

Risk assessment: Covid 19 infection

Name: Lincoln's Inn

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Date of next review: 30 November 2020

Overview

The contents of this risk assessment have been produced taking account of the current Government guidance. The assessment focuses on minimising potential transmission of virus between individuals and from surfaces. Prevention of close contact by maintaining social distance; thorough cleaning; frequent handwashing/ sanitising; and good ventilation are central to the effectiveness of risk control. Nobody should come to work if they or another member of their household is experiencing the symptoms of Covid-19 or has had a positive test result and is in self-isolation.

The risk assessment covers cross-cutting and departmental risks to employees and visitors. A separate assessment has been prepared relating to the Inn's duties as a landlord.

Government advises that employees can work safely in the workplace if Covid-19 secure guidelines are followed closely and that over the winter office workers who can carry out their normal duties from home should do so.

Most Inn roles require some presence in the office, either to carry out specific tasks or for teamworking. Managers will continue to discuss the need for work on site with individuals and teams. The risk control measures set out here are intended to provide a Covid-secure workplace and to reduce close contact between colleagues. They will be kept under review in the light of operational experience and government advice.

All colleagues are encouraged to make suggestions for improvement and to raise any concerns with their manager.

What are the hazards and who might be harmed?	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 and when?
<p>1. Travel to work <i>Employees</i></p>	<p>a. Reducing attendance on site through use of rotas and working from home.</p> <p>b. Providing reusable/washable face covering to employees for use on public transport.</p> <p>c. Enabling flexible working to minimise travel at peak times, where business needs permit. This includes attendance at office for specific purpose with work at home before/after if required.</p> <p>d. Enabling travel to site by car by providing free parking for employees and others – policy kept under review as circumstances change.</p> <p>e. In exceptional cases, where an employee or a household member is 'extremely vulnerable', reimbursing congestion charge and ULEZ</p> <p>f. Encouraging take up of cycle to work scheme</p>	<p>Continue to assess and review the need for work on site: <i>Executive Team and department managers - ongoing</i></p>

What are the hazards and who might be harmed?	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 and when?
<p>2. Personal behaviour which increases risks</p> <p><i>Employees, contractors and visitors</i></p>	<p>a. Providing signage which reinforces personal behaviours required</p> <p>b. Providing induction material for those returning to site</p> <p>c. Providing checklist for managers' discussion with those returning to site and a supporting PowerPoint presentation</p> <p>d. Providing socially distanced in-person briefing for all staff with the opportunity for collective discussion, questions and suggestions.</p>	<p>Exec team to ensure all direct reports aware of the need for induction, checklist completion and continuing monitoring of behaviour: <i>Exec team - ongoing</i></p> <p>Exec Team to continue to monitor behaviour and remind managers of need to do the same: <i>Exec team and managers – ongoing</i></p>
<p>3. Close contact in shared spaces</p> <p><i>Employees, contractors and visitors.</i></p>	<p>a. Reducing attendance on site through use of rotas and working from home.</p> <p>b. Limiting occupancy of shared space by reduced attendance on site, provision of additional temporary office space e.g. in the Ashworth Centre and working from home.</p> <p>c. Providing signage to remind and reinforce good working practices</p> <p>d. Providing induction material and checklist for managers on safe working practices which covers the control measures required</p> <p>e. Providing office seating arrangements which enable prescribed distancing and avoid close contact.</p> <p>f. Maintaining social distance and avoiding close contact while moving about the office</p> <p>g. Routing people away from pinch points to avoid close contact.</p> <p>h. Providing mirror to help maintain distance on stairs from Treasury Office to canteen.</p> <p>i. Enabling staggered breaks, start/finish times</p> <p>j. Reducing presence of visitors in the building</p> <p>k. Maintaining good ventilation and opening windows.</p> <p>l. Requiring use of face coverings by employees entering commercial or residential premises on the estate.</p>	<p>Continued liaison with colleagues on need for work on site and patterns of attendance, taking account of need to limit number of people who are in contact with each other. <i>Managers: ongoing</i></p> <p>Consultation with team members on desking arrangements in office space to maintain distancing; to identify where additional office space is required and to liaise with the Estates Department to secure this. <i>Managers, sufficiently far in advance to ensure suitable arrangements are in place to accommodate higher numbers of employees</i></p>

