

## Rawlinson & Hunter LLP: Covid-19 Risk Assessment

We confirm we have complied with the government's guidance on managing the risk of COVID-19.

### FIVE STEPS TO SAFER WORKING TOGETHER:

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here.
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance.
- ✓ We have taken all reasonable steps to **help people work from home**.
- ✓ We have taken all reasonable steps to **maintain a two metre distance** in the workplace.
- ✓ Where people cannot be two metre apart, we have done everything practical to **manage transmission risk**.

**Important Note:** It is a legal requirement that all staff and visitors comply with the controls listed in this document.

## Rawlinson & Hunter LLP - COVID-19 Risk Assessment

Item	Government Objectives	Hazard	Who is at risk	Controls in Place
<p><b>Managing risk</b></p>	<p>To reduce risk to the lowest reasonably practicable level by taking preventative measures in order of priority.</p> <p>That all employers carry out a COVID-19 risk assessment.</p> <p>Sharing the results of your risk assessment.</p>	<p>Failure to manage the health risks to people associated with the COVID-19 pandemic.</p>	<p>Everyone – public health crisis.</p>	<ul style="list-style-type: none"> <li>• Site specific risk assessments</li> <li>• Weekly discussions with the Management Team reviewing all aspects of our planning</li> <li>• Clear information and direction to be provided about our COVID-19 arrangements for Partners, staff, clients, contractors and suppliers</li> <li>• Copies of our risk assessments to be made available on our website</li> <li>• Continue to follow Government guidelines when reviewing our policies</li> </ul>
<p><b>Workforce management</b></p>	<p>To change the way work is organised to create distinct teams ('Team Rawlinson' &amp; 'Team Hunter') and reduce the number of contacts each employee has.</p> <p>To avoid unnecessary work travel and keep people safe when they do need to travel between locations.</p> <p>To assist Partners and staff when out visiting clients and contacts' premises in maintaining social distancing and good hygiene practices.</p> <p>To make sure all Partners and staff understand COVID-19 related safety procedures.</p> <p>To make sure all workers are kept up to date with how safety measures are being implemented or updated.</p>			<ul style="list-style-type: none"> <li>• To prioritise Partners and staff being able to work remotely</li> <li>• Implementation of team rotation and desk booking system for staff who wish to come into the office, the rules of which will be clearly communicated</li> <li>• Implement flexible start times to avoid peak times on public transport if no other method of travel is available.</li> <li>• Employees to wear face coverings if using public transport in line with government guidelines</li> <li>• Regular communication with all employees on the Firm's social distancing protocols</li> <li>• Regular consultations to take place via employee surveys</li> <li>• COVID-19 related information and instructions will be clearly in situ within both offices.</li> </ul>

## Rawlinson & Hunter LLP - COVID-19 Risk Assessment

Item	Government Objectives	Hazard	Who is at risk	Controls in Place
<p><b>Who should go to work</b></p>	<p>Nobody should go to work if your business is specifically closed under current government regulations.</p> <p>To protect clinically vulnerable and clinically extremely vulnerable individuals.</p> <p>To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work.</p>	<p>Deterioration of mental health</p>	<p>-All employees</p>	<ul style="list-style-type: none"> <li>• Information provided by HR to all Partners and staff as to who they may speak to with regards to any impact on their mental health</li> <li>• EAP helpline is promoted to all employees</li> <li>• Line managers to ensure they consistently check in with their teams</li> <li>• Social Communications Committee to promote social (non-work) events and communications e.g. quizzes, team drinks</li> </ul>
	<p>This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.</p> <p>To treat everyone in our workplace equally.</p>	<p>At-risk individuals exposed to COVID-19</p>	<p>-Clinically extremely vulnerable individuals.</p> <p>-Clinically vulnerable individuals.</p>	<ul style="list-style-type: none"> <li>• Departmental Partners/Line managers to identify those within their teams who are considered a vulnerable person</li> <li>• Policies in place for those that are considered vulnerable to ensure that they remain safe in line with government guidelines and the Firm's social distancing protocols and working practices</li> <li>• To ensure that vulnerable individuals are regularly contacted at home</li> <li>• Staff with any symptoms of Covid-19 must not attend the office and must self-isolate in line with Government guidelines</li> </ul>
		<p>Avoidable exposure to COVID-19</p>	<p>-All employees</p>	<ul style="list-style-type: none"> <li>• All employees have been permitted to work from home since March 2020.</li> <li>• Provision of IT software and hardware that allows remote working (i.e. Citrix, Skype For Business Microsoft Teams)</li> <li>• Provision of any additional IT equipment that might be required to enable home workers full functionality whilst working from home (i.e. monitors, cables, mouse, keyboards, laptops, headsets, webcams)</li> </ul>

