

Burges Salmon: COVID-19 Risk Assessment for Atria One (ATO)

Activity being assessed:	This document outlines the approach Burges Salmon (the Firm) is taking to reducing the risk of Covid-19 spreading through the course of conducting business.	Scope of the assessment:	Burges Salmon's operations carried out at Atria One, Edinburgh (<20 people)	Individuals or groups that may be harmed:	Burges Salmon People Clients Contractors Other Building Tenants Vulnerable People
Date of Assessment:	26-Aug-21	Assessed by:	Clive Croal, H&S Manager (Tech IOSH)		
Next Review Date:	01-Oct-21	Name and role of others consulted:	The Plan Ahead Team Health and Wellness Forum		

Hazards identified	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	
Strategic leadership	<p>Burges Salmon (the Firm) has established systems in place to manage health, safety and business continuity incidents.</p> <p>Early in the pandemic the Firm convened the Plan Ahead Team (PAT). This is the group is a sub-set of the Business Continuity Steering Group which meets weekly to discuss the risk management strategy for COVID-19.</p> <p>This group are responsible for horizon scanning, communicating with internal and external parties, managing information and data, benchmarking against similar law firms, and coordinating the Firm's ongoing response to the pandemic.</p> <p>PAT reports into a subset of the business continuity Gold team who provide strategic direction and approve resources needed to continuously safeguard people's health while allowing the business to provide an excellent level of service for it's clients.</p>	The Firm will continue to review working arrangements on a regular basis and, if necessary, they will be adjusted in line with any future changes to Government guidance.	PCom	Ongoing	Live
Preparing for reoccupation	<p>Atria One has remained accessible throughout the pandemic with occupancy levels managed in-line with the prevailing Government restrictions.</p> <p>An audit of COVID-19 controls was undertaken at on 05 May 2021 and reported back to the Plan Ahead Team (PAT). The findings have been factored into this risk assessment. A further review will take place after 09 August 2021 against the requirements due to be published by the Scottish Government.</p> <p>The Firm has a contract in place with Emtec for statutory compliance, Planned Preventative Maintenance and Reactive Maintenance at NSS. This contract has been maintained throughout the pandemic.</p> <p>The provision of facilities management checks and inspections have continued throughout the pandemic. Defects reported via the Facilities Helpdesk have continued to be dealt with in a timely and efficient manner.</p> <p>A water risk assessment for ATO exists and is subject to ongoing review. Flushing of little used outlets continues to be carried out by the ATO Operations Manager or FOH team and is adjusted in-line with building occupancy.</p> <p>The Reintegration and Remobilisation group have implemented a phased plan for increasing the occupancy of ATO in alignment with the Governments planned lifting of restrictions.</p> <p>The Fire Risk Assessment for Burges Salmon's demise is planned in for 2021 by a competent assessor from William Martin Compliance. The assessment will take into account the significant changes in building use.</p>	<p>There will be a cap on the numbers who may attend the office over the summer period and social distancing and mask wearing – this will help to protect our people by linking numbers in the office to the progress of the vaccination programme and help avoid business (and personal) disruption because of Test and Trace obligations to self-isolate if individuals are identified as a close contact.</p> <p>During this summer period, returning to work in the office is voluntary for everyone, except when there is a task to do that can only be carried out in the office or where someone is part of a team providing support to the business from the office. In such cases if anyone has concerns they should discuss those with their HOD, HOU or Chief. In general, if they have any wider concerns or questions about coming in to one of our offices, they should liaise with their line manager or a member of the People team.</p> <p>Following consultation with HODs, HOU and Chiefs, it has been decided that a prescriptive approach around attendance for all departments/units is unlikely to meet the needs of the business. Instead, departments/units will deploy locally a system/method that works for them (such as splitting teams and/or having the opportunity to attend the office on a rotational basis) so there will be differences in approach between departments/units. HODs, HOU and Chiefs will be providing their teams with relevant information about specific team arrangements.</p>	Plan Ahead Team	Ongoing	Live
Social Distancing	<p>People are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible.</p> <p>Expected behaviours:</p> <ul style="list-style-type: none"> Avoiding non-essential contact with others Keeping a safe distance of at least 2 metres from others whenever possible Avoiding physical contact (e.g. hugs, handshakes, etc.) <p>Arrangements to facilitate social distancing include:</p> <ul style="list-style-type: none"> Continuing to encourage people to work from home if it's possible for them to do so effectively. Signage and information on office etiquette and protocol communicated regularly to all people in the Firm. ATO Operations Manager will manage a desk booking process. Maximum office attendance pre-defined in the Reintegration and Remobilisation Plan. Monitoring and Supervision by Line Managers and the Plan Ahead Team (PAT). 	Remove one way system and the use of one door for entrance and exit to the office.	Plan Ahead Team	10/09/2021	Live

