

Risk assessment template

Company name: Right Legal Group Limited – Brighton Office

Assessment carried out by: COVID-19 Team

Date of next review: July 2020

Date assessment was carried out: June 2020

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
Inability to social distance	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing being sent out to all via e-mail weekly, leaders and staff empowered to	A capacity assessment has been completed and numbers of people that will be in the office at any one time have been calculated to ensure that the 2 meter social distancing rule can be applied at all times.	COVID Team and Brighton Office representative	03 rd June 2020	

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
		enforce social distancing	Floor plan has been re-designed, office desk move, markings on floor, limit number of people in individual spaces, capacity on all rooms in the office, full guidance for staff to demonstrate rules of how to move around the office.			
Social distancing measures not clear	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing being sent out to all via e-mail weekly, leaders and staff	Desks that are not to be used marked with red cross, walkway system clearly marked and on floor, desks physically moved, sign on door for clients and visitors explaining social distancing requirements	COVID Team and Brighton Office representative	3 rd June 2020	

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
		empowered to enforce social distancing				
Social distancing measures not adhered to	Staff, clients and visitors	Temporary guidance released March 2020. Posters around building reminding people to keep 2m apart. Leaders enforcing social distancing when in the office	New updated guidance sent out to whole business which includes, the consequences of failing to adhere with all measures put into place i.e. staff will be sent home if not adhering – including social distancing	COVID Team	18 th May 2020	Complete
Hygiene standards not enough to sustain healthy environment	Staff, clients and visitors	Temporary guidance released March 2020. Handwashing	New updated guidance sent to whole business, this guidance to include the consequences of failing to adhere with all	COVID Team and South West representative	03 rd June 2020	

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>and desk cleaning posters around the building. Cleaning rota implemented. Wipes, Dettol sprays and sanitiser purchased. A daily cleaning rota was put in place.</p>	<p>measures put into place – including hygiene standards and expectations around hand washing and sanitising as well as the sharing of any office items. Removal of all crockery from kitchens to prevent cross contamination, strict guidance on how to ensure hygiene standards are met when in the office. PPE equipment is available for staff that are in a client facing role.</p>			

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
Exceed maximum capacity can safely fit in building space	Staff, clients and visitors	Office was closed	Building assessed and a maximum capacity applied to it as a whole and to each individual room	COVID Team	03 rd June 2020	Done
Emotional impact of change	Staff	Availability of HR and Management to discuss any concerns or to answer any questions. COVID 19 specific question time put on to answer questions anonymously. Daily e-mails sent by Managing Director to keep	Mental health workshops offered, continuing offer of a direct conversation with HR and Management. Continue to make staff wellbeing part of the decision making process	HR & Management	Workshops w/c 18 th May Ongoing availability to share thoughts, concerns or questions	

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
		everyone informed. Staff wellbeing part of decision making process				
Lack of appropriate measures to understand vulnerabilities of staff/clients	Staff, clients and visitors	HR team available to discuss concerns. Telephone calls made ahead of any face to face appointments with clients to understand any health impacts before meeting goes ahead.	Staff encouraged through guidance to share any concerns/vulnerabilities so that we are aware and can put measures in place to protect them. Clients who we are seeing face to face are asked about their health, vulnerabilities and shielding status and appropriate measures are put into place. Sign	COVID Team	01 st June 2020	

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
			on the door regarding symptoms and form to fill in to confirm none			
Staff don't self isolate correctly	Staff, clients and visitors	Weekly reminders in the daily brief about what to do if you or a member of your household is experiencing symptoms. Central record kept of those currently self isolating and before RTW assessment done by HR	Continue this reminder and educate staff on the requirement of self isolation by making requirements visible around the office as well as the weekly e-mail reminders.	COVID Team		

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
Clients/Visitors/Guest attend offices whilst experiencing symptoms	Staff, clients and visitors	Offices were not open to the public until 01 st June 2020	Sign on door for clients/visitors/guests to read... FOH to point them to sign if they haven't read it. Form for client/visitor/guest to sign to confirm no symptoms	COVID Team & FOH		Complete
Client visits mean exceed capacity	Staff, clients and visitors	Offices were not open to the public until 01 st June 2020	Max number of people in building includes clients/visitors in meeting rooms. If max capacity exceeded client/visitors asked to wait outside or return at another time.	COVID team and FOH	03rd June 2020	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Risk assessment template

