



COVID-19 Risk Assessment for Truth Legal

This risk assessment is to help us meet the requirements set out in the [government's guidance](#) *"for people who work in or run offices, contact centres and similar indoor environments"* and the Law Society's [practical framework for return to the office](#).

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Reviewed by: Andrew Gray, Founder/Director

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Date of next scheduled review: 21 June 2021

Risk title	Description & consequence	Mitigation	Action
Spread of COVID-19 in the firm	<p>This will result in multiple individuals (directors and staff) becoming infected and possibly seriously or fatally ill.</p> <p>Vulnerable workers could be worst affected</p>	<p>Now that we are in the office more often and working from home less, please maintain social distancing and observe all the guidelines in this document.</p> <p>Take steps to review work schedules including start and finish times/shift patterns, to reduce the number of people on site at any one time.</p> <p>No one feeling ill will be allowed to come to work.</p> <p>Communication and awareness-raising posters referring to the above measures.</p> <p>Enhanced cleaning regime, including for toilets, kitchens and frequent touchpoints such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Hand washing awareness: see the NHS guidance.</p> <p>Sanitation products (hand sanitiser, cleaning wipes) widely available.</p> <p>Reminding everyone of the public health advice through posters, leaflets and other</p>	<p>If you haven't already done so, please advise Navya if you have any health conditions which might make you more susceptible to an adverse reaction to Covid-19.</p> <p>The following steps will continue to be taken to keep the workplace as safe as possible.</p> <p>If you are feeling ill or have symptoms of Covid, you must not come to the office and you should let Karen or Emily know as soon as possible that you will not be in.</p> <p>Karen will maintain a record of who is attending each office so that we can track and trace if someone becomes ill. It is essential that you let Karen know when you are working in the office.</p> <p>It is recommended that all staff who are attending the office take a Covid-19 test twice a week. Tests can be ordered online: https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests. They can also be collected from some pharmacies: https://maps.test-and-trace.nhs.uk/ and from some testing sites: https://maps.test-and-trace.nhs.uk/. And there are some tests available in the office.</p> <p>You should not sit facing another staff member, unless there is a screen between you. No hand-shaking or physical contact.</p>



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		<p>materials made widely and prominently available: see the government guidance.</p> <p>Take regular Covid-19 tests.</p>	<p>Posters are pinned to the reception door into the Harrogate office building, on most office doors and on the kitchen door as a reminder to visitors/clients and staff about public health advice. Posters are available in the Leeds office.</p> <p>Doors will continue to be propped open with wedges to enable air to circulate.</p> <p>Lisa will be coming into the Harrogate office twice per week and will continue to carry out an enhanced cleaning regime.</p> <p>The bathrooms are stocked with paper towels and bins for the disposal of used towels. Karen will ensure that stocks are maintained in the Harrogate office.</p> <p>Everyone to wash hands when they enter and when they leave the office following the NHS guidelines on hand washing. Hand sanitiser to be applied when you enter the office and regularly through the day. Hand sanitiser is widely available.</p> <p>You should not make drinks for others in the office.</p> <p>If you need to use a landline phone while in the office, please ensure that you wipe this at the start and at the end of each day using the antibacterial surface wipes provided. Each phone should only be used by one person – please use your mobile phones to make outgoing calls if needed.</p>



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			<p>There is a box of disposable tissues on every desk. Please use these if you need to cough/sneeze/blow your nose and dispose of the tissue quickly. Karen will maintain stocks of tissues.</p> <p>Phones and keyboards should be wiped with the alcohol rubs/wipes provided daily.</p> <p>Laptops should be taken home at night.</p> <p>Only online training should be undertaken.</p>
Movement between the Harrogate and Leeds offices	The opening of the Leeds office means that workers travelling between the offices can risk infecting workers in the other location	Any person who has spent time in one office (office 'A') and intends to work in the other office (office 'B') within seven days, must take COVID-19 tests. A test should be taken prior to arrival at the second location (office B). A further test should be taken if an individual then returns to the original office (office A), within seven days.	<p>Test kits are available in both locations. Tests can also be ordered online: https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests. They can also be collected from some pharmacies: https://maps.test-and-trace.nhs.uk/ and from some testing sites: https://maps.test-and-trace.nhs.uk/.</p> <p>Individuals should confirm to a director their intention to travel between offices and to confirm they have returned negative tests.</p>
Spread of COVID-19 to/from clients or visitors	This will result in multiple individuals (directors, staff, visitors/clients and contractors) becoming infected and possibly seriously or fatally ill.	<p>Face-to-face meetings discouraged with conference calls to be used instead.</p> <p>Meetings staggered so no congestion possible.</p> <p>Enhanced cleaning regime, including before/between/after each individual meeting.</p>	<p>Where face-to-face meetings can't be avoided, clients or visitors to be advised that a mask will need to be worn and they must wash their hands upon arrival at the office.</p> <p>Where meetings have to take place, these must be staggered appropriately to avoid congestion and must take place quickly and efficiently – no more than 1 hour advised and communicated to clients.</p>