Working Remotely	<p>The Firm's People were instructed to work from home upon Government imposed COVID-19 restrictions. For those working at home the following measures are as follows:</p> <p>Individual ergonomic assessments of home workstations have been carried out and guidance for safe home working has been communicated to the Firm's people. Equipment is made available to support safe and effective home working.</p> <p>The Firm implemented a programme for monitoring the wellbeing of employees who are working from home, ensuring they remain connected, and supported. Additional help, support and guidance can be found on the Firm's intranet - COVID-19 zone - with guidance and tools to help BS People to work from home and support their health and wellbeing. Further support can be accessed via the People Team/Employee Assistance Programme.</p> <p>HoDs/HoUs/Line Managers to ensure compliance with the firm's guidelines and apply to the current phase of the Firm's Reintegration and Remobilisation Plan.</p> <p>'In-person' meetings should not take place in private residences.</p>	Control measures kept under review.	Plan Ahead Team	n/a	Closed
Ventilation	<p>The Firm has consulted with the Savills ATO Building Manager who in turn has consulted with their competent engineers in relation to the use of ventilation as a control measure to reduce the risk of transmission of COVID-19 in enclosed spaces. We can therefore confirm:</p> <p>Fresh air rates within ATO are maintained through mechanical ventilation and extract systems. The fresh air is supplied to the office floors using air handling units (AHUs), which bring fresh air in from outside and filter that air to remove unwanted particles, such as dust and debris. All air filters have been changed, in order to keep a clean supply of air into the building.</p> <p>The air then passes through heating and cooling coils that regulate the temperature before it leaves down the ductwork on route to its final location on the office floors. The amount of fresh air that is supplied down the ductwork is regulated to a minimum setting. If more air is required, the control system automatically recognises this and speeds up the fan to maintain a minimum pressure. It's important to note that 100% fresh air is supplied through these AHUs, and there is no recirculation of extracted air.</p> <p>The air from the office floors is then extracted back into the ceiling void space where a fan transfers it to the atrium. After being transferred to the atrium, the extracted air rises to the top of the atrium where extract fans pull the air out through a separate ductwork supply before extracting it out into the atmosphere.</p> <p>For this process to work effectively in a full cycle, it is important that all openings such as doors and windows remain closed where possible. Doing this gives the mechanical ventilation the best chance to maintain the air quality with the internal spaces at a good standard.</p> <p>Mechanical ventilation rates have been increased as far as possible to provide full supply and extract duty. Currently the AHUs are timed to work efficiently from 6am to 6pm but based on guidance, these times have been lengthened to two hours either side of the start and finish times.</p> <p>Toilet extracts have been altered to be on permanently.</p>	Continue to monitor	ATO Building Manager	n/a	Closed
Hand and respiratory hygiene	<p>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 a different floor-plate.</p> <p>Hand washing facilities with soap and water exist on every floor of BS office premises and are available in client/visitor meeting spaces.</p> <p>Hygiene stations are located at regular intervals around the open plan office spaces which are stocked with alcohol-based hand gel, tissues and sanitising wipes. Spent tissues/wipes should be disposed of in the nearest bin before washing or sanitising hands.</p> <p>Hygiene stations in Burges Salmon's demise are re-stocked by the Firm's Front of House teams as required.</p> <p>Face masks are available to people in ATO should they require them.</p> <p>Automatic and manual dispensers for alcohol-based hand gel are located in communal and open plan office areas of ATO.</p> <p>Disinfectant wipes and alcohol-based hand gel are 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.</p>	In the common parts of ATO, the Building Manager has continued to provide alcohol gel for hand sanitisation. They have asked tenants to continue wearing face coverings when using the elevators and when moving around the premises.	ATO Operations Manager	n/a	Closed
Arriving at / leaving the office(s)	<p>People are encouraged to travel to ATO by any appropriate means (train, taxi, tram, bus, cycle, walk, run).</p> <p>Personal bags, clothing or consumables may only be stored at the individual's desk, cloakroom or locker.</p> <p>Disposal bins will be provided in reception areas for face masks/gloves etc.</p>	Travel arrangements will remain under review.	Plan Ahead Team	n/a	Closed

