

# **Allies and Morrison**

## Covid-19 Risk Assessment

15 June 2020 v.2

# Allies and Morrison

## Covid-19 Risk Assessment

Over recent weeks, we have identified the COVID-19 related risks in our studios and have started to put in place measures to mitigate those risks for a return to studio working.

Our arrangements are under constant review to ensure that they continually reflect changing circumstances and current Government advice.

We want to work with all our staff and those who work in our buildings and share our approach on risk assessment and risk management.

The table below gives an overview of our assessment of risks for our studios and details the safety measures in place for Steps 1-3 of our return to studio working:

- Step 1: Workshop and management to support;
- Step 2: Meetings and studio visits
- Step 3: People who are finding it difficult to work from home (for up to 40 people).

This risk assessment should be understood with workplace risks previously presented in our annual Studio Risk Assessment, 30 July 2019, and with our Health and Safety Policy.

We need to constantly monitor the arrangements to ensure that they continue to meet the standards required to support all our people, to reflect any changes in guidance, and any feedback.

If you are worried about anything or feel that something is not in place, please contact Jo Bacon, Managing Partner, via [studio@alliesandmorrison.com](mailto:studio@alliesandmorrison.com)

### STAYING COVID-19 SECURE IN 2020

**we confirm we have complied with  
the government's guidance  
on managing the risk of COVID-19**

#### FIVE STEPS TO SAFER WORKING TOGETHER

we have carried out a **COVID-19 risk assessment** and  
shared the results with the people who work here

we have **cleaning, handwashing and hygiene  
procedures** in line with guidance

we have taken all reasonable steps to help **people work  
from home**

we have taken all reasonable steps to **maintain a 2m  
distance** in the workplace

where people cannot be 2m apart, we have done everything  
practical to **manage transmission risk**

Allies and Morrison, 1 June 2020

*Joanna Bacon*  
For and behalf of Allies and Morrison LLP, Joanna Bacon, Managing Partner, Allies and Morrison Health and Safety Representative  
or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 001 1647

What are the hazards?	Who might be harmed?	What have we already done to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
<b>Contraction of Covid-19 through contact with surfaces</b>	Anyone in our studios	<ul style="list-style-type: none"> <li>• Signage in accordance with Government guidance provided at entrance</li> <li>• Adherence to the British Institute of Cleaning Science (BICS) cleaning standards form the basis on which the cleaning process is conducted by Principle cleaning team.</li> <li>• Completed a deep clean (23.03.2020) across all or parts of our buildings.</li> <li>• Provided hand sanitiser in reception, all studio floors, soap and hand drying facilities. We will fix immediately any reported issues.</li> <li>• Ensured every space in use is cleaned overnight, along with regular daytime cleaning in shared areas.</li> <li>• Provided hand sanitiser stock available to meet future demand.</li> <li>• Closed our tea point supplies to avoid use of shared refreshments, cutlery, water carafes, glasses, mugs, plates etc.</li> <li>• Issued protocol that use of all water taps is to be with protective gloves only.</li> <li>• Issued protocol to avoiding preparation of food in shared areas – staff to bring own drinks and food in own containers. Anyone in the studios should be ‘self-contained’ for their refreshment other than water supply.</li> <li>• Encouraging any concerns with building cleanliness or soap supplies to be referred instantly.</li> <li>• Promotion of handwashing and personal hygiene through posters and other means.</li> <li>• Should there be any instance of a confirmed case of COVID-19 we will close down the area concerned and ensure a deep clean can be completed imminently before it is re-opened.</li> </ul>	<p>Regular local monitoring and communication.</p> <p>Introduce regular hand washing breaks during working day.</p> <p>Displayed handwashing posters in shared facilities i.e. WC’s and tea points.</p>	Management team	Ongoing

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<b>Contraction of Covid-19 through contact with other people</b>	Anyone in our studios	<p>If anyone appears to have, or discloses that they have, symptoms consistent with COVID-19, they will be refused entry to our buildings.</p> <p>If anyone has been exposed to others with symptoms of COVID-19, in the last fourteen days, they will be refused entry to our buildings.</p> <p>We have reviewed studio areas in use for <b>Steps 1-3 Return to Studio working</b> to promote social distancing for all, with measures including the following:</p> <ul style="list-style-type: none"> <li>- agreeing desks to use to enable individuals to retain a physical distance of 2m from each other wherever possible.</li> <li>- As far as is practicable, using one-way systems, identified with floor markings for areas where distancing constrained.</li> <li>- Changing working hours where possible, if it supports individuals in travelling at earlier or later times to reduce contact with other people.</li> <li>- Staggering lunches and breaks.</li> <li>- Introducing shift working where possible, sometimes creating temporary teams, to allow individuals to travel to and from the workplace at different times of the day and/or alternate weeks.</li> </ul> <p>We have cancelled all events that involve bringing groups of people together or moving them to become virtual events e.g. team meetings arranged on the phone or virtually.</p> <p>Postponed all face to face training - moving them to become virtual events</p> <p>Allowing anyone to bring in their own face covering as a reassurance measure.</p> <p>Paper face coverings being made available to all staff working in shared areas if they are not able to maintain social distancing and wish to wear one. All face coverings to be placed in a 'no-touch bin' at the end of use.</p>	<p>Regular monitoring and communication.</p> <p>We will carry out checks through the day</p> <p>We will close off areas within our buildings, not in use and where social distancing measures not in place, whilst we put in place measures to improve the situation.</p>	Workshop team leader and Management Team	Ongoing

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		<p>Disposable latex gloves being made available to all staff wishing to use shared water taps, WC or other areas and wish to wear them. All used gloves to be placed in a 'no-touch bin' at the end of use.</p> <p>Promoting personal responsibilities for social distancing through staff briefing, posters and Hub post advice.</p>			
<b>Wellbeing</b>	Staff	<p>Promotion of positive wellbeing of all during these challenging times is critical and has included:</p> <ul style="list-style-type: none"> <li>• Providing support through resources such as the Employee Assistance Programme, various other tools and guidance on the practice intranet.</li> <li>• Encouraging team members to keep regular contact, with keeping in touch guidance being put in place.</li> <li>• Studio briefings, events and lectures for all staff to keep in touch and combat feelings of isolation and loneliness, and help people adapt to new ways of working.</li> <li>• Creation of additional online learning.</li> <li>• Online stretch yoga class available to all.</li> </ul> <p>Within the studios:</p> <ul style="list-style-type: none"> <li>• Clear signage to reassure that safety measures are in place.</li> <li>• Positive promotion of the safety measures in place to reassure and reduce anxiety.</li> </ul> <p>Before coming to the studios staff should have been:</p> <ul style="list-style-type: none"> <li>• Online Meeting with HR and H&amp;S leaders to share new protocols for Covid-19 and detailed recommendations for safe working.</li> <li>• Publication of our protocols and detailed arrangements, along with how to raise any concerns</li> <li>• Reassurance that compliance with protocols should reduce personal risks.</li> </ul>	<p>Continual monitoring including and using results from a survey in May to update any activities.</p> <p>Feedback on protocols and detailed arrangements and amend as necessary.</p>	HR team, Communication team, Jo Bacon Managing Partner and the Business Continuity team.	Ongoing

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<b>Hazards not specific to the Covid-19 pandemic</b>		See Allies and Morrison annual Studio Risk Assessment dated 30 July 2019 and Allies and Morrison Workshop Risk Assessment dated 30 July 2019.	Regular monitoring and communication	Joanna Bacon, Managing Partner with all Allies and Morrison staff	Ongoing