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		<p>Sanitation products (hand sanitiser, cleaning wipes) available inside each meeting room.</p> <p>No catering/refreshments offered inside meeting rooms.</p> <p>Pre-meeting notification (if possible) sent to all attendees asking them to stay away if feeling unwell.</p> <p>Physical distancing in place in reception/waiting area.</p> <p>1-hour upper limit on meetings strongly advised and communicated.</p>	<p>We are not encouraging visitors during lockdown periods. Where it is necessary to see a visitor, Karen will email the visitor 24 hours in advance, reminding them to stay away if feeling unwell and advising them they will need to wear a mask, wash their hands on arrival and that the meeting will be limited to a maximum of 1 hour.</p> <p>Refreshments will not be offered to visitors.</p> <p>Hand sanitiser is available in meeting rooms.</p> <p>Lisa will continue to carry out enhanced cleaning regime in meeting rooms in the Harrogate office – please advise her if the meeting room has been used and when it will next be used. The Leeds office has a vigorous cleaning regime.</p>
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.	<p>If 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 guidance.</p> <p>Everyone in the office to be informed.</p> <p>Directors and supervisors to increase the frequency of contact with those they supervise during this time.</p> <p>Re-emphasise that no-one feeling ill is allowed to come to work.</p>	<p>If you are feeling ill or have symptoms of COVID-19, you must not come to the office and you should let Karen or Emily know that you will not be in as soon as possible.</p> <p>If you haven't already done so, please advise Navya if you have any health conditions which might make you more susceptible to an adverse reaction to Covid-19.</p> <p>Karen to maintain a record of who is in the office when so that we can track and trace if someone becomes ill.</p> <p>Majority of people will be instructed to work from home in the event of a suspected case where the individual concerned has been in the office beforehand.</p>



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		<p>Maintain up-to-date contact information (including emergency contacts) for all partners and staff.</p> <p>Record keeping on who is in and where in the office on a given day to aid potential contact-tracing efforts and processes.</p> <p>Take regular Covid-19 tests.</p>	<p>Elaine has compiled an up-to-date list of staff contact details which has been filed on OneDrive for Directors to access.</p> <p>It is recommended that all staff who are attending the office take a Covid-19 test twice a week. Tests can be ordered online: https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests. They can also be collected from some pharmacies: https://maps.test-and-trace.nhs.uk/ and from some testing sites: https://maps.test-and-trace.nhs.uk/. And there are some tests available in the office.</p>
COVID-19 transmission via communal resources or areas	This may result in increased risk of transmission, including to/from clients and visitors	<p>Marketing material (brochures and literature), newspapers and magazines removed from client reception area.</p> <p>If advised that a member of staff or visitor has developed COVID-19 and was recently on the premises, AG will ask the local public health authority for advice, identify people who have been in contact with them and take on any actions or precautions.</p>	<p>No marketing material to be displayed in the lobby.</p> <p>Washable masks can be found next to the visitor book. These are to be used in communal areas and are to be taken with you at the end of the day.</p> <p>Dirty dishes are not to be left in the sink but should be placed in the dishwasher. Please wash your hands/use sanitizer/wipe the dishwasher before loading. Karen will provide wipes in the kitchen.</p> <p>Use hand sanitiser and wipe the kettle or other kitchen equipment before using.</p> <p>If using hand towels pat the hands dry, do not rub.</p> <p>When entering a toilet use your forearm or shoulder to open the door, i.e., no flesh contact with the door handle. On exit take a paper towel and open/pull the door open</p>

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			with the paper towel as a barrier between handle and flesh, then dispose of the paper towel.
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 packages. Staff advised to clean any mail/post items delivered to their desks (wet wipes to be provided).	Hand sanitiser to be used when handling mail and hands to be washed once mail has been distributed. Hand sanitiser to be widely available and visible in the office.
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 security. Staff members of BAME background may feel more uncomfortable coming back into the office.	Signpost to LawCare resources and the Law Society's mental health resources Increase volume of guidance materials and resources available. Raise awareness on any Employee Assistance Programme (EAP) offering access to additional resources and support. Adjust policies around home working and leave-taking to support working parents. Regular 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 together.	Where possible, everyone to try and attend the Wednesday Zoom call. If anyone has concerns about COVID-19 or are feeling increased stress, please speak to a colleague or director. Regular communication from directors to continue. Everyone to be aware of the LawCare and Law Society resources mentioned here. We have created a TL WhatsApp chat in which we will post articles about mental health and other uplifting posts. If you have not already joined this group and would like to, please contact Mirek. Please give extra consideration to Karen and Emily for manning the office and particularly dealing with distressed callers.



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		<p>Regular communication of mental health information and an open-door policy for those who need additional support.</p> <p>Provide assurance over measures taken to protect employees' health and safety.</p>	
Public transport virus transmission	Crowded and unsanitary conditions on public transport services	<p>Individuals who need to use public transport should take all necessary steps to keep themselves safe, e.g., sanitising of hands, maintaining social distance as much as possible, travelling when it is less busy where possible.</p> <p>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.</p>	<p>If you normally use public transport but wish to drive to the office, please park at the office or if this isn't possible, we will pay for parking at Tower Street.</p> <p>If you do use public transport, please be extra vigilant in following the appropriate guidance re gloves/masks etc and wash your hands thoroughly upon arrival at the office.</p> <p>If you need to travel to court or to visit a client, do not share vehicles or taxis unless suitable social distancing can be achieved.</p>
Non-compliance with government regulations	Risk that a member of the firm ignores firm's guidance	<p>Communicate the importance of the adherence to the rules.</p> <p>Stricter enforcement of rules against people continuing to attend the office while feeling unwell.</p>	<p>Add COVID-19 to the agenda for Wednesday Zoom calls if not already on it.</p> <p>Everyone is expected to comply with the actions listed above.</p>