## Rawlinson & Hunter LLP - COVID-19 Risk Assessment

Item	Government Objectives	Hazard	Who is at risk	Controls in Place
				<ul style="list-style-type: none"> <li>• Access to the IT Helpdesk to assist with any remote working issues</li> <li>•</li> </ul>
		Transmission of COVID-19 by symptomatic individuals (and by those who live in a household with someone who has symptoms).	-All employees. -Contractors. -Members of the public.	<ul style="list-style-type: none"> <li>• Any individual that is displaying symptoms (or who lives with someone with symptoms) must not come to either office and should self-isolate in line with current Government guidelines (currently 14 days)</li> <li>• In the event that any Partner/employee who has been in the office is then diagnosed with COVID-19, a track and trace system to be implemented and staff notified</li> </ul>
<b>Managing your clients, visitors and contractors</b>	<p>To minimise the number of unnecessary visits to both offices</p> <p>To make sure people understand what they need to do to maintain safety.</p>	Unnecessary visits to the office by clients, visitors or contractors.	-Employees -Visitors -Contractors	<ul style="list-style-type: none"> <li>• The preference will be for all meetings to be carried out remotely</li> <li>• Internal meetings will have restrictions enforced as to the number of attendees at any one time</li> <li>• Postponement of any large Firm events/gatherings to limit the transmission of the virus</li> <li>• All visitors to the office will be made aware of the strict measures we have in place via appropriate signage displayed prior to them entering either building</li> <li>• The Firm's social distancing protocols to be adhered to at all times to ensure the safety of clients, visitors and contractors</li> </ul>
		Office users not aware of what they need to do to maintain safety.	-Employees -Visitors -Contractors	

Rawlinson & Hunter LLP - COVID-19 Risk Assessment

Item	Government Objectives	Hazard	Who is at risk	Controls in Place
<p><b>Personal Protective Equipment (PPE) and face coverings</b></p>	<p>To discourage the use of PPE outside of clinical settings, and to discourage the wearing of face coverings.</p> <p>To discourage wearing of face coverings except where foreseeable that social distancing may not be possible.</p>	<p>-Wearers of PPE/face coverings work with a false sense of protection and therefore may take a lax attitude towards social distancing requirements.</p> <p>-Clinical and industrial settings that need the PPE to guard against specific hazards are unable to procure it.</p>	<p>-Employees</p>	<ul style="list-style-type: none"> <li>• Communicate the strict wearing of face coverings in all common areas</li> <li>• Clearly identify the communal areas where face coverings must be worn</li> <li>• Ensure a stock of face masks and gloves are available if an employee has forgotten to bring their own</li> <li>• The Firm acknowledges that the use of PPE is the last resort in the hierarchy of controls, and we will prioritise the observance of social distancing, hand hygiene and regular deep cleaning of both offices</li> </ul>

**Rawlinson & Hunter LLP - COVID-19 Risk Assessment**

Item	Government Objectives	Hazard	Who is at risk	Controls in Place
<p><b>Inbound and outbound goods</b></p>	<p>To maintain social distancing and avoid surface transmission when goods enter and leave the site.</p>	<p>COVID-19 transmission through contact with objects that come into the office.</p>	<p>-Employees -Visitors -Contractors</p>	<ul style="list-style-type: none"> <li>• Signage to be in place which clearly states to not enter the building if displaying symptoms of COVID-19 and to indicate social distancing is enforced. Visible via posters and using mats and customised floor tiles.</li> <li>• A sanitiser station is place in both reception areas.</li> <li>• Sneeze guards in situ in both reception areas</li> <li>• Internal postal distribution must be in line with social distancing protocols</li> <li>• Restricted access to the post room/stationary room in line with social distancing protocols</li> <li>• Personal goods prohibited from being delivered to the office for staff</li> </ul>

## Rawlinson & Hunter LLP - COVID-19 Risk Assessment

Item	Government Objectives	Hazard	Who is at risk	Controls in Place
<p><b>Cleaning the workplace</b></p>	<p>To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:</p> <ul style="list-style-type: none"> <li>-An assessment for all sites, or parts of sites, that have been closed, before restarting work.</li> <li>-Carrying out cleaning procedures and providing hand sanitiser before restarting work.</li> </ul> <p>To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p> <p>To help everyone keep good hygiene through the working day.</p>	<p>Failure to wash hands on arrival at the office.</p>	<ul style="list-style-type: none"> <li>-All employees</li> <li>-Contractors</li> <li>-Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Sanitising stations to be located in prominent locations on all office floors including reception areas</li> <li>• Individuals to take responsibility of the cleaning of their desk area before starting and finishing work</li> <li>• Cleaning procedures increased in general especially in high touch point areas, i.e. door handles, reception area, etc.</li> <li>• Signage in place in all washrooms reminding staff to wash their hands frequently to avoid the spread of the virus</li> <li>• Gym and gym changing area will be closed for the foreseeable future to reduce any potential transmission</li> </ul>
	<p>To minimise the risk of transmission in changing rooms and showers.</p> <p>To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.</p>	<p>Failure to clean the office prior to re-opening.</p>	<ul style="list-style-type: none"> <li>-Employees</li> <li>-Visitors</li> <li>-Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• A deep clean will be carried out should there be a confirmed case within either office</li> <li>• Cleaning procedure increased to avoid any possible spread of the virus by way of introduction of electrostatic cleaning machines in both offices</li> <li>• Air conditioning fresh air supply to be adapted to have minimal orno recirculation of air</li> </ul>
	<p>Carrying out a full flush of the water system. Fully venting the space to ensure no hazardous particulate matter is present.</p>	<p>Failure to keep the workplace clean.</p>	<ul style="list-style-type: none"> <li>-Employees</li> <li>-Visitors</li> <li>-Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• An enhanced deep clean will be carried out should there be a confirmed case within either office</li> <li>• Cleaning regime has been increased to avoid any possible spread of the virus by way of introduction of electrostatic cleaning machines in both offices</li> </ul>

