



BLM Action Protecting Our People

COVID-19

Corporate Risk Assessment





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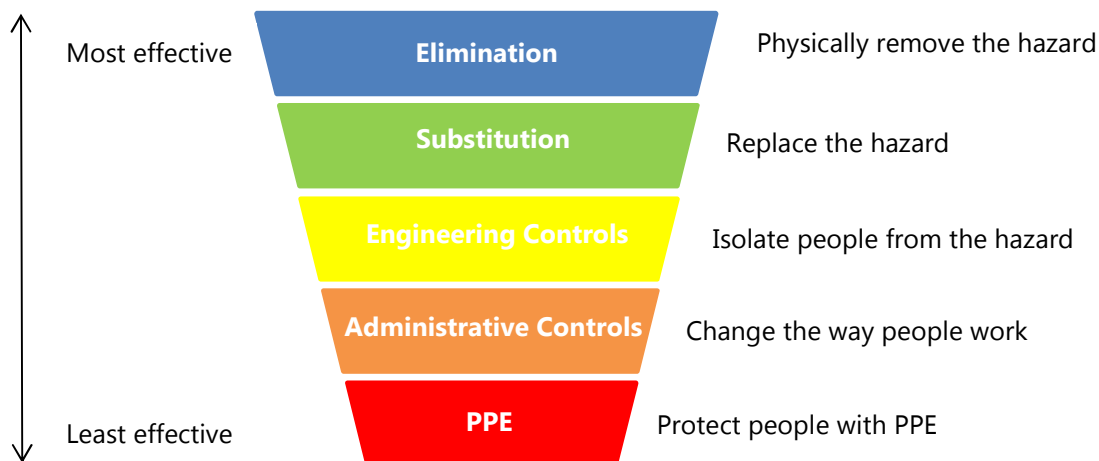
Introduction

This document is designed to set out and communicate the significant risks that relate to COVID-19 within the office environment. BLM has a legal responsibility to protect workers and others from risk to their health and safety. By conducting this risk assessment BLM can demonstrate that it has taken the necessary steps to control the risks as low as reasonably practicable. BLM will use the following points to develop a site specific risk assessment and implement appropriate control measures.

1. We have carried out a COVID-19 risk assessment and shared the results with the people who work here
2. We have cleaning, handwashing and hygiene procedures in line with guidance
3. We have taken all reasonable steps to help people work from home
4. We have taken all reasonable steps to maintain and adhere to various Government guidance regarding social distancing in the workplace
5. Where people cannot social distance we have done everything practical to manage the transmission risk

The guidance sets out the "Five Steps to Safer Working Together" listed above which BLM have a legal duty to undertake and confirm have been complied with by displaying appropriate Government approved signage.

The risk assessment will be developed using all elements of the hierarchy of control model.



The risk assessment will identify significant risks, including control measures already taken and further actions to be taken to control the risk. The risk assessment will then be tailored for each individual BLM office.

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Identified Risks

- Spread of COVID-19 in the firm; i.e. risk of transmission and subsequent infection
- Spread of COVID-19 to and from visitors, including suppliers, and clients attending our premises
- A confirmed or suspected case of COVID-19
- Risk of transmission in communal areas such as kitchens, meeting rooms, toilets and other facilities
- Risk of transmission via deliveries, post etc.
- Risks of transmission in Landlord controlled areas
- Risk of contracting COVID-19 whilst travelling or attending non BLM premises for work purposes



