















Risk assessment for : Menzies LLP

Risk assessment name	Managing COVID-19 In The Workplace (Social Distancing)	Assessment type	 General
Assessor name	Casey Johnston	Affected site(s)	Menzies LLP (TW20 9LF)
Assessment date	26/06/2020	Review period	Monthly
Approved by	Casey Johnston	Review date	26/07/2020
Approved date	26/06/2020	Reference	Covid-19 Social Distancing






Workspace(s)	Description
 Access / Egress  Office  Outside Area	<p>This risk assessment refers to the imposed 'social distancing' measures required for workplaces in response to controlling the transmission of the Covid-19 virus.</p> <p>It details how these social distancing measures will be applied in Menzies' offices and any subsequent actions required where these measures may not be possible.</p> <p>Ongoing and up to date guidance can be found: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)

Risk assessment for : Menzies LLP

 <p>Cleaning To Reduce Transmission Of Covid-19</p>	<p>All staff, Contractors</p> <p>How? If thorough cleaning is not conducted, particularly of communal areas, the likelihood of the spread of Covid-19 is increased.</p>	 <p>Appropriate Disinfectant Products Used</p>	 <p>Regular cleaning schedules in operation Cleaning Schedules In Operation</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>
 <p>Clients Coming To Site</p>	<p>All staff, Members of the public</p> <p>How? Transmission of virus between clients and employees on site.</p>	 <p>Entry Managed The number of people permitted inside the premises will be restricted to allow for effective social distancing.</p>  <p>Only Essential Meetings To Take Place</p>	 <p>Good Hand Washing/Hygiene Procedures Observed Employees to wash hands for 20 seconds with soap and water or utilise appropriate sanitiser regularly in between customer interactions.</p> <p>Hand sanitiser available at the customer interface.</p>  <p>Regular Cleaning - Including Increased Cleaning Of Touch Points Touch points will be cleaned on a regular basis alongside normal cleaning regime.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>









Risk assessment for : Menzies LLP

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Social Distancing In Place And Adhered To Staff and customers to adhere to government advised distancing.</p> <p>Use of signs, announcements and markers on the floor.</p> <p>One way systems in place where required.</p> <p> Waiting Area For Clients Well Managed Any waiting area for people on site will allow for adequate social distancing in the seating arrangements.</p> <p>Use of signs and markers and announcements to remind any visitors of the requirements.</p> <p>Entry to waiting area restricted if the number of people will restrict the ability to socially distance.</p>	
 Contractors / Visitors Attending Site	All staff, Contractors Visitors How? Transmission of Covid-19 between visitors to site and employees.	<p> All Visitors To Site To Be Pre-Arranged And Times Staggered Non-essential visitors/contractors to be requested or permitted on site.</p> <p>No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p>	2 x 5  10 Medium




Risk assessment for : Menzies LLP

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="801 331 891 421"></div> <p>Deliveries Not To Be Handed Directly Deliveries to be placed in a designated location whilst deliverer and receiver maintain appropriate distance.</p> <div data-bbox="801 609 891 699"></div> <p>Protective Interface Established Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee.</p> <div data-bbox="801 887 891 976"></div> <p>Sanitiser Available At Visitor Interfaces Sanitiser available at locations where contractors / visitors will present to employees.</p> <div data-bbox="801 1091 891 1181"></div> <p>Waiting Area For Visitors / Contractors Well Managed Any waiting area for people on site will allow for adequate social distancing in the seating arrangements. Use of signs and markers and announcements to remind any visitors of the requirements. Entry to waiting area restricted if the number of people will restrict the ability to socially distance.</p> <div data-bbox="1361 331 1451 421"></div> <p>Good Hand Washing/Hygiene Procedures Observed Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible.</p> <div data-bbox="1361 609 1451 699"></div> <p>Regular Cleaning Including Increased Cleaning Of Touch Points Touch points cleaned on a regular basis alongside normal cleaning regime.</p>	






