

Risk Assessment: Burges Salmon: Covid-19

Activity being assessed:	Operation of Burges Salmon – Coronavirus Outbreak	Scope of the assessment:	Burges Salmon's operations carried out at: One Glass Wharf, Bristol (<50 people) New Street Square, London (<5 people) Atria One, Edinburgh (<5 people)	Individuals or groups that may be harmed:	Burges Salmon People Clients Contractors Other Building Tenants Vulnerable People
Date of Assessment:	15-May-20	Assessed by:	Clive Croal, Tech IOSH		
Next Review Date:	TBC (review will be triggered if/when new guidelines are published, changes to lockdown restrictions, any changes identified as a result of monitoring and any change in activities)	Name and role of others consulted:	TBC		

Work Situation	Hazard/s	Potential consequences associated with hazard	Existing Controls - include PPE, procedures, training, plant and equipment, SWMS etc. (refer to hierarchy of control)	Additional control measures - include PPE, procedures, training, plant and equipment, SWMS etc. (refer to hierarchy of control)	Implementation		Final Status
					Responsible person	Date for Completion	
Social distancing at work	Exposure to symptomatic individuals (COVID-19) Spread and/or transmission of COVID-19 virus	Minor to severe illness.	Social Distancing rules are applied in all area of BS premises. Reducing the number of persons in any work area to meet the Government's Guidance (Working safely during COVID-19 in offices and contact centres) to maintain 2-metre (6.5 foot) social distancing wherever possible. Administrative controls (Protocols) are in place which support social distancing.	Guidance and regular communication to reinforce social distancing rules. People will sign and return a declaration to say they have read, understood and will abide by the safety precautions the firm has put in place. Communications to reinforce the key messages will be delivered via a range of media to achieve maximum reach (video, email, internal publications etc.).	Chief People Officer	01/06/2020	Live
Cleaning	Exposure to symptomatic individuals (COVID-19) Spread and/or transmission of COVID-19 virus	Minor to severe illness.	Additional resource will be made available to allow frequent cleaning of work areas and equipment between uses, using appropriate cleaning products. Frequent cleaning and disinfecting of objects and surfaces that are touched regularly is carried out, particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Cleaning will be targeted at high traffic areas and workspaces which have been recently occupied.	Disinfectant wipes will be made available in high traffic areas such as tea points and print rooms where common touch points exist. People will be required to wipe down surfaces before and after use. Spent wipes will be disposed of in dedicated bins which will be emptied at the end of each day by the on-site cleaning team. People will clear their workspace at the end of each use, removing waste and personal belongings so that effective cleaning can take place. People will be required to clean their individual workspace (desk, keyboard, mouse, chair armrests) at the end of each work day with disinfectant wipes which will be provided on each floor plate. Should there be a suspected case of COVID-19, the area will be deep cleaned in accordance with the Government's specific guidance. 'COVID-19: cleaning in non-healthcare settings'. Cleaning specification will be established with the contract cleaning companies used in each office. Cleaners will be required to sign a cleaning log for each floor plate once completed.	Commercial Manager	01/06/2020	Live
Hygiene - hand washing, sanitisation facilities and toilets	Exposure to symptomatic individuals (COVID-19) Spread and/or transmission of COVID-19 virus	Minor to severe illness.	Hand washing facilities with soap and water exist on every floor of BS office premises and are available in client/visitor meeting spaces. Signage exists in toilet washrooms and welfare areas to remind BS people and visitors to wash their hands regularly with soap and water, to avoid touching their face and to catch a cough or sneeze in a tissue (or the crook of their arm if a tissue is unavailable). Tissues/wipes should be disposed of in the nearest bin before washing or sanitising hands.	Clear guidance for the use of toilet washroom facilities will be issued firm-wide and visitors will be informed before arrival and on-arrival to BS premises. Hand sanitiser will be provided in all reception areas, meeting spaces and open-plan office areas. The frequency of toilet washroom cleaning will be altered commensurate with the usage. Where possible, hand dryers will be disabled and sign posted as 'do not use'. Hands should be dried thoroughly with paper towels. People are expected to maintain personal hygiene standards at all times. As a minimum expectation, hands should be washed/sanitised when entering the building and again when entering any different floor-plate. The firm will assess if it would be reasonably practicable to locate additional hand	Commercial Manager	01/06/2020	Live