Company name: Right Legal Group Limited – Chipping Sodbury Office

Assessment carried out by: COVID-19 Team

Date of next review: July 2020

Date assessment was carried out: June 2020

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
Inability to social distance	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing being sent out to all via e-mail weekly, leaders and staff empowered to	A capacity assessment has been completed and numbers of people that will be in the office at any one time have been calculated to ensure that the 2 meter social distancing rule can be applied at all times.	COVID Team and South West representative	03 rd June 2020	

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
		enforce social distancing	Floor plan has been re-designed, office desk move, markings on floor, walkway system, limit number of people in individual spaces, capacity on all rooms in the office, full guidance for staff to demonstrate rules of how to move around the office. Advise provided regarding shared use of kitchen and toilet			
Social distancing measures not clear	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing	Desks that are not to be used marked with red cross, walkway system clearly marked and on floor, desks physically	COVID Team and South West representative	3 rd June 2020	

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
		being sent out to all via e-mail weekly, leaders and staff empowered to enforce social distancing	moved, sign on door for clients and visitors explaining social distancing requirements			
Social distancing measures not adhered to	Staff, clients and visitors	Temporary guidance released March 2020. Posters around building reminding people to keep 2m apart. Leaders enforcing social distancing when in the office	New updated guidance sent out to whole business which includes, the consequences of failing to adhere with all measures put into place i.e. staff will be sent home if not adhering – including social distancing	COVID Team	03d June 2020	Complete

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>Hygiene standards not enough to sustain healthy environment</p>	<p>Staff, clients and visitors</p>	<p>Temporary guidance released March 2020. Handwashing and desk cleaning posters around the building. Cleaning rota implemented. Wipes, Dettol sprays and sanitiser purchased. A daily cleaning rota was put in place.</p>	<p>New updated guidance sent to whole business, this guidance to include the consequences of failing to adhere with all measures put into place – including hygiene standards and expectations around hand washing and sanitising as well as the sharing of any office items. Removal of all crockery from kitchens to prevent cross contamination, strict guidance on how to ensure hygiene standards are met when in the office. PPE</p>	<p>COVID Team and South West representative</p>	<p>03rd June 2020</p>	

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
			equipment is available for staff that are in a client facing role.			
Exceed maximum capacity can safely fit in building space	Staff, clients and visitors	Office was closed	Building assessed and a maximum capacity applied to it as a whole and to each individual room	COVID Team	03 rd June 2020	Done
Emotional impact of change	Staff	Availability of HR and Management to discuss any concerns or to answer any questions. COVID 19 specific question time put on to answer questions anonymously.	Mental health workshops offered, continuing offer of a direct conversation with HR and Management. Continue to make staff wellbeing part of the decision making process	HR & Management	Workshops w/c 18 th May Ongoing availability to share thoughts, concerns or questions	

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
		Daily e-mails sent by Managing Director to keep everyone informed. Staff wellbeing part of decision making process				
Lack of appropriate measures to understand vulnerabilities of staff/clients	Staff, clients and visitors	HR team available to discuss concerns. Telephone calls made ahead of any face to face appointments with clients to understand any health impacts	Staff encouraged through guidance to share any concerns/vulnerabilities so that we are aware and can put measures in place to protect them. Clients who we are seeing face to face are asked about their health, vulnerabilities and	COVID Team	ongoing	

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
		before meeting goes ahead.	shielding status and appropriate measures are put into place. Sign on the door regarding symptoms and form to fill in to confirm none			
Staff don't self isolate correctly	Staff, clients and visitors	Weekly reminders in the daily brief about what to do if you or a member of your household is experiencing symptoms. Central record kept of those currently self isolating and before RTW	Continue this reminder and educate staff on the requirement of self isolation by making requirements visible around the office as well as the weekly e-mail reminders.	COVID Team	Ongoing	

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
		assessment done by HR				
Clients/Visitors/Guest attend offices whilst experiencing symptoms	Staff, clients and visitors	Offices were not open to the public until 01 st June 2020	Sign on door for clients/visitors/guests to read... FOH to point them to sign if they haven't read it. Form for client/visitor/guest to sign to confirm no symptoms	COVID Team & FOH		Complete
Client visits mean exceed capacity	Staff, clients and visitors	Offices were not open to the public until 01 st June 2020	Max number of people in building includes clients/visitors in meeting rooms. If max capacity exceeded client/visitors asked to wait outside or return at another time.	COVID team and FOH	03rd June 2020	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive 10/19