Risk assessment for : Menzies LLP

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Employees Attending The Workplace</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? This may increase the potential spread of the virus.</p>	<p> Appropriate Toilet/Rest Room Etiquette Kindly ensure that where possible, safe distancing is applied during the use of urinals where its reasonable to do so. e.g putting a do not use or tape sign over the middle urinal where there are two urinals.</p> <p> Continue To Work From Home Wherever Practicable Employees should continue to work from home wherever practicable. However, our offices will be open from 6 July 2020 as we acknowledge that it is important for some people to have that option available. You should refer any request to work in the office to your OP.</p> <p> Effective Work Planning - Staff and Layout The office layout allows for social distancing between desks, work spaces, aisles, meeting rooms etc.</p> <p> Organisation Of Workplace & Meeting Rooms To Encourage Social Distancing One way systems, controlled access to areas, markings on walls and floor to indicate appropriate distances to promote social distancing.</p> <p> Good Hand Washing/Hygiene Procedures Observed Good hand washing facilities available so staff can wash hands for 20 seconds using soap and water and/ or provision of sanitiser.</p> <p> Pro-active Monitoring In Place Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>





Risk assessment for : Menzies LLP

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Regular Cleaning Regime In Place Regular cleaning of work areas to take place.</p> <p>Increased frequency of cleaning of regularly touched surfaces to be carried out.</p> <p>Deep cleans to be carried on a regular basis where required where risk assessment identifies it as a necessity.</p> <p> Staff Awareness Staff communicated with on a regular basis on the hazards and controls in the workplace.</p> <p>Staff trained on controls and use of posters, signs, announcements and toolbox talks to ensure staff are clear on the essential control measures they must follow.</p> <p> Ventilation On Site Increased As Much As Possible Windows and doors opened as much as possible to increase ventilation in all workspaces.</p>	









Risk assessment for : Menzies LLP

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Work Activities And Risk Assessments Reviewed Work activities assessed to establish what are essential tasks critical to be continued or if work can be paused.</p> <p>Staff levels reduced to minimal safe numbers in accordance with risk assessments for activities.</p> <p>These will be reviewed as things change.</p> <p>Care will be taken to ensure that reducing staff numbers doesn't introduce further hazards.</p>	
<p> Individuals Displaying Symptoms</p>	<p>All staff, Contractors Visitors</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work.</p>	<p> Cases Recorded and Investigated Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <p> Employee Not To Return To Work And Should Self-Isolate For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring People Manager/OPs are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p>	<p>3 x 7</p> <p> 21</p> <p>Medium</p>



Risk assessment for : Menzies LLP

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Employee To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected.</p> <p>They should then self-isolate in accordance with guidelines.</p> <p> Follow Government Advice On Testing The Government has put procedures in place regarding testing- Kindly ensure the COVID19 test is booked for anyone displaying symptoms. see- https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p> Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> Work Area Cleaned Thoroughly Using Disinfectant All work areas where the suspected infected person was present will be thoroughly cleaned using an appropriate disinfectant product.</p>	










Risk assessment for : Menzies LLP

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Kitchen Facilities</p>	<p>All staff, Contractors Visitors</p> <p>How? Shared facility with limited space and people congregating at the same time meaning people cannot adhere to social distancing, leading to possible transmission of the Covid-19 Virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p> Access To Kitchen Restricted The number of people permitted into kitchen restricted to ensure social distancing can be maintained whilst accessing facilities and equipment.</p> <p> Good Cleaning Standards Maintained Regular cleaning of all kitchen equipment and surfaces carried out using the appropriate disinfectant in line with COSHH assessment and correct PPE.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <p>Users to clean items before and after use with provided sanitiser and disposable cloths to reduce possible transmission.</p> <p> Kitchen Arranged So That People Can Socially Distance Seating spaced out so people can sit apart.</p> <p>Markers or signs on the floor and wall to indicate where people can wait to use the facilities to maintain distance.</p> <p> Use Of Signs To Remind Employees Signs, posters, markings on the floor and wall to remind staff of</p> </div> <div style="width: 48%;"> <p> Employees Advised To Bring In Packed Lunches Where Possible To reduce the need to access equipment and facilities or local shops, employees will be encouraged where possible to bring in own food.</p> <p> Staggered Break Times Implemented to Separate People Breaks staggered to reduce numbers of people accessing the kitchen at any one time so that social distancing can be maintained.</p> </div> </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>