<p>Attending Burges Salmon office premises</p>	<p>Exposure to symptomatic individuals (COVID-19)</p> <p>Spread and/or transmission of COVID-19 virus</p>	<p>Minor to severe illness.</p>	<p>BS will people should (continue to) work from home wherever possible, in line with current UK Government Guidance.</p> <p>We will arrange workplace self-assessments for people working at home to enable people to work safely and effectively from home</p> <p>The firm has planned for the minimum number of people to be on-site to operate the business safely and effectively.</p> <p>People who are clinically more vulnerable to COVID-19, or who live with dependents who fall into this category are currently not required to attend BS office premises. Support for such individuals is provided through the firm's People team.</p> <p>People who identify a need to self-isolate will be asked to stay at home and follow the prevailing guidance from NHS 111, PHE and their GP. The firm will enable them to work from home if appropriate to do so.</p>	<p>The firm will monitor the wellbeing of people who are working from home and help them stay connected to their teams and the wider firm.</p> <p>The firm will review its risk assessments for all its activities to factor in COVID-19 as a hazard. These risk assessments will be briefed as necessary and published on the Health and Safety zone of the firm's intranet.</p>	<p>Head of People</p>	<p>01/06/2020</p>	<p>Live</p>
<p>Arriving at / leaving work</p>	<p>Exposure to symptomatic individuals (COVID-19)</p> <p>Spread and/or transmission of COVID-19 virus</p>	<p>Minor to severe illness.</p>	<p>BS People are encouraged to travel to work by foot, bike or car.</p> <p>BS office premises have sufficient access to bicycle racks and shower facilities to support walking, running or cycling to get to/from work.</p> <p>At OGW, there are sufficient car parking spaces for the 'core team' to drive into the office.</p>	<p>Shower facilities are available in Edinburgh, London and Bristol. In Edinburgh, a single shower cubicle exists on the same floor within the landlords demise. It must be cleaned before and after use by the person using it.</p> <p>In London, A single shower cubicle exists in the male and female toilet washrooms. It must be cleaned before and after use by the person using it.</p> <p>In Bristol, only two people in the changing rooms at any time. In addition, the individual shower cubicles within the disabled toilets should be used. All shower slots (inc changing rooms) need to be booked. They must be cleaned before and after use by the person using it.</p> <p>Working hours will be staggered to avoid crowding in communal spaces at the beginning or end of the working day.</p> <p>Personal bags, clothing or consumables may only be stored at the individual's desk, pedestal or locker.</p> <p><u>Disposal bins will be provided in reception areas for face masks/gloves etc.</u></p>	<p>Head of People & Commercial Manager</p>	<p>01/06/2020</p>	<p>Live</p>
<p>Moving around BS premises</p>	<p>Exposure to symptomatic individuals (COVID-19)</p> <p>Spread and/or transmission of COVID-19 virus</p>	<p>Minor to severe illness.</p>	<p>Only one person is permitted to use any lift or toilet washroom at a time.</p> <p>BS people have been made aware that social distancing is required at all times in BS premises and every effort will be made to support people to comply with this instruction.</p>	<p>Stairwells may be used for ascending or descending travel (unless otherwise directed). A two metre gap must exist between people travelling in the same direction. People should wait on the stair landings and allow others to pass by if travelling in the opposite direction.</p> <p>People will not hold doors open for others as this will contravene the 2m social distancing rule.</p> <p>Entry gates will be actively managed to comply with social distancing rules by use of floor markings. When swiping to enter, People will not touch, but rather hover, their access pass over the reader to avoid creating a common touch point. These areas will be cleaned frequently by the Landlords cleaning teams.</p> <p>Main walkways around floor-plates will be marked as uni-directional to avoid people situations where people need to pass each other. Floor stickers or other signage will highlight the direction of travel.</p> <p>BS People and visitors will be encouraged to wash their hands regularly for 20 seconds with water and soap and to dry hands thoroughly with disposable towels. Hands should be washed/sanitised when people enter the building and again when entering any floor-plate.</p> <p>Tissues will be made available in throughout the workplace to catch coughs and sneezes – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	<p>Commercial Manager</p>	<p>01/06/2020</p>	<p>Live</p>