Risk assessment template

Company name: Right Legal Group Limited – Derby Head Office

Assessment carried out by: COVID-19 Team

Date of next review: June 2020

Date assessment was carried out: May 2020

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
Inability to social distance	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing being sent out to all via e-mail weekly, leaders and staff empowered to enforce social distancing	A capacity assessment has been completed and numbers of people that will be in the office at any one time have been calculated to ensure that the 2 meter social distancing rule can be applied at all times. Floor plan has been re-designed, full office desk move, markings on floor,	COVID Team	18 th May 2020	

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
			limit number of people in individual spaces, seating plan, capacity on all rooms in the office, full guidance for staff to demonstrate rules of how to move around the office			
Social distancing measures not clear	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing being sent out to all via e-mail weekly, leaders and staff empowered to enforce social distancing	Desks that are not to be used marked with red cross, walkway system clearly marked and on floor, desks physically moved, sign on door for clients and visitors explaining social distancing requirements	COVID Team	18 th May 2020	
Social distancing measures not adhered to	Staff, clients and visitors	Temporary guidance released March 2020.	New updated guidance sent out to whole business which includes, the	COVID Team	18 th May 2020	

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
		Posters around building reminding people to keep 2m apart. Leaders enforcing social distancing when in the office	consequences of failing to adhere with all measures put into place i.e. staff will be sent home if not adhering – including social distancing			
Hygiene standards not enough to sustain healthy environment	Staff, clients and visitors	Temporary guidance released March 2020. Handwashing and desk cleaning posters around the building. Cleaning rota implemented. Wipes, Dettol sprays and sanitiser purchased. A daily cleaning rota was put in place.	New updated guidance sent to whole business, this guidance to include the consequences of failing to adhere with all measures put into place – including hygiene standards and expectations around hand washing and sanitising as well as the sharing of any office items. Removal of all crockery from kitchens to prevent cross contamination, strict	COVID Team	18 th May 2020	

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
			guidance on how to ensure hygiene standards are met when in the office. PPE equipment is available for staff that are in a client facing role. A daily cleaning rota is in place.			
Exceed maximum capacity can safely fit in building space	Staff, clients and visitors	Rota systems updated weekly	Rota system created for a more permanent long term plan taking into account maximum people able to be in the office at any one time to ensure adherence to the 2 meter social distancing rule. Max capacity not reached on plan. Staff popping in to collect files must do this after 5.30pm, clients/visitors restricted to reception area and	COVID Team	18 th May 2020	Done

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
			boardroom. Boardroom has additional capacity to the office max number to facilitate client visits.			
Emotional impact of change	Staff	Availability of HR and Management to discuss any concerns or to answer any questions. COVID 19 specific question time put on to answer questions anonymously. Daily e-mails sent by Managing Director to keep everyone informed. Staff wellbeing part of decision making process	Mental health workshops offered, continuing offer of a direct conversation with HR. Continue to make staff wellbeing part of the decision making process	HR	Workshops w/c 18 th May Ongoing availability to share thoughts, concerns or questions	

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>Lack of appropriate measures to understand vulnerabilities of staff/clients</p>	<p>Staff, clients and visitors</p>	<p>HR team available to discuss concerns. Telephone calls made ahead of any face to face appointments with clients to understand any health impacts before meeting goes ahead.</p>	<p>Staff encouraged through guidance to share any concerns/vulnerabilities so that we are aware and can put measures in place to protect them. Clients who we are seeing face to face are asked about their health, vulnerabilities and shielding status and appropriate measures are put into place.</p>	<p>COVID Team</p>		
<p>Staff don't self isolate correctly</p>	<p>Staff, clients and visitors</p>	<p>Weekly reminders in the daily brief about what to do if you or a member of your household is experiencing symptoms. Central record kept of those currently self</p>	<p>Continue this reminder and educate staff on the requirement of self isolation by making requirements visible around the office as well as the weekly e-mail reminders.</p>	<p>COVID Team</p>		

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
		isolating and before RTW assessment done by HR				
Clients/Visitors/Guest attend offices whilst experiencing symptoms	Staff, clients and visitors	Offices were not open to the public until 18 th May 2020	Sign on door for clients/visitors/guests to read... FOH to point them to sign if they haven't read it. Form for client/visitor/guest to sign to confirm no symptoms	COVID Team		Complete