What are the hazards and who might be harmed?	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 and when?
	<p>m. Limiting face to face meetings to necessary participants, and using spaces where distancing can be maintained; holding meetings outdoors where appropriate; avoiding touching of shared equipment by participants; providing wipes in meeting rooms; wiping down any shared equipment, tables and chair backs before and after use.</p> <p>n. Creating smaller working units to reduce contacts between colleagues where:</p> <ul style="list-style-type: none"> • it is harder to maintain 2 m distance; and • people are working indoors; and • the service would be severely impaired if on site working was not possible because of test and trace requirements; or • where a team member falls into an extremely vulnerable group. 	<p>Managers to reflect arrangements in team risk assessments</p>
<p>4. Transmission via fixtures, fittings and equipment <i>Employees, contractors and visitors</i></p>	<p>a. Encouraging and providing for frequent hand washing and use of hand sanitiser – sanitiser available on entering site and at locations around the buildings</p> <p>b. Daily cleaning including sanitising of door handles, stair banisters and DSE</p> <p>c. Providing return to work induction and management check list which covers handwashing/ sanitising and new procedures for desk cleaning etc</p> <p>d. Providing anti-viral wipes for toilet areas.</p> <p>e. Providing desk signs to indicate user has finished using the desk each day and ready for use.</p> <p>f. Avoiding hot desking or shared equipment in a single working day, except where enhanced cleaning in place and the practice enables distancing to be maintained.</p> <p>g. Requiring photocopiers and multi-user PCs to be sanitised after each user – using wipes provided.</p> <p>h. Propping doors open where appropriate</p>	<p>Model and encourage frequent hand washing and sanitising. <i>Managers - ongoing</i></p> <p>Remove personal effects and instigate clear desk practices. <i>Everyone on return to site</i></p> <p>Supervision to ensure that safe working practices are being adhered to. <i>Managers on return to site</i></p>

What are the hazards and who might be harmed?	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 and when?
<p>5. Individual sickness in the workplace</p> <p><i>Employees, contractors and visitors</i></p>	<p>a. Emphasising the importance of not attending work in the event of personal or household COVID-19 symptoms, including as part of return to work induction and through individual communication to all colleagues</p> <p>b. Including Covid-19 and self-isolation as a reason for sickness absence, monitoring sickness absence, with arrangements to notify the local health protection team in the event of more than one case.</p> <p>c. Putting in place arrangements for sourcing diagnostic tests in the event of unacceptable NHS delays.</p>	
<p>6. Mental health and wellbeing of people working at home or on site</p> <p><i>Employees</i></p>	<p>a. Providing an Employee Assistance Programme (EAP) service and staff supporters and reminding people to use these as part of the induction.</p> <p>b. Providing new social media platform for continued contact between colleagues on furlough and working.</p> <p>c. Providing opportunities for social interaction.</p>	
<p>7. Transmission to people who are clinically extremely vulnerable</p> <p><i>Employees in the defined group, or with household members in the defined group</i></p>	<p>a. Providing a framework for individual discussion and if necessary additional control measures in these cases (Annex A).</p>	

LIBRARY RISKS AND CONTROL MEASURES

Library overview

The Library consists of 1 x office space containing 8 x staff desks.

The adjoining main Library space provides for 1 x office and 3 x staff desks at the enquiry space.

The layout of the office does not allow for 2 metre distance for each employee once everyone has returned

Opening of the library and the return of team members to site will be phased. As the library opens to users, new risks will arise and need to be managed.

The risk control measures applicable throughout the Inn and set out above will be in place and developed in relation to work in the library.