<p>Workplaces and workstations</p>	<p>Exposure to symptomatic individuals (COVID-19)</p> <p>Spread and/or transmission of COVID-19 virus</p>	<p>Minor to severe illness.</p>	<p>Assigned seats are provided and people are instructed to use only their assigned desk and office equipment.</p> <p>Hot desks and communal work spaces will not be used, but will be cleaned regularly as part of the on-site cleaning regime.</p>	<p>HOD's, HOU's, & Chiefs and Team Coordinators must manage requests [as per the Departmental Seating Schedule and booking in form] for people to access the building to avoid occupancy of assigned seats in close proximity to each other.</p> <p>If a number of people from one area need to be in the office at the same time and their assigned seats are <2m apart, then the firm will assess if there is another way for the work to be carried out or implement mitigation measures, e.g. overspill seating provided within meeting spaces which will be deep cleaned after every use.</p> <p>People will be restricted to working on the floor their assigned seat is based and the closest facilities on to their desk i.e. toilet washrooms, printing facilities, zip tap etc.</p> <p>Building occupancy levels are checked on a daily basis and reported to the People team. The number of people is closely monitored and checks are performed to ensure those coming into the office are part of the core team or have an essential business</p>	<p>HoDs & HoUs</p>	<p>01/06/2020</p>	<p>Live</p>
<p>Meetings</p>	<p>Exposure to symptomatic individuals (COVID-19)</p> <p>Spread and/or transmission of COVID-19 virus</p>	<p>Minor to severe illness.</p>	<p>Meetings and will be carried out by voice, video or conference call wherever possible.</p> <p>The firm has provided access to a number of communication tools to assist people (e.g. BlueJeans, Microsoft Teams, WebEx).</p> <p>Where in-person meetings are absolutely essential, they will be risk assessed on an exceptional basis.</p> <p>Attendees must strictly adhere to social distancing guidance.</p> <p>Hospitality services are suspended. Meeting attendees must bring their own food, drinks and any other items with them.</p> <p>Where possible, meetings will be held outdoors, on roof terraces or well ventilated spaces.</p>	<p>All unnecessary furniture and stationary items will be removed from the meeting room.</p> <p>Room seating will be arranged to comply with social distancing guidance.</p> <p>Occupants are required to maintain social distancing for the duration of the meeting.</p> <p>If it is possible to increase air circulation in the room by opening a door or window, this will be done for the duration of the meeting unless inclement weather makes this impracticable.</p> <p>Meeting attendees will not pass items between each other during the meeting as this would create a shared touch point and increase the risk of COVID-19 transmission.</p> <p>Meeting attendees must not rearrange the furniture in the room which will be set out in compliance with social distancing guidance.</p> <p>Hand sanitiser and tissues are provided in every meeting room and are regularly checked and restocked</p> <p>Meeting attendees will be issued with a hand sanitiser, tissues and pack of disinfectant</p>	<p>FOH Manager</p>	<p>01/06/2020</p>	<p>Live</p>
<p>Use of common areas within buildings</p>	<p>Exposure to symptomatic individuals (COVID-19)</p> <p>Spread and/or transmission of COVID-19 virus</p>	<p>Minor to severe illness.</p>	<p>Burges Salmon is working closely with the managing agents at offices in Bristol, London and Edinburgh to provide robust and consistent control measures to mitigate the risks of exposure or spread of COVID-19.</p> <p>Hospitality services are suspended at all BS premises. People are required to provide their own food drinks or use a personal food delivery service.</p> <p>When people go off site, they are encouraged to maintain social distancing.</p> <p>Hot and cold water is available via Zip taps on each floor plate.</p> <p>Further controls are included in the 'visitors attending OGW/ATO/NSS' sections of this risk assessment at rows 19, 19 and 20.</p>	<p>Physical guards in the form of Perspex screens will be fitted to reception desks to lower the risk of COVID-19 transmission via moisture droplets in these high traffic areas.</p> <p>When using welfare facilities on site, people will be required to follow guidance set out in [Common Area Usage Guidance]</p> <p>OGW Security Reception When BS People enter OGW, they are will enter via the staff entrance doors and will follow the social distancing measures put in place by the Landlord.</p> <p>A one-way traffic flow system will exist. Supported by directional floor arrows and temporary Tensa barriers to control the movement of people and maintain social distance. Pop-up banners will give clear instruction to people on the procedure for entering the building.</p> <p>OGW Security reception will be supported by a second Officer standing behind a podium and acting as a triage point for enquiries. People will be required to stand two</p>	<p>Landlord & Commercial Manager</p>	<p>01/06/2020</p>	<p>Live</p>

