

GJE LLP
Risk Assessment

Issue date Phase			Risk Assessment				Review date
Identified hazards	Who may be affected	Measures adopted	Probability	Impact	Mitigation	Risk	
07 July 2020 2 See below							
Catching and spreading virus: managing the risk	Staff, visitors, maintenance and service personnel	The office is closed apart from those few who volunteer to go into the office. Partners and Managers are lead by example, and specifically NOT encourage staff to go back unless there are wellbeing or other issues at stake.	3	3	7	2	31 August 2020
Catching and spreading virus: returning to the office	Employees	All staff will continue to be encouraged to work from home until government advice changes, and the MC announce such changes. The firm has provided laptops to many and is working towards providing laptops to all those who require them. A staff rota is set up to manage incoming hard copy post. Otherwise staff may only return to the office from 3 August if in the judgement of the MC it is important for operational reasons, or individual wellbeing. Specifically, those individuals must confirm they have not been in contact with anyone who is ill or showing symptoms of COVID19. When the office is considered ready for wider occupation from Phase 3 onwards, staff will be issued with specific guidance for managing risk. Those protocols will include: a requirement to wash hands frequently for at least twenty seconds including arrival at the office; guidance on social distancing, and respecting others concerns and sensitivities; and lower density for shared spaces such as the lounge and refresh areas. We are investigating the purchase of foot opening devices for doors which open inwards, and will fit those if they work well. We have investigated and decided not to proceed with a one-way system. The floorplan does not allow such a system easily, and there are several areas in the office where it is just not practical to have such a system. Instead, we will encourage people to be sensible when walking towards a colleague, and suggest one gives way by ducking into an unoccupied office or refresh area until the other passes by. Overall numbers in the office will be controlled by the MC (JRW) and shared spaces (secretarial pods; shared offices; refresh areas) managed by JRW. A questionnaire will be raised to identify those who might want to come back, along with reasons and number of days, and to ensure we properly identify those who are vulnerable. Staff will be reminded of the out-of-office routines, including wearing face-masks on public transport, and adhering to Broadgate Tower requirements, including maximum office density, and lift protocols.	2	4	5	3	31 August 2020
Catching and spreading the virus: managing clients, visitors and service/maintenance personnel	Visitors and service/maintenance personnel	In addition to the above routines, all visitors except clients and Broadgate maintenance teams will be sent our COVID19 protocols for their agreement, including confirmation that they are not evidencing symptoms and that they have self-isolated in accordance with government guidelines. No client meetings are permitted without specific MC approval. Broadgate maintenance staff are vetted according to their strict routines. All of Broadgate's contractors have revised their risk assessments to include COVID19. Full sick pay is given to Broadgate staff so that there is no financial pressure for individual to attend work.	3	4	5	7	31 August 2020
Catching and spreading the virus: cleaning and hygiene	Staff, visitors, maintenance and service personnel	Cleaning routines will be in place from 27 July. Particular emphasis is placed on high-touch points and heavily populated areas. Hand sanitisers are available at entrance points. Disinfecting wipes are available to employees to wipe surfaces and touch points throughout the day.	3	4	5	7	31 August 2020
Managing staff	Staff	Partners and Managers have been instructed to keep in touch with their teams whilst working from home, and to report concerns to the MC or HR. Similarly, they will be asked to stay in touch with staff in the office. Mentoring teams and processes are in place to support staff who appear to have a need for support, or who have been identified as potentially vulnerable.	3	4	5	7	31 August 2020
Managing vulnerable staff	Vulnerable staff	HR has identified staff at particular risk, and they with the support of the MC will ensure that those individuals are encouraged to remain working from home for the foreseeable future. Specifically, they will not be invited back to the office until they or their underlying health concerns are acceptably mitigated.	4	5	7	13	31 August 2020

This Risk Assessment is measured against the separate phases of our business return strategy, under Project Homecoming. The current plan is measured against Phase 2:

* Phase 1a: All staff and partners to WFH in accordance with government guidelines, from 23 March – our current phase.

* Phase 1b: Only allow people into the office for work which cannot be completed at home, from 23 March – our current phase.

* Phase 2: Make the office COVID-secure so those who have a need to go back – whether that be to manage incoming post, to deal with maintenance or service personnel, to attend hearings or the like, or for their own wellbeing - are able to do so. There is no compulsion to return. Numbers will be capped at twenty people, and the MC will manage those returning to avoid shared space – from 3 August, presuming MC approval of our risk assessment and recommendation of this phase. Health and public transport concerns will limit the numbers wishing to attend.

* Phase 3: Continue to keep the office COVID-secure, and allow unlimited numbers to return at their own behest, and subject only to Broadgate management imposing a limit to the number of people allowed into the offices. There is no compulsion to return. Health and public transport concerns will limit the numbers wishing to attend. This phase will be considered on or after 31 August.

* Phase 4: the office is fully open. Our policy on working from home will need to be developed by this phase, and staff will be asked to attend the office in accordance with that policy. Vulnerable staff or those with links to vulnerable people will be assessed separately.

Risk Assessment measures are qualitative, as the business has chosen not to select financial measures for the risks identified. Instead, a general approach of assessing the probability of the risk happening, and the outcome of that risk happening has been adopted, along with a similar kind of measure for the mitigating factors used. Those measures are as follows:

Probability	Impact	Mitigation
High probability: question of timing 5	Business or personally critical, including severely disruptive to health	Can be mitigated and significantly reduce probability/impact 7
Probable: more likely to happen than not 4	Significant business or personal impact, including continual health issues	Can be mitigated and noticeably reduce prob/impact 5
Low probability: likely to happen unless mitigated or circumstances change 3	Noticeable business or personal impact including intermittent health issues	Can be mitigated and marginally reduce prob/impact 3
Possible, not probable: could happen, yet below certain 2	Low business or personal impact including minor health issues	Cannot be mitigated 1
Loss possibility: unlikely to happen 1	No business or personal impact	