Changing Rooms	<p>Male changing rooms in the Landlords area of ATO: Mechanical ventilation and extraction exists. All shower heads in ATO descaled by the Landlords contract cleaning company.</p> <p>Female changing rooms in the Landlords area of ATO: Mechanical ventilation and extraction exists All shower heads in ATO descaled by the Landlords contract cleaning company.</p>	n/a	Building Manager	n/a	Closed
Security/Building reception	<p>Perspex screens have been fitted around the reception desk as a barrier to respired droplets when people approach the desk.</p> <p>Social distancing is still encouraged but not mandated.</p> <p>Free-standing hand sanitiser points exist around the reception desk area.</p> <p>Waste bins for face masks are available.</p>	n/a	Building Manager	n/a	Closed
Toilets	<p>Toilets in Burges Salmon's demise are single occupancy only and have locks fitted on the main door to control this.</p> <p>Signage displayed encouraging good handwashing technique, the need to increase handwashing frequency, avoid touching face, cough or sneeze into tissues and dispose of same, etc.</p> <p>Arrangements for toilet cleaning are agreed with the Operations Manager for ATO. Toilets are cleaned throughout the day by the contract cleaning company. Frequency of cleaning will be reviewed in-line with changes in building occupancy.</p>	Control measures kept under review.	ATO Operations Manager	n/a	Closed
Cleaning	<p>Cleaning specification has been established with the contract cleaning company for the Firm's demise.</p> <p>Cleaning procedures are regularly reviewed by the ATO Operations Manager and changes to the type or frequency of cleaning are considered in-line with the prevailing guidance and this risk assessment.</p> <p>Cleaning contractors are instructed that all of their employees are to have appropriate PPE and relevant training on contractor and the Firm's protocols.</p> <p>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.</p> <p>Cleaning will be targeted at high traffic areas and workspaces which have been recently occupied.</p> <p>Cleaners will be required to sign a health declaration log for each day they attend to clean the office.</p> <p>A procedure is in place to deep clean and sterilise the relevant areas should a COVID-19 case occur. All reported incidents to be referred via the People Team to the Business Continuity Silver and Gold Teams.</p>	Control measures kept under review.	ATO Operations Manager	n/a	Closed
Workplaces and workstations	<p>People who plan to come into the office for any reason, will need to pre-arrange with their ATO Operations Manager. Prior to entering ATO a health declaration form must be submitted to confirm the person is not likely to be infected with/pass on COVID-19.</p> <p>Assigned seats are provided and people are instructed to use only their assigned desk and office equipment.</p> <p>ATO Operations Manager will implement seating plans whereby no person sits facing, or directly next to a colleague on the same bank of desks.</p> <p>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.</p> <p>Desks will be signposted as used/dirty by the person who sits at the desk and marked as clean/available once cleaning contractors have cleaned the desk. People should still use their own chair and surface book.</p> <p>At the end of each day, cleaning contractors will wipe down/disinfect desks, chair arms, door/furniture handles and other common touch points at workstations that have been used during that day.</p>		Plan Ahead Team	n/a	Closed
Work equipment and activities	<p>Where possible work equipment and resources will not be shared. Where this is unavoidable, additional precautions will be put in place (e.g. sanitising wipes, gloves etc.).</p> <p>Work activities undertaken in ATO must be completed in-line with the ATO office protocols which have been developed by the Plan Ahead Team to support safe working practices.</p> <p>Where a manual handling task requires two or more people to carry out the task safely, this should be checked with the ATO Operations Manager and/or Facilities team to ensure that all necessary COVID-19 and manual handling safety measures are being considered before the task is carried out.</p>	Control measures kept under review.	Plan Ahead Team	n/a	Closed

Meetings & events	<p>We continue to encourage calls or video conferences to avoid in-person meetings with external contacts, or colleagues outside someone's immediate team.</p> <p>With the exception of client events, in-person meetings will only be considered if other options are not effective or if there is a business need for the meeting to be held in person.</p> <p>In-person meeting attendees must strictly adhere to social distancing guidance.</p> <p>Protocols are in place for meeting with clients on/off-site in a COVID-Secure way.</p> <p>Meeting in ATO:</p> <p>All unnecessary furniture and stationary items have been removed from meeting rooms.</p> <p>Room seating is arranged to comply with social distancing guidance and maximum occupancy levels have been identified.</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><u>Hand sanitiser, disinfectant wipes and tissues are provided in every meeting room and are regularly checked and restocked.</u></p>	In terms of in-person social or CSR events, the Firm will not be holding these at the moment but will be reviewing their recommencement over the summer period.	FOH Manager	n/a	Closed