Building evacuation	Fire and smoke/fumes	Burns, Smoke inhalation, Indirect injuries, Loss of life	<p>Building-wide fire risk assessment carried out annually by competent assessor, appointed by the landlord's agent in each office.</p> <p>Flammable and combustible materials are stored safely, in appropriate volumes and away from sources of ignition.</p> <p>Fire alarm system tested weekly and results recorded in the fire log book. Faults are logged with fire system engineers for repair as necessary</p> <p>Fire system regularly maintained by competent engineers, appointed by the landlord's agents.</p> <p>Personal Emergency Evacuation Plans (PEEPs) will be put in place for people who need assistance to evacuate OGW safely.</p> <p>Bi-annual building evacuation exercise carried out to familiarise OGW occupants with the procedure.</p>	<p>Visitors will be advised on the fire-alarm, evacuation routes and designated assembly point during their introduction to site.</p> <p>Social distancing does not need to be observed during fire evacuation, but it is encouraged once safely outside of the building.</p> <p>Arrangements for a roll-call will be put in place for Burges Salmon people and visitors while building occupancy remains at a low level in line with the lockdown measures put in place by the UK Government.</p>	Landlord & H&S Advisor	01/06/2020	Live
Accident / injury / poor health	Lack of access to medical assistance	<p>Existing health conditions could become active / more severe (epilepsy, diabetes, pulmonary/respiratory conditions)</p> <p>Physical trauma</p> <p>Loss of life</p>	<p>First Aid trained members of staff will be available on-site during core business hours.</p> <p>Outside of core business hours, the on-site Security team can provide first aid assistance. Security can assist Burges Salmon First Aiders during core hours.</p> <p>All first aiders hold a qualification in 'First Aid at Work' or 'Emergency First Aid at Work'.</p> <p>First aid teams have access to fully stocked first aid kits and an Automatic</p>	<p>First Aiders will be briefed on suggested approach to mitigating transmission of C-19 in line with St John / St Andrews Guidance.</p>	H&S Advisor	01/06/2020	Live
Visitors attending OGW	<p>First Aiders and casualties are at increased risk of COVID-19 transmission due to the close proximity required to administer/receive treatment.</p> <p>Exposure to symptomatic individuals (COVID-19)</p> <p>Spread and/or transmission</p>	<p>Minor to severe illness.</p>	<p>First Aiders and casualties (where possible) will wear face masks during assessment and treatment.</p> <p>In cases of cardiac arrest, First aiders will not be permitted to administer rescue breaths. Instead, chest compressions will be administered and supported by use of a defibrillator unit until paramedics arrive on-site.</p>	<p>First Aiders and casualties (where possible) must wash their hands thoroughly after treatment.</p> <p>Face masks, gloves and disposable aprons must be sealed in a biohazard bag and disposed of in the sanitary waste bin provided in the First Aid treatment room.</p>	H&S Advisor	01/06/2020	Live
Visitors attending OGW	<p>Exposure to symptomatic individuals (COVID-19)</p> <p>Spread and/or transmission of COVID-19 virus</p>	<p>Minor to severe illness.</p>	<p>Where hosting a visitor/contractor is absolutely essential, the visit will be risk assessed on an exceptional basis.</p> <p>Before arriving on site, visitors and the BS people hosting will be briefed on the COVID-19 safety controls in place with simple and clear guidance which will be provided in written format and reinforced by the duty receptionist. Key messages will relate to maintaining social distancing, personal hygiene and local site procedures.</p> <p>Visitors who enter via the basement car park will need to push the intercom button to contact security for access.</p> <p>Once parked, visitors must pass through one set of fire doors to access the client lift to fifth floor.</p> <p>Clients entering via ground floor client reception will be greeted by the reception team and directed to the client lift which opens into the reception area.</p> <p>Hand sanitiser and disinfectant wipes are present in the client lift.</p> <p>On exiting the lift, visitors will be greeted by a Receptionist on the fifth floor who will brief them on site health and safety procedures and encourage them to frequently wash and sanitise their hands while on site.</p> <p>Reception will check that the visitors have signed a document to confirm their understanding of the COVID-19 risks and controls in place and to</p>	<p>Visitors will be encouraged to use hand sanitiser and/or disinfectant wipes regularly. Hand sanitiser will be present in all reception and client meeting spaces.</p> <p>Hand washing facilities are available on the fifth floor, where meetings will take place.</p> <p>Visitors will be asked to hang their outerwear on a rail in reception and to collect before leaving.</p> <p>Individuals outerwear will be hung separately to avoid possible cross contamination.</p> <p>The number of people attending the meeting will be restricted to allow suitable and sufficient arrangements for social distancing.</p> <p>Contractors attending site for inspections or other works will be individually assessed and where appropriate will require risk assessments and method statements to be in place prior to coming on-site.</p>	FOH Manager	01/06/2020	Live

