

## Ellis Bates Group Covid-19 Risk assessment

**HAZARD** - COVID-19 is a new type of coronavirus that causes illness in people by affecting their lungs and therefore their breathing. It can be spread from person to person by coughing or touching surfaces or area of skin that have been contaminated by (come into contact with) the virus.

This risk assessment identifies potential risks for our employees, visitors and suppliers; the risk rating we have applied and the risk mitigation we have put in place.

**Risk assessment conducted:** June 2020

**Offices:** Adam House, Harrogate and Grainger Chambers, Newcastle

### Risk Rating Key:

Severity of injury/illness x Likelihood = Risk Rating

Where the severity of injury/illness is scored as:

- Fatality (5) Major (4) Moderate (3) Minor (2) Insignificant (1)

Where the likelihood of injury/illness is scored as:

- Almost Certain (5) Very Likely (4) Possible (3) Unlikely (2) Rare (1)

Score 25-20   Score 16-12   Score 9-1

Measures/controls in place to mitigate/manage the risk

- Very good (5) Good (4) Acceptable (3) Unacceptable (2) Of Concern (1)

Hazards	Severity	Likelihood	Risk Rating	Action taken	Responsibility of:	Date completed	Measures / controls in place
<b>Ineffective handwashing</b>	4	4	16	<p>Hand washing facilities with soap and water in place. Stringent hand washing taking place and poster reminders. <a href="https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing">https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing</a></p> <p>Drying of hands with disposable paper towels. <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Encourage staff to protect the skin by applying emollient cream regularly. <a href="https://eczema.org/blog/advice-on-coronavirus-covid-19-for-people-with-eczema/">https://eczema.org/blog/advice-on-coronavirus-covid-19-for-people-with-eczema/</a></p> <p>Hand sanitisers (with alcohol) in any area where washing facilities not readily available i.e. common areas/desks/reception.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of drying.</p>	Operations	June	4
<b>Social distancing not in place/ adhered to</b>	4	3	12	<p>2m distancing in place across the whole office (not reduced to 1m).</p> <p>Appropriate signage in common areas.</p> <p>Phased return to work plan in place to reduce the number of people in the workplace at any one time.</p> <p>Conference calls are being used instead of face to face meetings.</p>	HR	June	6

Hazards	Severity	Likelihood	Risk Rating	Action taken	Responsibility of:	Date completed	Measures / controls in place
<b>PPE not used appropriately</b>	1	3	3	<p>Public health guidance on the use of PPE (personal protective equipment) is to be followed. This currently does not require PPE to be used in our working environment.</p> <p>We fully support colleagues who chose to wear a face covering in the office.</p> <p>We do have a supply of gloves and masks in each office, in the event of an unforeseen situation that would require them.</p>	HR	n/a	3
<b>Someone develops symptoms</b>	4	4	16	<p>All colleagues are required to check their temperature on entering the office to ensure it is below the minimum advised.</p> <p>If anyone becomes unwell, displaying the symptoms of coronavirus (Covid-19), they will be sent home and advised to follow the stay at home guidance for them and anyone who lives in the same household.</p> <p>All colleagues who were in their work area and could have had contact will also be asked to isolate at home.</p> <p>The office area will be closed and after 72 hours will be fully cleaned.</p> <p>If advised that an employee or any visitor to our office has developed Covid-19 and were recently on our premises, the Directors will 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 (complying with GDPR)</p>	HR	June	5
<b>Unsafe getting to</b>	3	4	12	<p>Colleagues may drive to work as long as they do not share a car with another colleague.</p>	HR		4

Hazards	Severity	Likelihood	Risk Rating	Action taken	Responsibility of:	Date completed	Measures / controls in place
and from the office				Colleagues who need to use public transport to get to work will remain homeworking until guidance changes to suggest it is safe.			
Mental wellbeing suffers due to current situation	4	3	12	<p>We will continue to promote mental health and wellbeing awareness to colleagues during the Coronavirus outbreak and afterwards. All information is provided by the Hub and weekly emails.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Currently exploring Mental Health First Aid training.</p>	HR	In progress	3
Insurance cover insufficient	n/a	n/a	n/a	<p>Employers Liability – the Employers Liability does extend to include cover for employees working from home and other locations away from the office premises.</p> <p>Business Interruption Insurance – our policy specifically excludes any claim for BI as a result of Coronavirus (renewal May 20). However, we have a tried and tested process in place which means all our colleagues can work from home within 24 hours in the event of a future need. We do not therefore expect a serious or longer term interruption to our day to day business operations.</p> <p>Cyber Security Insurance – covers employees working from home, there are no warranties or conditions for security conditions. They advise Multi-Factor Authentication (MFA) on systems.</p>	Operations/ Compliance	Now	N/A

Hazards	Severity	Likelihood	Risk Rating	Action taken	Responsibility of:	Date completed	Measures / controls in place
Employees unsure of company policy and procedures for safe working	4	4	16	<p>A new Office Working Protocol has been written outlining the new procedures and policies for office working.</p> <p>It has been communicated via an all colleague video call.</p> <p>All colleagues are walked through all the requirements before being allowed to return to the office.</p> <p>Flexible homeworking has been introduced to colleagues resulting in half now being based from home on a more structured/regular basis.</p> <p>A dedicate area on the Hub (intranet) has been set up proving full information, guidance and communication on all matters relating to Covid-19 and safe working.</p>	EM	March May	5