

# Barcan+Kirby

## Covid-19 risk assessment

**Firm name:** Barcan+Kirby LLP

**Assessment carried out by:** Bill Willcocks

**Date assessment was carried out:** 15<sup>th</sup> July 2021

This review relates solely to the spread of Covid-19 in the workplace. It has been carried out prior to the return to the work place of a skeleton staff from 15<sup>th</sup> June 2020 when, pursuant to government guidelines, non-essential retail may reopen following lockdown.

**2.11.2020:** This risk assessment was reviewed in light of the four week lockdown coming into effect on 5<sup>th</sup> November 2020. As clients and visitors are no longer permitted to visit offices and home visits will not take place during the period of the lockdown, the final sections in red are no longer applicable for the duration of the lockdown.

**11.1.2021:** The risk assessment has been updated in light of the more stringent nationwide lockdown announced on 4<sup>th</sup> January 2021 and the new, more contagious variant of Covid-19 in circulation in the UK.

**28.4.2021:** Routine risk assessment review taken place part way through the roadmap for opening up. Follows re-opening of non-essential retail and the therefore re-opening of our offices.

**15.7.2021:** Review following rapidly increasing case numbers in Bristol and in light of stage 4 of the roadmap coming into effect on Monday 19<sup>th</sup> July.

### Version control

V1: 9.6.2020

V1.2: 28.6.2020 – Devolved office management from 1<sup>st</sup> July 2020

V1.3: 30.7.2020 – Update to hot desk policy

V1.4: 06.8.2020 – Update regarding office kitchen use

V1.9: 28.4.2021 – Routine update

V1.11: 5.8.2021 – Amend time period for reporting to local health to match BCC requirement

V1.5: 23.9.2020 – New section on home visits

V1.6: 9.10.2020 – Treatment of “office outbreak”

V1.7: 2.11.2020 – Changes during November lockdown

V1.8: 11.1.2021 – Changes during January lockdown

V1.10: 15.7.2021 – Review prior to roadmap stage 4

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Spread of Covid-19 in the offices</b></p>	<p>All colleagues, but especially those who are in vulnerable categories</p>	<p>In addition to this overarching risk assessment (RA), colleagues will be asked to complete a RA for their personal circumstances prior to being allowed to work in the office.</p> <p>We have concluded that because we are limiting the number of people in the office at any one time, thereby ensuring we can maintain adequate social distancing, in accordance with Government guidelines it is not necessary to provide</p>	<p>Following review of individual RA, colleagues categorised as vulnerable or living with someone categorised as especially vulnerable will not be required to work from our offices during the validity of this risk assessment.</p> <p>With effect from 1<sup>st</sup> July 2020, control of the numbers of people in the offices will be devolved from the Board to office managers at individual offices.</p>	<ul style="list-style-type: none"> <li>+ All staff who have or are requested to work from an office to complete the RA</li> <li>+ Office managers to review RA and approve or refuse the request from 1<sup>st</sup> July</li> </ul>	<ul style="list-style-type: none"> <li>+ Initial phase by 12<sup>th</sup> June 2020</li> <li>+ Thereafter, as further staff ask or are asked for access to offices</li> </ul>	<p style="text-align: center;">✓</p>

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		<p>PPE routinely for all colleagues or to require them to wear PPE at all times.</p> <p>From 1<sup>st</sup> July, more staff are returning from furlough, some on a full time and some on a part time basis. This coincides broadly with a change to the rules on social distancing. There will be more people within the offices at any one time, but numbers will remain controlled and social distancing, often at more than two metres, will remain</p>				

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		<p>possible.</p> <p>In addition to this overarching risk assessment (RA) colleagues will be asked to complete a RA for their personal circumstances prior to being allowed to work in the office.</p> <p>We have concluded that because we are limiting the number of people in the office at any one time, thereby ensuring we can maintain adequate social distancing, in accordance with Government</p>				

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		<p>guidelines it is not necessary to provide PPE routinely for all colleagues or to require them to wear PPE at all times. Additional barriers are being provided in offices to allow more staff to work so as to maintain effective service to clients. The physical barriers are designed to comply with the 1 metre+ rules.</p> <p>In light of rapidly increasing numbers in Bristol, face coverings must be worn by everyone working within offices</p>				

