. COVID-19 transmission via mail/packages
 | This may result in increased risk of transmission by handling of objects  | Cleaning protocol is in place for all incoming mail and courier packagesStaff advised to clean any mail/post items delivered to their desks (wet wipes to be provided)Drop off and drop on zones should be considered  | Staff member: Have you read this section and do you understand this section? |
| 1. Mental health problems and poor wellbeing
 | This may result from increased stress caused by home-working and the lockdown, potential bereavements, increased caring responsibilities, elevated incidence of anxiety and depression associated with isolation, concerns about personal and family circumstances and job securityStaff members of BAME background may feel more uncomfortable coming back into the office | Signpost to to [Wellbeing at the Bar website](https://www.wellbeingatthebar.org.uk/) and [LawCare resources](https://www.lawcare.org.uk/).Increase volume of guidance materials and resources availableRaise awareness on any Employee Assistance Programme (EAP) offering access to additional resources and supportAdjust policies around home working and leave-taking to support working parentsRegular internal communications from senior leadership emphasising self-care and regular and inclusive communication. The emphasis should also be on honesty and transparency about the difficulties the firm is facing and how to best manage these togetherRegular communication of mental health information and an open-door policy for those who need additional supportProvide assurance over measures taken to protect employees’ health and safety | Staff member: Have you read this section and do you understand this section? |
| 1. Ergonomic injuries
 | Insufficient chairs, screens, footstools, desks etc. may be available in the office as a large proportion of these could have been taken home by staffIt may be difficult to perform workspace risk assessments whilst maintaining physical distancing or if people sit in different locations each time they are in the office | Virtual self-administered workplace risk assessment module to be made available (if not already)Where possible, people to be asked to bring their more portable ergonomic equipment (such as keyboards, wrist supports or mice) with them when working in the office | Staff member: Have you read this section and do you understand this section? |
| 1. Public transport virus transmission
 | Crowded and unsanitary conditions on public transport services  | Individuals who feel that they cannot travel safely to/from the office will not be required to do so. Private taxis made available for support staff who need to be in the office to support reopening at the cost of the client who’s case they are dealing with.If staff members need to travel (for example to courts or to do site visits) they should not share vehicles or taxis, unless suitable distancing can be achieved | Staff member: Have you read this section and do you understand this section? |
| 1. Car/bike park virus transmission
 | Narrow spaces in the firm’s carpark or bicycle storage area may elevate the risk of person-to-person transmission  | Set a 2 per vehicle of occupancy limit | Staff member: Have you read this section and do you understand this section? |
| 1. Safety and security at building entrance
 | There is a risk that individuals waiting for extended periods of time at building entrances due to physical distancing and temperature checks experience adverse weather-related health impacts or could be subject to opportunistic crime/harassment | Staggered arrival times for those attending the office should limit congestionStaff encouraged to arrive early before temperatures riseBuilding management to increase staffing at main entrance and increase contact with police | Staff member: Have you read this section and do you understand this section? |
| 1. COVID-19-related stigma and harassment
 | 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 | Reporting channels to permit investigation and where proven appropriate misconduct procedures followed Partners and managers to offer support to staff who are affected by COVID-19 or have a family member affectedReview the organisation’s bullying and harassment policy and remind managers of itPublish or signpost colleagues to facts about COVID-19 to dispel mythsEnsure senior figures in the organisation issue and support messages about values and diversity and inclusionReminder training on unconscious bias | Staff member: Have you read this section and do you understand this section? |
| 1. Non-compliance with government regulations
 | Risk that a member of the firm ignores firm’s guidance  | Communicate the importance of the adherence to the rulesStricter enforcement of rules against people continuing to attend the office while feeling unwell  | Staff member: Have you read this section and do you understand this section? |
| 1. Impact on protected characteristics
 | Be aware of the impact measures you are taking might have on protected characteristics and take appropriate action to mitigate that impact.Some examples:New traffic flows through the building may affect accessibility.Reduced room capacity due to social distancing might limit how many people can access a faith or quiet room.What might the impact be on those who are pregnant or new mothers. | Liaise with staff groups to inform the measures you are taking.Conduct an equality impact assessment on new measures.Refer to best practice guidance available through various sources including the Law Society, Law Works, EHRC and other bodies.Consider setting out increased measures to protect BAME staff who might be at higher risk of infection. This should include the ability to work from home for a longer period of time and prioritising flexible working requests.  | Staff member: Have you read this section and do you understand this section? |

**STATEMENT OF TRUTH**

I hereby certify that the information I have provided is true to the best of my knowledge. I understand that the information that I have provided is solely for the purposes of Queens Court Chambers carrying out a risk assessment for COVID-19 and these details will be held in accordance with the privacy notice\* below. Should Queens Court Chambers believe that I may have come into contact with someone suspect of COVID-19, I give them permission to contact me and understand it may be necessary to pass on my details to an authorised government body in order to prevent the further transmission of COVID-19.

**FULL NAME:**

**SIGN:**

**DATE:**

**\*Privacy Notice**

Information provided to Queens Court Chambers and its members is used solely for the purpose of Queens Court Chambers carrying out a risk assessment for COVID-19. Any personal data you provide me with may be retained/stored electronically in accordance with GDPR regulations and the Data Protection Act 2018.

1. Essential services workers need to be identified and a separate risks analysis considered for them, such as mail, document production/reprographics, reception and cleaning staff. Enhanced safety measures for these groups should be considered (e.g. plexiglass screens, enhanced cleaning, etc.) [↑](#footnote-ref-2)