



BLAKE MORGAN

## Covid-19 Risk Assessments

---

23 September 2020

## **COVID-19 RISK ASSESSMENTS**

The health, safety and wellbeing of our colleagues and visitors is of paramount importance. In responding to the current Covid-19 pandemic we have;

- established a central Health and Safety Working Group with responsibility for health and safety generally, and Covid-19 measures, specifically;
- taken consideration of the guidance issued by the UK and Welsh Governments, the Health and Safety Executive and the Law Society guidance where applicable;
- conducted an employee survey to provide an overview of the general views and concerns of colleagues, and communicated the results to the business;
- carried out a Covid-19 risk assessment in each of our offices with the support of our independent health and safety consultant and shared our findings with colleagues.

We are implementing a controlled and phased approach to our return to office working in line with public health and also workplace health and safety guidance. The measures we are taking include:

- Office attendance will be reduced in the short term (subject to statutory compliance) to colleagues who are required to undertake work which may be essential to our clients' or our business needs and which cannot be undertaken at home. Each office has implemented arrangements to effectively manage and monitor attendance.
- Implementing one way systems, signage and restrictions in the use of lifts, kitchen areas and toilets to reflect the recommended two metre social distancing requirement.
- Restricted and controlled active workstations in our workplaces to reflect the recommended two metre social distancing requirement. Hot-desking is prohibited.
- Ensuring good hygiene standards are being maintained throughout.
- The provision of antibacterial soap, hand sanitiser, tissues and anti-bacterial wipes throughout our offices including at workstations.
- Enhanced cleaning regimes which include frequent deep cleaning and the use of anti-bacterial products when cleaning contact surfaces.
- Staggered start and departure times have been introduced to enable colleagues to have maximum flexibility in their travel arrangements and thereby avoid peak travel times.
- Frequent liaison with our landlords/building managers and co-tenants to enable monitoring of control measures implemented in communal areas of our buildings, including lobby areas and lifts.
- Visitors to our offices may be required to wear face coverings at all times.
- Our Critical Incident Response Protocol will enable us to respond immediately and appropriately to concerns regarding the health of our colleagues in the context of Covid-19.
- Commitment to the promotion of good mental health and wellbeing across the firm, recognising the crucial role of our line managers, providing information and educational resources for all colleagues and maintaining an open dialogue.

CARDIFF

Tel: 029 2068 6000

Fax: 029 2068 6380

LONDON

Tel: 020 7405 2000

Fax: 0844 620 3402

OXFORD

Tel: 01865 248607

Fax: 0844 620 3403

PORTSMOUTH

Tel: 023 9222 1122

Fax: 0844 620 3404

READING

Tel: 0118 955 3000

Fax: 0118 939 3210

SOUTHAMPTON

Tel: 023 8090 8090

Fax: 0844 620 3401

**Email:** [info@blakemorgan.co.uk](mailto:info@blakemorgan.co.uk)

**Web:** [www.blakemorgan.co.uk](http://www.blakemorgan.co.uk)

**LinkedIn:** Blake Morgan LLP

**Twitter:** @blakemorganllp

**Facebook:** @blakemorganllp



Authorised and regulated by the Solicitors Regulation Authority of England and Wales SRA number: 613716