COVID-19 Corporate Risk Assessment

Risk Assessment Ref No	Risk Hazard	Scores Likelihood x Severity		Risk Score	Suggested Action	Re-calculated Risk Score	Review Date
001	Spread of COVID-19 in the workplace	5	5	25	BLM have moved to all offices being closed apart from our Manchester office which has reopened for critical staff only. Offices are accessible via access request process allowing business critical visits only. remote working implemented. BLM have invested in additional Technology to support remote working.	5	Sep 2020
002	Contractor visits (PPM & Regulatory visits)	5	5	25	Approval only by Director of Business Services & Improvement. Guidance to be issued to contractors re: social distancing and hygiene prior to their visit. As per Government guidance all visitors as of 8 th August will be required to wear face coverings (England only)	5	Sep 2020
003	Business Travel	5	5	25	All business travel suspended. Staff encouraged to increase the use of the various technology invested by the firm. Essential business travel for instance but not limited to court hearings will be reviewed and approved by a member of the Operations Board. Approved corporate travel supported by BLM provided PPE and the potential removal of self-booking in the interim to ensure any hotels booked have been checked for their adherence to COVID-19 Secure status. Public transport should be avoided where possible.	5	Sep 2020
004	Internal / external meetings (staff & clients)	5	5	25	Use of MS Teams to avoid in person meetings. Only in exceptional circumstances when a face to face meeting is absolutely necessary for instance but not limited to a legal document requiring a wet signature. Approval to be obtained prior to meeting and cleaning between use. Please see additional comments below. As per Government guidance all visitors as of 8 th August will be required to wear face coverings. (England only)	5	Sep 2020
005	Lack of or insufficient equipment provided for people to work safely from home	5	4	20	All appropriate equipment i.e. laptops, PC's, VPTs, have been issued and created to enable staff to work from home. Roll out of Microsoft Teams to enable staff to remain connected. DSE training & Self-assessment implemented and follow up assessments undertaken by the Head of H&S. Various wellbeing programmes available for staff to access	4	Sep 2020
006	Feeling of disconnect from colleagues and team members (Mental Health & Wellbeing)	5	5	25	Various wellbeing programmes available for staff to access. Regular team meetings throughout the working week.	10	Sep 2020
007	Not planning for the minimum number of people in the office to operate safely and effectively	5	5	25	We are planning for reduced numbers to ensure social distancing measures are capable of being observed. Introducing one-way flow through buildings. Specific COVID-19 signage displayed. Awareness training module and manual issued to staff.	5	Sep 2020
008	Administering First aid	5	5	25	First aiders issued with their own personal first aid kit along with appropriate PPE (face coverings) Electronic accident forms to be implemented and any interviews to be done via MS Teams prior to submitting to the Head of H&S. Sanitation measures implemented afterwards including handwashing	5	Sep 2020

Likelihood Rating: 0 = Zero to Very Low
 1 = Very Unlikely
 2 = Unlikely
 3 = Likely
 4 = Very Likely
 5 = Almost Certain

Severity Rating: 0 = No Injury or Illness
 1 = First Aid Needed
 2 = Minor Injury or Illness
 3 = 7 day Injury or Illness
 4 = Major Injury or Illness
 5 = Fatality / Disables etc.

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		Likelihood	Severity				
009	Fire Evacuations	5	5	25	Fire risk assessments to be reviewed to identify various assembly points to prevent mass gatherings of people. Consideration given regarding 2m rule during evacuation and if PEEP's are in place.	5	Sep 2020
010	Waste	5	5	25	All staff to be reminded that waste and belongings to be removed at the end of each day (clear desk policy) Adequate disposal arrangements including additional waste points	5	Sep 2020
011	Non business deliveries	5	5	25	Guidance issued to all staff explaining that non business deliveries are prohibited to the office. All front of house staff to increase hand washing after handling post, parcels and other business related deliveries	5	Sep 2020
012	known or suspected case of COVID-19	5	5	25	Cleaning contractor to undertake thorough clean of the area and any other areas where the individual may have been. Isolation room available for individuals if they become unwell whilst in the office. HR to make contact with members of staff that may have come into contact with somebody with known or suspected case of COVID-19	5	Sep 2020
013	Insufficient office cleaning & Hygiene	5	5	25	Enhanced cleaning (workplace surfaces & high contact points Increased handwashing/hygiene. Additional hand sanitiser stations available to promote good hygiene. Landlord controlled areas will have additional signage, hand sanitiser stations and will be cleaned throughout the day.	5	Sep 2020
014	Business related deliveries (post / stationery)	5	5	25	As per Government guidance all visitors as of 8 th August will be required to wear face coverings. (England only) delivery drop zones will be identified within the office space to ensure social distancing is adhered to.	5	Sep 2020

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Actioned by Who

001 – Actions implemented by the Operations Board

002 - Actions implemented by the Operations Board and approval process controlled by Director of Business Services & Improvement

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005 – Actions by IT Director with support from the Head of Health & Safety

006 – HR, Line Managers, Team Leaders, Partners and EP's

007 – Operations Board and FM Team

008 - Actions implemented by the FM Team and Head of Head of Health & Safety

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010 - Actions implemented by the FM Team

011 - Actions implemented by the Corporate Services Team

012 - Operations Board and FM Team

013 - Actions implemented by the FM Team

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Additional comments

Wellbeing

HR, Line Managers, Team Leaders, Partners & EP's will all take an active role in monitoring the wellbeing of their staff and help them stay connected to the rest of the workforce.

BLM will ensure those workers who need to self isolate are able to work from home if appropriate.

A central point of communication will be implemented paul.barnacle@blmlaw.com (Head of Health & Safety) allowing staff to raise any H&S concerns.

BLM will put in place effective communications and training regarding the new work place practices prior to workers returning to work.

Internal / External Meetings

Only in extreme circumstances when a face to face meeting is absolutely necessary approval to be obtained prior and the following to be implemented – limited people attend the meeting, good ventilation made available (all windows opened if able) 2m rule implemented. And checks made to see if those people requiring to attend the meeting don't have any symptoms or people they share a household do either. Hand sanitiser stations made available, no stationary or catering will be supplied.

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