What are the hazards and who might be harmed?	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 and when?
<p>No special measures are required in relation to travel to work, personal behaviour which increases risk or individual sickness in the workplace. Control measures for other aspects of the risk in the library are set out below.</p> <p>There is a risk to staff and readers from handling the book stock. Current guidance suggests that the risk of contracting the virus from plastic surfaces is negligible after 72 hours and from paper or card surfaces after 24 hours. As this is a reference Library, with certain items consulted several times during one day, quarantining books after use is not a practical solution.</p>		
<p>1. Close contact in shared spaces <i>Employees and library users</i></p>	<p><u>Library Extension</u></p> <ul style="list-style-type: none"> a. Visual checking to avoid close passing on stairway. b. Phased return to work to enable 2m distancing in office area. <p><u>Library</u></p> <ul style="list-style-type: none"> c. Access and egress for users only via the main Library stairs (this route is in part sufficiently wide to enable distancing: where this is not the case visibility enables users to give way). d. Manning the entrance to encourage good practices. e. Requiring library users to sign in and out. f. Posting user guidance on library notice board. g. Providing barriers to maintain social distance at the enquiry desks which must remain in place. h. Providing designated welfare facilities for staff and users, all signed as 1 person only. Staff will use only the accessible toilet in the Library basement, users, the Upper Vestibule. 	<p>Review as greater numbers of colleagues return to work. <i>Librarian, in good time for increased presence on site.</i></p>
<p>2. Transmission via building fixtures, fittings and equipment <i>Employees and library users</i></p>	<p><u>Library extension</u></p> <ul style="list-style-type: none"> a. Introducing a clear desk policy to enable effective cleaning (this has not hitherto been standard practice because of the nature of the work) b. Providing a free standing 'no touch' hand sanitising station at the ground floor entrance for use by all staff. <p><u>Library</u></p> <ul style="list-style-type: none"> c. Providing a free-standing sanitising station at the library stairs entrance. d. Manning the library stairs entrance to encourage good practice. 	

What are the hazards and who might be harmed?	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 and when?
	<p>e. Providing signage to encourage the use of hand sanitiser before and after handling books</p> <p>f. Moving heavily used reference books from behind the Reference Desk into the Library, so staff do not have to handle them repeatedly. Providing an additional bottle of hand sanitiser next to these to remind readers to use this.</p> <p>g. Providing gloves to be worn during re-shelving.</p>	

ESTATES DEPARTMENT RISKS AND CONTROL MEASURES

Estates overview

The Estates Department consists of teams who work largely in an office environment, making site visits as required and the works team who spend less time on office-based activity, with the majority of their time in residential and chambers accommodation.

The risk control measures applicable throughout the Inn and set out above apply throughout the Estates Department.

No special measures are required in relation to travel to work or individual sickness in the workplace. Working at home will continue where possible, with office visits linked to business needs. The Building Surveying and Facilities Management functions will need to be present more frequently than Property Management.

The Estates Department office is too small to maintain 2m distance with everyone present. This risk assessment assumes that daily occupation will increase to only around 50% in the medium term and will be reviewed if this changes.

Additional precautions are required in relation to the works team, who cannot work from home, who need to be on site to meet business needs and who do not work in an office environment. These are set out below.