Catering - Hospitality	<p>Hospitality for meetings:</p> <p>Limited hospitality service is available. Pre-packaged lunches and drinks can be provided. Tea, Coffee and Water can be provided individually in crockery mugs or provided from an external coffee provider.</p> <p>Hospitality for the Firm's people:</p> <p>To improve welfare for people working in ATO while reducing the risk of respired droplets contaminating consumables, the Firm is providing individually wrapped sachets of tea, coffee and sugar in the tea-points. Milk is being provided in plastic screw top containers, for communal use, in the tea-point fridges. People who do not wish to use the provided tea, coffee, sugar and milk are welcome to bring their own into the office.</p>	Control measures kept under review.	FOH Manager	n/a	Closed
Handling mail, deliveries and other materials	<p>The Legal Support team at OGW continue to manage incoming and outgoing mail and deliveries on behalf of the Firm.</p> <p>Inbound and outbound goods/mail for ATO</p> <p>The ATO Operations Manager, BaxterStorey FOH team and the Legal Team Administrators are the only people permitted to collect inbound/outbound goods/mail. To avoid surface transmission, disposable gloves should be worn when handling materials entering the building or hands should be sanitised after handling. Incoming and outgoing delivery of personal packages have been prohibited.</p>	Control measures kept under review.	ATO Operations Manager	n/a	Closed
Core business teams	<p>Procedures have been put in place to protect the 'core team' which currently includes the ATO Operations Manager, the BaxterStorey FOH team and teh Legal Team Administrators.</p> <p>Due to the small number of people in the core team, regular (twice weekly) LFD testing is used as the primary mode of protection, alongside the other COVID-19 control measures.</p>	Control measures kept under review.	Plan Ahead Team	n/a	Closed
Wellbeing and consultation	<p>The Firm consults with it's people on COVID-19 risk management via the Health and Safety and Wellness Forum, PAT, guidance documents and ongoing communication from senior managers.</p> <p>Wellbeing support includes regular communication by the Firm's Wellbeing team, support discussions with line managers or the People team and access to the Firm's Employee Assistance Programme (EAP).</p> <p>The Firm communicates regularly with it's people on a range of issues, including changes to operating procedures, updates to COVID-19 guidance, innovations to improve working from the home or the office.</p>		Head of People	Ongoing	Live
Tests and vaccinations	<p>The Firm has registered with the Government's 'Workplace Collect' COVID test scheme and is requiring lateral flow device (LFD) testing to be undertaken by the core team and individuals who need to work regularly in our offices. The test kits provided are the standard NHS LFD tests which can also be sourced privately through the .Gov website or can be collected from nominated pharmacies.</p> <p>The Firm will also provide test kits for any people who request them as good practice or because they are undertaking a specific activity, such as meeting a client face-to-face.</p> <p>The Firm encourages people to participate in the COVID-19 vaccination programme and enables people to take time away from work in order to attend vaccination appointments.</p>	In light of the new Coronavirus 'delta variant' the Firm is reviewing whether it would be appropriate to extend the requirement for LFD testing to include other groups of people (i.e. others in the Firm , Clients, Contractors, Visitors etc.). PAT will continue to monitor the situation.	Commercial Manager & Head of People	Ongoing	Live
NHS Test & Trace	<p>The Firm maintains records of all people (Partners, employees, clients, contractors and visitors) who have been on site. These records are held for at least 21 days.</p> <p>The Firm will comply with any direct instruction from the NHS Test and Trace service.</p> <p>The Plan Ahead Team monitor Test and Trace guidance and requirements and will act to conform with them where appropriate to do so.</p>	Control measures kept under review.	Head of People	n/a	Closed

People presenting with COVID-19 symptoms	<p>In the event that someone in the office develops symptoms, a process is in place to mitigate the spread of COVID-19 while caring for the symptomatic individual. This process includes isolating as soon as possible, notifying their Line Manager and the People team.</p> <p>The 'Managing Active Cases of COVID-19' procedure exists on iManage.</p>		H&S Manager	n/a	Closed
Protecting People at Higher Risk	<p>Shielding has lifted but People who are within the vulnerable or clinically extremely vulnerable category should continue to work from home if able to do so effectively.</p> <p>Individuals at higher risk of developing severe symptoms if infected with COVID-19 can work in the office, but will be encouraged to work from home wherever possible.</p> <p>Regularly reviewed by HoDs/HoUs/Line Managers and People Team.</p> <p>The firm will consider further mitigations for groups of people who may be at more risk of being infected and/or an adverse outcome if infected with COVID-19.</p> <p>Where it is not possible or effective for people in higher risk categories to work from home, the firm will consider the safest options available for them to work on-site, which enable them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).</p> <p>In some cases, the firm may be able to consider alternative roles or temporarily adjusted working patterns for extremely clinically vulnerable groups.</p> <p>If a clinically extremely vulnerable individual chooses to attend BS offices, then they should take particular care to minimise contact with others and practice stringent and frequent hand washing. They may request a workspace is setup in a remote part of the department. They may also request to access the premises outside of core working hours and/or at the weekend.</p>	Control measures kept under review.	Head of People	n/a	Closed