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Risk assessment template

Company name: Right Legal Group Limited – Kingswood Office

Assessment carried out by: COVID-19 Team

Date of next review: July 2020

Date assessment was carried out: June 2020

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
Inability to social distance	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing being sent out to all via e-mail weekly, leaders and staff empowered to	A capacity assessment has been completed and numbers of people that will be in the office at any one time have been calculated to ensure that the 2 meter social distancing rule can be applied at all times.	COVID Team and South West representative	03 rd June 2020	

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
		enforce social distancing	Floor plan has been re-designed, office desk move, markings on floor, limit number of people in individual spaces, capacity on all rooms in the office, full guidance for staff to demonstrate rules of how to move around the office.			
Social distancing measures not clear	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing being sent out to all via e-mail weekly, leaders and staff	Desks that are not to be used marked with red cross, walkway system clearly marked and on floor, desks physically moved, sign on door for clients and visitors explaining social distancing requirements	COVID Team and South West representative	3 rd June 2020	

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
		empowered to enforce social distancing				
Social distancing measures not adhered to	Staff, clients and visitors	Temporary guidance released March 2020. Posters around building reminding people to keep 2m apart. Leaders enforcing social distancing when in the office	New updated guidance sent out to whole business which includes, the consequences of failing to adhere with all measures put into place i.e. staff will be sent home if not adhering – including social distancing	COVID Team	18 th May 2020	Complete
Hygiene standards not enough to sustain healthy environment	Staff, clients and visitors	Temporary guidance released March 2020. Handwashing	New updated guidance sent to whole business, this guidance to include the consequences of failing to adhere with all	COVID Team and South West representative	03 rd June 2020	

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>and desk cleaning posters around the building. Cleaning rota implemented. Wipes, Dettol sprays and sanitiser purchased. A daily cleaning rota was put in place.</p>	<p>measures put into place – including hygiene standards and expectations around hand washing and sanitising as well as the sharing of any office items. Removal of all crockery from kitchens to prevent cross contamination, strict guidance on how to ensure hygiene standards are met when in the office. PPE equipment is available for staff that are in a client facing role.</p>			

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
Exceed maximum capacity can safely fit in building space	Staff, clients and visitors	Office was closed	Building assessed and a maximum capacity applied to it as a whole and to each individual room	COVID Team	03 rd June 2020	Done
Emotional impact of change	Staff	Availability of HR and Management to discuss any concerns or to answer any questions. COVID 19 specific question time put on to answer questions anonymously. Daily e-mails sent by Managing Director to keep	Mental health workshops offered, continuing offer of a direct conversation with HR and Management. Continue to make staff wellbeing part of the decision making process	HR & Management	Workshops w/c 18 th May Ongoing availability to share thoughts, concerns or questions	

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
		everyone informed. Staff wellbeing part of decision making process				
Lack of appropriate measures to understand vulnerabilities of staff/clients	Staff, clients and visitors	HR team available to discuss concerns. Telephone calls made ahead of any face to face appointments with clients to understand any health impacts before meeting goes ahead.	Staff encouraged through guidance to share any concerns/vulnerabilities so that we are aware and can put measures in place to protect them. Clients who we are seeing face to face are asked about their health, vulnerabilities and shielding status and appropriate measures are put into place. Sign	COVID Team	ongoing	

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
			on the door regarding symptoms and form to fill in to confirm none			
Staff don't self isolate correctly	Staff, clients and visitors	Weekly reminders in the daily brief about what to do if you or a member of your household is experiencing symptoms. Central record kept of those currently self isolating and before RTW assessment done by HR	Continue this reminder and educate staff on the requirement of self isolation by making requirements visible around the office as well as the weekly e-mail reminders.	COVID Team		

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
Clients/Visitors/Guest attend offices whilst experiencing symptoms	Staff, clients and visitors	Offices were not open to the public until 01 st June 2020	Sign on door for clients/visitors/guests to read... FOH to point them to sign if they haven't read it. Form for client/visitor/guest to sign to confirm no symptoms	COVID Team & FOH		Complete
Client visits mean exceed capacity	Staff, clients and visitors	Offices were not open to the public until 01 st June 2020	Max number of people in building includes clients/visitors in meeting rooms. If max capacity exceeded client/visitors asked to wait outside or return at another time.	COVID team and FOH	03rd June 2020	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Risk assessment template