<p>1. Close contact in shared spaces</p> <p><i>Employees, contractors, residents, tenants and visitors</i></p>	<p><u>Works team</u></p> <p>a. Segregating the works team into two groups to minimise risk of transmission between them and the impact of any test and trace measures.</p> <p>b. Advising team to state that social distancing measures being followed at start of any visit to chambers or residential accommodation and that they should walk away if others do not maintain distance.</p> <p>c. Requiring works team to wear face coverings when 2 m distancing cannot be maintained and when entering occupied premises.</p> <p>d. One way system operating in new 33 Chancery Lane accommodation</p>	<p>Review experience of maintaining social distancing in residential and chambers accommodation and if necessary, write to tenants and residents. <i>Director of Estates, as part of regular risk assessment review</i></p>
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What are the hazards and who might be harmed?	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 and when?
	<p>e. Continuing to provide respiratory protection where required by the nature of the work, with the standard practice on fit and selection supplemented by precautions to minimise transmission of Covid-19:</p> <ul style="list-style-type: none"> • Handwashing by fit tester and wearer before and after the test. • Wearers of non-disposable respirators to clean before and after fit testing and wear, using suitable wipes <p><u>Office work</u></p> <p>a. Regular coordination discussions to manage occupancy limit.</p> <p>b. As occupancy increases, separation achieved through diagonal only seating – spacing achieved 2.2m on 1.6 x .8m desks,</p> <p>c. Adopting a W pattern desk occupancy, with additional precautions to avoid introduction of risk:</p> <ul style="list-style-type: none"> • No sharing of desks in a single day • Seats labelled and moved with individual • Desks cleared at end of day and clearly identified as ready for cleaning <p>d. Restricting use of tea point to one person at a time, with individual using wipes to clean touched surfaces upon finishing.</p>	<p>Review ease of cleaning of computer peripherals (keyboard, mouse) to consider whether these should move with individuals. <i>Director and managers as occupancy increases</i></p> <p>In due course, consider need for additional temporary office space. <i>Director, ahead of increased occupancy</i></p> <p>Develop flow separation into and out of the office as increasing numbers work on site. <i>Director, as numbers increase</i></p>
<p>2. Transmission via building fixtures, fittings and equipment</p> <p><i>Employees, contractors, residents, tenants and visitors</i></p>	<p>Wearing gloves when appropriate, where there is no immediate access to handwashing facilities.</p> <p>Restricting use of tea point to one person at a time, with individual using wipes to clean touched surfaces upon finishing.</p>	<p>Review arrangements for tea point and access to it. <i>Director, as use increases.</i></p>

CATERING RISKS AND CONTROL MEASURES

Catering overview

The risk control measures applicable throughout the Inn and set out above will be in place and developed in relation to work in catering.

No special measures are required in relation to travel to work or in relation to office-based activity. However, Government controls in relation to hospitality change more frequently than in other areas of Inn

work. The Inn will always comply with the requirements in place. Control measures for kitchen, front of house and related work when permitted are set out below.

What are the hazards and who might be harmed?	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 and when?
<p>1. Personal behaviour which increases risks</p> <p><i>Employees and guests</i></p>	<p>a. Reminding guests of government guidance on website, when booking, in signage and, if necessary, in the event of groups coalescing.</p> <p>b. Providing disposable face coverings for guests who may arrive without one.</p>	
<p>2. Close contact in shared spaces</p> <p><i>Employees, contractors, guests and visitors.</i></p>	<p>a. FOH and BOH service staff wearing a face covering during customer service.</p> <p>b. Catering teams working in separate cohorts and staggered start and finish times</p> <p>c. Limiting male changing room access to a maximum 3 people changing at one time.</p> <p>d. Limiting female changing room access to a maximum 2 people at one time</p> <p>d. Accepting only cashless payments (bench accounts available)</p> <p>e. Opening doors and windows to improve ventilation</p> <p><u>MCR</u></p> <p>a. Splitting the MCR FOH teams by daytime and evening.</p> <p>b. Setting out furniture to support social distancing and to reflect the tier of Covid restrictions in force.</p> <p>c. Providing additional outside seating.</p> <p><u>Great Hall Lunch</u></p> <p>a. Operating a one-way system</p> <p>b. Offering table service only, with distancing between tables and table occupancy adjusted to reflect tier of Covid restrictions in force.</p> <p>c. Separating service areas to limit risk of transmission</p> <p><u>Members' accommodation</u></p> <p>a. Wearing face coverings on entry into all flats if guests are in attendance.</p>	