Risk assessment for : Menzies LLP

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		the need to maintain social distancing.	
 <p>Maintaining Social Distancing at Access and Egress Points</p>	<p>All staff, Contractors</p> <p>Visitors</p>	 <p>Staggered Start Times Staggered start time to encourage social distancing.</p>	<p>1 x 1</p> <p>1</p> <p>Low</p>





Risk assessment for : Menzies LLP

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Shared Common Areas</p>	<p>All staff, Contractors Visitors</p> <p>How? Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<p> Numbers Of People In Communal areas Managed Individuals using communal areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> <p> Regular Cleaning Of Common Areas Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently.</p> <p> Use Of Stairs Rather Than Lifts Stairs should be used rather than lifts to prevent people from being in close proximity. If the lift is to remain in use then the occupancy will be limited to be able to comply with social distancing. Touchpoints will be cleaned frequently.</p> <p> Pro-active Monitoring In Place Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>
 <p>Shared Use Of Equipment</p>	<p>All staff, Contractors Visitors</p> <p>How? Possible transmission of Covid-19 from surfaces.</p>	<p> Equipment To Be Cleaned In Between Use Employees to clean any shared equipment before and after use, such as printers, keyboards, etc.</p>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>

Risk assessment for : Menzies LLP

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Travelling To And From Work</p>	<p>All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<p> Alternative Travel Arrangements Instead Of Public Transport Alternatives may include staff driving, walking and cycling to and from work.</p> <p> Continue To Work From Home Wherever Practicable Employees should continue to work from home wherever practicable. However, our offices will be open from 6 July 2020 as we acknowledge that it is important for some people to have that option available. You should refer any request to work in the office to your OP.</p>	<p>3 x 5</p> <p> 15</p> <p>Medium</p>
 <p>Working On Client Sites</p>	<p>All staff, Contractors, Members of the public</p> <p>How? Lack of control on other sites over the social distancing measures meaning may be exposed to risk of transmission of Covid-19.</p>	<p> Awareness And Training For Employees Employees reminded of how to implement the control measures on other sites and to report any concerns they have.</p> <p> Confirm All Concerned Are Symptom Free On the day of work there will be checks to confirm that the customer / clients and employees are not displaying any symptoms.</p> <p>If any are then the work WILL NOT GO AHEAD and appropriate isolation procedures should be followed by those concerned.</p>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>

Risk assessment for : Menzies LLP

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> Dynamic Risk Assessment Conducted Contact will be made with the customer/ client to establish what control measures are in place and what else needs to be in place.</p> <p>If arrive on-site and are not satisfied control measures are effective or people appear symptomatic then the visit the employee will leave the site immediately and report to the manager.</p> <p> Good Hand Washing/Hygiene Procedures Observed Hands will be washed upon arrival and before leaving the premises as well as after using a tissue to capture coughs and sneezes.</p> <p>Sanitiser may be used in addition or in the absence of soap and water.</p> <p> Non-Essential Work Is Not Carried Out All jobs will be reviewed to identify if the job is essential to be carried out at this time.</p> <p>Where possible the job will be rescheduled for a more appropriate time.</p> <p> Social Distancing Adhered To Where at all practicable social distancing to be adhered to at all times by all people throughout the visit.</p> <p>Use of signs, markers and announcements to remind people of the requirements.</p>	

Further control measures

None required

Operating procedures

Measures of 'social distancing' should be applied.

1. An individual should exercise 'social distancing' on their own or with members of their family / household.
2. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.
3. Continue to work from home wherever practicable.
4. Avoid contact with people not from your household - maintaining government advised distancing.
5. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
6. Use telephone or online services to contact your GP or other essential services.

Everyone should be trying to follow these measures as much as is pragmatic.

Self-containment would include staying at home in a well-ventilated room, with access to clean, potable water.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including good respiratory hygiene and respiratory etiquette; frequent careful hand washing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control).

Assessor's signature: Casey Johnston

Approved by signature: Casey Johnston