Company name: Right Legal Group Limited – Nailsea Office

Assessment carried out by: COVID-19 Team

Date of next review: July 2020

Date assessment was carried out: June 2020

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
Inability to social distance	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing being sent out to all via e-mail weekly, leaders and staff empowered to	A capacity assessment has been completed and numbers of people that will be in the office at any one time have been calculated to ensure that the 2 meter social distancing rule can be applied at all times.	COVID Team and South West representative	03 rd June 2020	

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
		enforce social distancing	Floor plan has been re-designed, office desk move, markings on floor, limit number of people in individual spaces, capacity on all rooms in the office, full guidance for staff to demonstrate rules of how to move around the office. Staff are advised regarding use of shared toilets and kitchen in Shopping Centre Management Suite.			
Social distancing measures not clear	Staff, clients and visitors	Posters to remind of social distancing, guidelines around	Desks that are not to be used marked with red cross, walkway system clearly marked and on	COVID Team and South West representative	3 rd June 2020	

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
		social distancing being sent out to all via e-mail weekly, leaders and staff empowered to enforce social distancing	floor, desks physically moved, sign on door for clients and visitors explaining social distancing requirements			
Social distancing measures not adhered to	Staff, clients and visitors	Temporary guidance released March 2020. Posters around building reminding people to keep 2m apart. Leaders enforcing social distancing when in the office	New updated guidance sent out to whole business which includes, the consequences of failing to adhere with all measures put into place i.e. staff will be sent home if not adhering – including social distancing	COVID Team	18 th May 2020	Complete

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>Hygiene standards not enough to sustain healthy environment</p>	<p>Staff, clients and visitors</p>	<p>Temporary guidance released March 2020. Handwashing and desk cleaning posters around the building. Cleaning rota implemented. Wipes, Dettol sprays and sanitiser purchased. A daily cleaning rota was put in place.</p>	<p>New updated guidance sent to whole business, this guidance to include the consequences of failing to adhere with all measures put into place – including hygiene standards and expectations around hand washing and sanitising as well as the sharing of any office items. Removal of all crockery from kitchens to prevent cross contamination, strict guidance on how to ensure hygiene standards are met when in the office. PPE</p>	<p>COVID Team and South West representative</p>	<p>03rd June 2020</p>	<p>Complete</p>

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
			equipment is available for staff that are in a client facing role.			
Exceed maximum capacity can safely fit in building space	Staff, clients and visitors	Office was closed	Building assessed and a maximum capacity applied to it as a whole and to each individual room	COVID Team	03 rd June 2020	Done
Emotional impact of change	Staff	Availability of HR and Management to discuss any concerns or to answer any questions. COVID 19 specific question time put on to answer questions anonymously.	Mental health workshops offered, continuing offer of a direct conversation with HR and Management. Continue to make staff wellbeing part of the decision making process	HR & Management	Workshops w/c 18 th May Ongoing availability to share thoughts, concerns or questions	

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
		Daily e-mails sent by Managing Director to keep everyone informed. Staff wellbeing part of decision making process				
Lack of appropriate measures to understand vulnerabilities of staff/clients	Staff, clients and visitors	HR team available to discuss concerns. Telephone calls made ahead of any face to face appointments with clients to understand any health impacts	Staff encouraged through guidance to share any concerns/vulnerabilities so that we are aware and can put measures in place to protect them. Clients who we are seeing face to face are asked about their health, vulnerabilities and	COVID Team	01 st June 2020	

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
		before meeting goes ahead.	shielding status and appropriate measures are put into place. Sign on the door regarding symptoms and form to fill in to confirm none			
Staff don't self isolate correctly	Staff, clients and visitors	Weekly reminders in the daily brief about what to do if you or a member of your household is experiencing symptoms. Central record kept of those currently self isolating and before RTW	Continue this reminder and educate staff on the requirement of self isolation by making requirements visible around the office as well as the weekly e-mail reminders.	COVID Team		

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
		assessment done by HR				
Clients/Visitors/Guest attend offices whilst experiencing symptoms	Staff, clients and visitors	Offices were not open to the public until 01 st June 2020	Sign on door for clients/visitors/guests to read... FOH to point them to sign if they haven't read it. Form for client/visitor/guest to sign to confirm no symptoms	COVID Team & FOH		Complete
Client visits mean exceed capacity	Staff, clients and visitors	Offices were not open to the public until 01 st June 2020	Max number of people in building includes clients/visitors in meeting rooms. If max capacity exceeded client/visitors asked to wait outside or return at another time.	COVID team and FOH	03rd June 2020	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive 10/19