	<p>b. Limiting access to storage area in flat 4 during occupancy to hours between 10am-3pm.</p> <p><u>Kitchen and Basement</u></p> <p>a. Increasing ventilation to full power.</p> <p>b. Distancing personal prep stations.</p> <p>c. Limiting occupancy of work areas, indicated by signage, specifically - butchery room max 2 people; goods in max 1;</p> <p>d. Introducing pick up only in dry stores and cellar to avoid entry.</p>	
<p>3. Transmission via building fixtures, fittings and equipment</p> <p><i>Employees, visitors, guests and contractors</i></p>	<p><u>Hall lunch and MCR</u></p> <p>a. Providing disposable menus and sachet condiments</p> <p>b. Removing bar and buffet service so guests remain seated at the table</p> <p>c. PDQ (device sanitised after use if required)</p> <p>d. Bringing cutlery, glass, water to table on guest arrival</p> <p>e. Providing separate server for food delivered to the table.</p> <p><u>Members' accommodation</u></p> <p>a. Enhancing cleaning of all touch points.</p> <p>b. Limiting lift to 1 person at a time</p> <p>c. Providing personal hand sanitiser in the room</p> <p>d. Sanitising keys.</p> <p>e. Using signage to show room is sanitised after cleaning.</p> <p>f. Requiring contractors to gain permission before entry, and cleaning after any access.</p>	
<p>4. Individual sickness of a guest</p> <p><i>Employees, guests</i></p>	<p>a. Emphasising importance of not using dining facilities if experiencing symptoms, during booking and before entering.</p> <p>b. Gathering test and trace information from guests through QR code or on paper.</p>	

CHAPEL RISKS AND CONTROL MEASURES

Chapel overview

The Chapel is an historic building, the interior and uses of which mean that, while the potential routes of virus transmission are unchanged, some of the risks (for example singing) are not present elsewhere in

the Inn. And while control measures such as cleaning are as important in the Chapel as elsewhere, Chapel cleaning routines differ from those in offices, resulting in a need for additional access controls. This risk assessment covers those risks specific to the chapel.

The Church of England has provided helpful guidance on a risk control, including the conduct of specific ceremonies. This will be adhered to and the detail is not repeated in this risk assessment. Further information can be found here: <https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches>

What are the hazards and who might be harmed?	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 and when?
<p>1. Close contact in shared spaces <i>Preacher, choir, employees and congregation</i></p>	<ul style="list-style-type: none"> a. One-way access and egress from and around the chapel, with separate entrance for preacher and choir. b. Monitoring of use of sanitiser and face coverings on entry. c. Congregation shown to pews and remaining seated until asked to leave in sequence to avoid bunching on stairway. d. Seating marked to maintain social distance between households e. Reduced size choir, socially distanced from each other and minimum 5m from congregation f. choir rehearsal in the Old Hall to enable distancing. g. No congregational singing. h. Wearing of face coverings, unless exempt or leading worship. i. Doors opened ahead of services and kept open to provide ventilation. 	
<p>2. Transmission via building fixtures, fittings and equipment <i>Preacher, choir, employees and congregation</i></p>	<ul style="list-style-type: none"> a. Daily cleaning of high touch points. b. No cash collection c. Use of different lecterns/ microphones by each reader and preacher during service. d. Removal of books and kneelers. e. Single use service sheets. f. Limited access to vestry ahead of service. g. Allowing 72 hours between services, with additional cleaning if this is not possible. h. No access to main Chapel by works team unless to attend reactive call outs. Routine access to disabled WC and plant room for planned maintenance, with precautions taken by workers at the time. 	<p>Check frequency of access required for lift maintenance and ensure those involved are sanitising surfaces. <i>Works Department – start Oct</i></p> <p>Check the routine for plant maintenance via disabled WC, if possible this should be mid-week. <i>Works Department – start Oct</i></p>

<p>3. Individual sickness of a participant in a service <i>Preacher, choir, employees and congregation</i></p>	<p>a. Emphasising at time of booking the importance of not attending chapel if experiencing symptoms</p> <p>b. Collecting test and trace information at booking, with paper system available for 'drop-ins'.</p>	
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Framework discussions with individuals who meet the Govt definitions of 'extremely clinically vulnerable'