People who need to Self-isolate	<p>The Firm is taking steps to check that People who are advised to stay at home in line with Government guidance do not physically come to work. This includes those who have COVID -19 symptoms, or live in the same household as someone who has COVID-19 symptoms.</p> <p>The Firm's people are asked to report if they, of those in their house hold are suspected or confirmed cases of COVID-19 to their Manager and/or People Team immediately, in line with communicated COVID-19 protocols.</p> <p>The Firm's people are mandated to work from home in the event they need to self-isolate.</p> <p>Reminders are sent to our people to check their own health and advise Manager and/or People Team of any concerns.</p> <p>Continued regular communication is provided via intranet, email, signage and advice to the Firm's people by the Firm's senior management, Plan Ahead Team or any other stakeholder as necessary.</p> <p>The Firm's protocols for isolation in relation to suspected/confirmed cases, are in line with Government guidelines.</p>	Control measures kept under review.	Head of People	n/a	Closed
Building evacuation	<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 ATO safely.</p> <p>Bi-annual building evacuation exercise carried out to familiarise ATO occupants with the procedure.</p> <p>Visitors will be advised of the fire-alarm, evacuation routes and designated assembly point during their introduction to site. However, the current practice at ATO is to disperse away from the premises rather than gather at the assembly point.</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>A list of building occupants will be generated by the ATO access control system to allow a roll-call to be undertaken if a fire outbreak is verified in ATO.</p>	H&S Manager to send a reminder of ATO fire evacuation procedures with emphasis on avoiding bottlenecks in order to maintain social distance.	Landlord & H&S Manager	n/a	Closed

<p>Accident / injury / poor health</p>	<p>First Aid trained people are available in ATO 24/7 and have been briefed on the St John Ambulance guidance for mitigating transmission of COVID-19 while administering first aid.</p> <p>The ATO Security team can provide first aid support the Firm's first aid team during core business hours. Outside of core business hours the ATO Security are the primary contact for first aid assistance.</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 External Defibrillator (AED).</p> <p>First Aiders and casualties (where possible) will wear face masks during assessment and treatment.</p> <p>First aiders to be aware of the information from the Resuscitation Council (UK). In an emergency, the need for resuscitation by a First Aider overrides the risk posed by not maintaining the 2m social distancing rules. https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-COVID-19-coronavirus-cpr-and-resuscitation/covid-community/</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 a sanitary waste bin.</p>	<p>Send a reminder to the first aid team regarding current COVID-19 controls for administering first aid.</p>	<p>H&S Manager</p>	<p>01/09/2021</p>	<p>Live</p>
<p>Work related travel</p>	<p>When travelling into the office, people are encouraged to walk, run, cycle or drive. When using public transport, people are encouraged to observe mandatory controls such as the use of face coverings.</p> <p>Before undertaking travel, people should check the transport guidance on the .Gov website.</p> <p>People required to visit locations which are 'off-site' for work purposes would follow the guidance provided for such visits and can be found on the COVID-19 zone of the intranet. they should check that adequate COVID-19 control measures are in place for their journey and the location they are visiting. If requested, LFD tests can be provided by the Firm.</p> <p>International travel is currently prohibited.</p>	<p>Travel between the Bristol, London and Edinburgh offices is now possible.</p> <p>With all office travel, factors such as using public transport, flying and overnight stays need to be properly considered due to the enhanced COVID risks.</p> <p>The Business Travel Policy will be reviewed and approved by PAT. It will be communicated out to the Firm when appropriate to do so.</p> <p>Communication from Senior Management to ensure that BS People adhere to company and FCO travel guidelines.</p> <p>Check the scope of the Firm's Travel Insurance in relation to COVID-19 infection while people are travelling internationally.</p> <p>People who have had COVID-19 infection within 90 days of travel may not be able to produce a negative PCR test result. Therefore we advise that people in this position reconsider/reorganise their travel arrangements.</p>	<p>FOH Manager</p>	<p>Ongoing</p>	<p>Live</p>