Risk assessment template

Company name: Right Legal Group Limited – Ripley Office

Assessment carried out by: COVID-19 Team

Date of next review: June 2020

Date assessment was carried out: May 2020

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
Inability to social distance	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing being sent out to all via e-mail weekly, leaders and staff empowered to	A capacity assessment has been completed and numbers of people that will be in the office at any one time have been calculated to ensure that the 2 meter social distancing rule can be applied at all times.	COVID Team	01 st June2020	

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
		enforce social distancing	Floor plan has been re-designed, office desk move, markings on floor, limit number of people in individual spaces, capacity on all rooms in the office, full guidance for staff to demonstrate rules of how to move around the office			
Social distancing measures not clear	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing being sent out to all via e-mail weekly, leaders and staff	Desks that are not to be used marked with red cross, walkway system clearly marked and on floor, desks physically moved, sign on door for clients and visitors explaining social distancing requirements	COVID Team	01 st June 2020	

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
		empowered to enforce social distancing				
Social distancing measures not adhered to	Staff, clients and visitors	Temporary guidance released March 2020. Posters around building reminding people to keep 2m apart. Leaders enforcing social distancing when in the office	New updated guidance sent out to whole business which includes, the consequences of failing to adhere with all measures put into place i.e. staff will be sent home if not adhering – including social distancing	COVID Team	01 st June 2020	Complete
Hygiene standards not enough to sustain healthy environment	Staff, clients and visitors	Temporary guidance released March 2020. Handwashing and desk cleaning	New updated guidance sent to whole business, this guidance to include the consequences of failing to adhere with all measures put into place	COVID Team	01 st June 2020	

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>posters around the building. Cleaning rota implemented. Wipes, Dettol sprays and sanitiser purchased. A daily cleaning rota was put in place.</p>	<p>– including hygiene standards and expectations around hand washing and sanitising as well as the sharing of any office items. Removal of all crockery from kitchens to prevent cross contamination, strict guidance on how to ensure hygiene standards are met when in the office. PPE equipment is available for staff that are in a client facing role.</p>			

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
Exceed maximum capacity can safely fit in building space	Staff, clients and visitors	Office was closed	Building assessed and a maximum capacity applied to it as a whole and to each individual room	COVID Team	01 st June 2020	Done
Emotional impact of change	Staff	Availability of HR and Management to discuss any concerns or to answer any questions. COVID 19 specific question time put on to answer questions anonymously. Daily e-mails sent by Managing Director to keep	Mental health workshops offered, continuing offer of a direct conversation with HR. Continue to make staff wellbeing part of the decision making process	HR	Workshops w/c 18 th May Ongoing availability to share thoughts, concerns or questions	

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
		everyone informed. Staff wellbeing part of decision making process				
Lack of appropriate measures to understand vulnerabilities of staff/clients	Staff, clients and visitors	HR team available to discuss concerns. Telephone calls made ahead of any face to face appointments with clients to understand any health impacts before meeting goes ahead.	Staff encouraged through guidance to share any concerns/vulnerabilities so that we are aware and can put measures in place to protect them. Clients who we are seeing face to face are asked about their health, vulnerabilities and shielding status and appropriate measures are put into place. Sign	COVID Team	01 st June 2020	

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
			on the door regarding symptoms and form to fill in to confirm none			
Staff don't self isolate correctly	Staff, clients and visitors	Weekly reminders in the daily brief about what to do if you or a member of your household is experiencing symptoms. Central record kept of those currently self isolating and before RTW assessment done by HR	Continue this reminder and educate staff on the requirement of self isolation by making requirements visible around the office as well as the weekly e-mail reminders.	COVID Team		

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
Clients/Visitors/Guest attend offices whilst experiencing symptoms	Staff, clients and visitors	Offices were not open to the public until 01 st June 2020	Sign on door for clients/visitors/guests to read... FOH to point them to sign if they haven't read it. Form for client/visitor/guest to sign to confirm no symptoms	COVID Team		Complete
Client visits mean exceed capacity	Staff, clients and visitors	Offices were not open to the public until 01 st June 2020	Max number of people in building includes clients/visitors in meeting rooms. If max capacity exceeded client/visitors asked to wait outside or return at another time.	COVID team and FOH	01 st June 2020	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Risk assessment template