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		<p>unless sitting at the staff member's own desk.</p> <p>If we are told a person has developed symptoms within 48 hours of having been in an office, we will arrange additional cleaning.</p> <p>If there is more than a single positive case of Covid-19 confirmed in any one office within the space of two weeks, the firm will treat that as an outbreak and the relevant local health authority will</p>				

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		be notified. Full co-operation will be given with the local health authority.				
<b>Spread of Covid-19 on surfaces</b>	All colleagues, but especially those who are in vulnerable categories	<ul style="list-style-type: none"> <li>+ Deep clean of offices on 12<sup>th</sup> June 2020 prior to return to offices</li> <li>+ At least twice weekly professional cleaning of offices thereafter</li> <li>+ Allocated seating provided with hot desking permitted where social distance can be maintained. Desks must be cleaned</li> </ul>	Monitoring of compliance	All colleagues	Ongoing from 12 <sup>th</sup> June 2020	✓

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		<p>thoroughly both prior and after use to ensure colleague cross contamination risk is minimal.</p> <ul style="list-style-type: none"> <li>+ Colleagues instructed to maintain high standards of personal and workplace hygiene in offices and to clean high touch areas frequently</li> <li>+ Provision of suitable cleaning materials and PPE</li> <li>+ Kitchens are now open to staff once more. Staff</li> </ul>				



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		<p>have been told to ensure any touch points are cleaned prior and after use. Social distancing to be observed. Access to toilets and drinking water are permitted.</p> <p>+ NB it is not considered practical, given the layout of the buildings and the number of staff present within them, to implement a one way system for circulation.</p>				
<b>Spread of Covid-19</b>	All colleagues, but	+ Investigate	Obtain and review	Board assisted by	31 <sup>st</sup> July 2020	Conclusion

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<b>on access control surfaces</b>	especially those who are in vulnerable categories	installation of no-touch access solutions in all offices	quotes from suppliers	Joe Travetti		that this is not cost-effective
<b>Spread of Covid-19 between colleagues in the air</b>	All colleagues, but especially those who are in vulnerable categories	<ul style="list-style-type: none"> <li>+ Maintain social distancing whenever reasonably practical</li> <li>+ Allocate work stations with adequate spacing between to ensure required level of social distancing</li> </ul>	Monitoring of compliance	All colleagues working within offices	Ongoing from 15 <sup>th</sup> June 2020	✓
<b>Spread of Covid-19 between colleagues and clients/visitors</b>	All colleagues, but especially those who are in vulnerable categories	<ul style="list-style-type: none"> <li>+ Client meetings to be allowed only where alternatives such as video conferencing are</li> </ul>	Monitoring of compliance	All colleagues working within offices	Ongoing from 15 <sup>th</sup> June 2020	✓

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		<p>not suitable</p> <ul style="list-style-type: none"> <li>+ Although offices are open to the public, visitors are encouraged to make appointments and front doors will be locked to control numbers in reception.</li> <li>+ Clients attending for meetings to be provided with information sheet in advance and asked to comply on arrival at offices</li> <li>+ Visitors to the offices to be provided with information sheet</li> </ul>				

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		<p>and asked to comply on arrival at offices</p> <ul style="list-style-type: none"> <li>+ Only one meeting room per office to be in use for visitors/clients with requirement for cleaning before and after</li> <li>+ Provision of PPE for colleagues and visitors during meetings</li> <li>+ Clients visiting with or without appointment to be restricted to one household in an office at any one time</li> <li>+ Sneeze screens and signs</li> </ul>				

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		installed on all receptions + Regular routine cleaning regime of frequently touched areas and after each visitor has left				

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<p><b>Home visits</b></p>	<p>Staff and clients as we have no control over cleanliness or ability to maintain social distancing at clients' properties</p>	<ul style="list-style-type: none"> <li>+ Home visits to clients' properties in order to take instructions should not take place wherever possible.</li> <li>+ Brief home visits may be possible (for example to witness signing of documents) but only where alternative arrangements cannot be made</li> <li>+ Visits to vacant properties can be undertaken with agreed safeguards in place</li> </ul>	<ul style="list-style-type: none"> <li>+ Monitoring of compliance and reminders to staff of policy</li> <li>+ Refusal of home visits to take instructions</li> <li>+ Giving careful consideration to requests for even short home visits and explore alternatives before agreeing</li> <li>+ Follow published departmental procedure for visits to vacant properties</li> </ul>	<p>All colleagues</p>	<p>Ongoing from 23<sup>rd</sup> September 2020</p>	