Visitors attending Atria One	Exposure to symptomatic individuals (COVID-19) Spread and/or transmission of COVID-19 virus	Minor to severe illness.	Where hosting a visitor/contractor is absolutely essential, the visit will be risk assessed on an exceptional basis. Before arriving on site, visitors and the BS people hosting will be briefed on the COVID-19 safety controls in place with simple and clear guidance which will be provided in written format and reinforced by the duty receptionist. Key messages will relate to maintaining social distancing, personal hygiene and local site procedures. All people are required to enter Atria One via Morrison Street and exit via Conference Square. Revolving doors are locked off and access is via the automatic doors to limit contact with common touch points.	Landlords Demise The public atrium will be marked out with unidirectional floor signage. Screens will be installed on the Landlord reception desks. One person per lift procedure will be implemented. Hand sanitise stations to be located close to every lift. Stairwells will be marked as uni-directional. BS Demise The number of people attending the meeting will be restricted to allow suitable and sufficient arrangements for social distancing. Contractors attending site for inspections or other works will be individually assessed and where appropriate will require risk assessments and method statements to be in place prior to coming on-site.	ATO Office Manager	01/06/2020	Live
Visitors Attending New Street Square	Exposure to symptomatic individuals (COVID-19) Spread and/or transmission of COVID-19 virus	Minor to severe illness.	Where hosting a visitor/contractor is absolutely essential, the visit will be risk assessed on an exceptional basis. Before arriving on site, visitors and the BS people hosting will be briefed on the COVID-19 safety controls in place with simple and clear guidance which will be provided in written format and reinforced by the duty receptionist. Key messages will relate to maintaining social distancing, personal hygiene and local site procedures. People are required to enter and exit via separate doors on to New Fetter Lane.	Landlords Demise The public areas will be marked out with directional floor signage. Screens will be installed on the Landlord reception desks. Two people per lift procedure will be implemented. Hand sanitiser stations to be located close to every lift. Stairwells will be marked as uni-directional. BS Demise The number of people attending the meeting will be restricted to allow suitable and sufficient arrangements for social distancing. Contractors attending site for inspections or other works will be individually assessed and where appropriate will require risk assessments and method statements to be in place prior to coming on-site.	NSS Office Manager	01/06/2020	Live
Handling mail, deliveries and other materials	Exposure to symptomatic individuals (COVID-19) Spread and/or transmission of COVID-19 virus	Minor to severe illness.	Handling mail and deliveries is mostly managed by the Bristol based Legal Support team. Front of House teams perform the same role on a much smaller scale in the firm's Edinburgh and London offices. Latex gloves must be worn when handling any materials entering the building. Gloves must be changed regularly and hands washed or sanitised before putting on a fresh pair. People are encouraged not to touch their faces while handling incoming/outgoing materials. Personal packages will no longer be received at any office.	BS people and site Security Officers will provide access for goods in/out but will maintain social distancing from delivery personnel. Where possible, products will be purchased in bulk to reduce the frequency of deliveries. Deliveries that require more than one person to safely move and so require closer contact than social distancing guidance allows will be individually risk assessed.	Legal Support Manager	01/06/2020	Live
Work related travel	Exposure to symptomatic individuals (COVID-19) Spread and/or transmission of COVID-19 virus	Minor to severe illness.	Business travel is currently suspended.	Business travel will be covered in a separate risk assessment [Travel for Business]	FOH Manager	01/06/2020	Live