Company name: Right Legal Group Limited – Thornbury Office

Assessment carried out by: COVID-19 Team

Date of next review: July 2020

Date assessment was carried out: June 2020

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
Inability to social distance	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing being sent out to all via e-mail weekly, leaders and staff empowered to	A capacity assessment has been completed and numbers of people that will be in the office at any one time have been calculated to ensure that the 2 meter social distancing rule can be applied at all times.	COVID Team and South West representative	03 rd June 2020	

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
		enforce social distancing	Floor plan has been re-designed, office desk move, markings on floor, walkway system, limit number of people in individual spaces, capacity on all rooms in the office, full guidance for staff to demonstrate rules of how to move around the office. Advise provided regarding shared use of kitchen and toilet			
Social distancing measures not clear	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing	Desks that are not to be used marked with red cross, walkway system clearly marked and on floor, desks physically	COVID Team and South West representative	3 rd June 2020	

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
		being sent out to all via e-mail weekly, leaders and staff empowered to enforce social distancing	moved, sign on door for clients and visitors explaining social distancing requirements			
Social distancing measures not adhered to	Staff, clients and visitors	Temporary guidance released March 2020. Posters around building reminding people to keep 2m apart. Leaders enforcing social distancing when in the office	New updated guidance sent out to whole business which includes, the consequences of failing to adhere with all measures put into place i.e. staff will be sent home if not adhering – including social distancing	COVID Team	18 th May 2020	Complete

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>Hygiene standards not enough to sustain healthy environment</p>	<p>Staff, clients and visitors</p>	<p>Temporary guidance released March 2020. Handwashing and desk cleaning posters around the building. Cleaning rota implemented. Wipes, Dettol sprays and sanitiser purchased. A daily cleaning rota was put in place.</p>	<p>New updated guidance sent to whole business, this guidance to include the consequences of failing to adhere with all measures put into place – including hygiene standards and expectations around hand washing and sanitising as well as the sharing of any office items. Removal of all crockery from kitchens to prevent cross contamination, strict guidance on how to ensure hygiene standards are met when in the office. PPE</p>	<p>COVID Team and South West representative</p>	<p>03rd June 2020</p>	

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
			equipment is available for staff that are in a client facing role.			
Exceed maximum capacity can safely fit in building space	Staff, clients and visitors	Office was closed	Building assessed and a maximum capacity applied to it as a whole and to each individual room	COVID Team	03 rd June 2020	Done
Emotional impact of change	Staff	Availability of HR and Management to discuss any concerns or to answer any questions. COVID 19 specific question time put on to answer questions anonymously.	Mental health workshops offered, continuing offer of a direct conversation with HR and Management. Continue to make staff wellbeing part of the decision making process	HR & Management	Workshops w/c 18 th May Ongoing availability to share thoughts, concerns or questions	

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
		Daily e-mails sent by Managing Director to keep everyone informed. Staff wellbeing part of decision making process				
Lack of appropriate measures to understand vulnerabilities of staff/clients	Staff, clients and visitors	HR team available to discuss concerns. Telephone calls made ahead of any face to face appointments with clients to understand any health impacts	Staff encouraged through guidance to share any concerns/vulnerabilities so that we are aware and can put measures in place to protect them. Clients who we are seeing face to face are asked about their health, vulnerabilities and	COVID Team	ongoing	

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
		before meeting goes ahead.	shielding status and appropriate measures are put into place. Sign on the door regarding symptoms and form to fill in to confirm none			
Staff don't self isolate correctly	Staff, clients and visitors	Weekly reminders in the daily brief about what to do if you or a member of your household is experiencing symptoms. Central record kept of those currently self isolating and before RTW	Continue this reminder and educate staff on the requirement of self isolation by making requirements visible around the office as well as the weekly e-mail reminders.	COVID Team		

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
		assessment done by HR				
Clients/Visitors/Guest attend offices whilst experiencing symptoms	Staff, clients and visitors	Offices were not open to the public until 01 st June 2020	Sign on door for clients/visitors/guests to read... FOH to point them to sign if they haven't read it. Form for client/visitor/guest to sign to confirm no symptoms	COVID Team & FOH		Complete
Client visits mean exceed capacity	Staff, clients and visitors	Offices were not open to the public until 01 st June 2020	Max number of people in building includes clients/visitors in meeting rooms. If max capacity exceeded client/visitors asked to wait outside or return at another time.	COVID team and FOH	03rd June 2020	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive 10/19