**Rawlinson & Hunter LLP - COVID-19 Risk Assessment**

Item	Government Objectives	Hazard	Who is at risk	Controls in Place
		Inability to maintain personal hygiene during the day.	-Employees -Visitors -Contractors	<ul style="list-style-type: none"> <li>• Social distancing measures to be implemented with one way systems, clear signage and a limit to the number of employees allowed in the toilets at any one time</li> </ul>
		COVID-19 transmission in showers and changing rooms.	-Employees	<ul style="list-style-type: none"> <li>• Gym and gym changing area closed for the foreseeable future to reduce any potential transmission</li> </ul>



## Rawlinson & Hunter LLP - COVID-19 Risk Assessment

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<p><b>Social distancing at work</b></p>	<p>To maintain two metre social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.</p> <p>To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.</p>	<p>Inability to maintain 2m social distancing during arrival and departure at the office.</p>	<p>-All employees -Contractors -Visitors</p>	<ul style="list-style-type: none"> <li>• Clear signage indicating that social distancing is in operation</li> <li>• Sanitising stations to be placed in reception areas</li> <li>• Ensure hands are washed thoroughly when arriving and departing either office</li> <li>• Sneeze guards in place on reception desk</li> </ul>
	<p>To maintain social distancing wherever possible while people travel through the workplace.</p> <p>To maintain social distancing between individuals when they are at their workstations.</p> <p>To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</p> <p>To maintain social distancing while using common areas.</p> <p>To prioritise safety during incidents.</p>	<p>Inability to maintain 2m social distancing while travelling through the office.</p>	<p>-All employees -Contractors -Visitors</p>	<ul style="list-style-type: none"> <li>• As the Firm is able to agile work, there are many means to communicate.</li> <li>• Office working is voluntary and staff may only attend the office if they meet the criteria set out in the Firm's stated attendance policy which is in accordance with government guidelines.</li> <li>• Desk booking system in place to ensure social distancing between staff if working from the office</li> <li>• Perspex screen guards to be available to staff at their desks if required</li> <li>• Preference is for all meetings to be carried out remotely</li> <li>• Any internal meetings will have restrictions enforced as to the number of attendees at any one time to ensure adequate social distancing by the removal of chairs within a meeting room</li> <li>• Face masks will be worn in all common areas or where two metre social distancing cannot be maintained</li> </ul>

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Item	Government Objectives	Hazard	Who is at risk	Controls in Place
		Inability to maintain 2m social distancing between individuals when they are at workstations.	-All employees -Contractors -Visitors	<ul style="list-style-type: none"> <li>• As the Firm is able to agile work, there are many means to communicate. The preference is that all meetings continue to be carried out remotely.</li> <li>• Desk booking system in place to ensure social distancing between staff if working from the office</li> <li>• Perspex screen guards to be available to staff at their desks if required</li> <li>• Preference is for all meetings to be carried out remotely</li> <li>• Any internal meetings will have restrictions enforced as to the number of attendees at any one time to ensure adequate social distancing by the removal of chairs within a meeting room</li> <li>• Face masks will be worn in all common areas or where two metre social distancing cannot be maintained</li> </ul>
		Inability to maintain 2m social distancing while using Common areas of the office.	-All employees -Contractors -Visitors	<ul style="list-style-type: none"> <li>• Sanitising stations located in prominent areas of both offices</li> <li>• Face masks worn in all common areas or where two metre social distancing cannot be maintained</li> <li>• Maximum numbers enforced in all common areas e.g. reception, walkways, kitchens, toilets</li> <li>• All furniture removed in kitchen areas</li> <li>• Toilet cubicles/urinals to be taken out of action to ensure social distancing can be maintained</li> </ul>
		Breached social distancing to administer first-aid.	-First-aiders	<ul style="list-style-type: none"> <li>• All first aiders will wear appropriate PPE such as face masks and gloves.</li> </ul>