Risk assessment template

Company name: Right Legal Group Limited – Westbury on Trent Office

Assessment carried out by: COVID-19 Team

Date of next review: July 2020

Date assessment was carried out: June 2020

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
Inability to social distance	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing being sent out to all via e-mail weekly, leaders and staff empowered to	A capacity assessment has been completed and numbers of people that will be in the office at any one time have been calculated to ensure that the 2 meter social distancing rule can be applied at all times.	COVID Team and South West representative	03 rd June 2020	

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
		enforce social distancing	Floor plan has been re-designed, office desk move, markings on floor, limit number of people in individual spaces, capacity on all rooms in the office, full guidance for staff to demonstrate rules of how to move around the office.			
Social distancing measures not clear	Staff, clients and visitors	Posters to remind of social distancing, guidelines around social distancing being sent out to all via e-mail weekly, leaders and staff	Desks that are not to be used marked with red cross, walkway system clearly marked and on floor, desks physically moved, sign on door for clients and visitors explaining social distancing requirements	COVID Team and South West representative	3 rd June 2020	

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
		empowered to enforce social distancing				
Social distancing measures not adhered to	Staff, clients and visitors	Temporary guidance released March 2020. Posters around building reminding people to keep 2m apart. Leaders enforcing social distancing when in the office	New updated guidance sent out to whole business which includes, the consequences of failing to adhere with all measures put into place i.e. staff will be sent home if not adhering – including social distancing	COVID Team	03 rd June 2020	Complete
Hygiene standards not enough to sustain healthy environment	Staff, clients and visitors	Temporary guidance released March 2020. Handwashing	New updated guidance sent to whole business, this guidance to include the consequences of failing to adhere with all	COVID Team and South West representative	03 rd June 2020	

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>and desk cleaning posters around the building. Cleaning rota implemented. Wipes, Dettol sprays and sanitiser purchased. A daily cleaning rota was put in place.</p>	<p>measures put into place – including hygiene standards and expectations around hand washing and sanitising as well as the sharing of any office items. Removal of all crockery from kitchens to prevent cross contamination, strict guidance on how to ensure hygiene standards are met when in the office. PPE equipment is available for staff that are in a client facing role.</p>			

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
Exceed maximum capacity can safely fit in building space	Staff, clients and visitors	Office was closed	Building assessed and a maximum capacity applied to it as a whole and to each individual room	COVID Team	03 rd June 2020	Done
Emotional impact of change	Staff	Availability of HR and Management to discuss any concerns or to answer any questions. COVID 19 specific question time put on to answer questions anonymously. Daily e-mails sent by Managing Director to keep	Mental health workshops offered, continuing offer of a direct conversation with HR and Management. Continue to make staff wellbeing part of the decision making process	HR & Management	Workshops w/c 18 th May Ongoing availability to share thoughts, concerns or questions	

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
		everyone informed. Staff wellbeing part of decision making process				
Lack of appropriate measures to understand vulnerabilities of staff/clients	Staff, clients and visitors	HR team available to discuss concerns. Telephone calls made ahead of any face to face appointments with clients to understand any health impacts before meeting goes ahead.	Staff encouraged through guidance to share any concerns/vulnerabilities so that we are aware and can put measures in place to protect them. Clients who we are seeing face to face are asked about their health, vulnerabilities and shielding status and appropriate measures are put into place. Sign	COVID Team	Ongoing	

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
			on the door regarding symptoms and form to fill in to confirm none			
Staff don't self isolate correctly	Staff, clients and visitors	Weekly reminders in the daily brief about what to do if you or a member of your household is experiencing symptoms. Central record kept of those currently self isolating and before RTW assessment done by HR	Continue this reminder and educate staff on the requirement of self isolation by making requirements visible around the office as well as the weekly e-mail reminders.	COVID Team	Ongoing	

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
Clients/Visitors/Guest attend offices whilst experiencing symptoms	Staff, clients and visitors	Offices were not open to the public until 01 st June 2020	Sign on door for clients/visitors/guests to read... FOH to point them to sign if they haven't read it. Form for client/visitor/guest to sign to confirm no symptoms	COVID Team & FOH		Complete
Client visits mean exceed capacity	Staff, clients and visitors	Offices were not open to the public until 01 st June 2020	Max number of people in building includes clients/visitors in meeting rooms. If max capacity exceeded client/visitors asked to wait outside or return at another time.	COVID team and FOH	03rd June 2020	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

