

Risk assessment: Covid 19 infection

Name: Lincoln's Inn

Assessment carried out by: N Bracey, D Speight, P Ardley, A Sharp, S Matthews

Date of initial assessment: 25 June 2020

This revision: 01 Dec 2021

Date of next review: 10 Jan 2022

Overview

This risk assessment takes account of Government guidance and is regularly reviewed and updated as this changes. It covers cross-cutting and departmental risks to employees and visitors. It relates to all the Inn's activities and services.

The assessment focuses on minimising potential transmission of virus between individuals, through aerosols and from surfaces. It takes account of the changed Government requirements from 30 November 2021 and of the risk of operational disruption through self-isolation as cases in the community increase.

The risk control measures set out here are intended to provide a Covid-secure workplace so that:

- the risk of workplace transmission is minimised;
- employees can feel secure in disabling the Covid app while at work;
- in the event of testing positive, the number of colleagues who need to be counted as close contacts is minimised.

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.

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

A separate assessment has been prepared relating to the Inn's duties as a landlord.

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. Continuing to enable a mix of working from home and on site, where business needs permit.</p>	
<p>2. Close contact in shared spaces <i>Employees, contractors and visitors.</i></p>	<p>a. Maintaining good ventilation in all areas and opening windows.</p> <p>b. Enabling social distancing where this is practicable.</p> <p>c. Wearing of face coverings by:</p> <ul style="list-style-type: none"> • employees entering commercial or residential premises when others are present; • front of house and back of house staff during customer service; • all colleagues in the canteen unless seated; • people who are working closely together, where there has been a positive PCR test in the team, if there would be a serious business impact if self-isolation were required 	

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?
	<ul style="list-style-type: none"> • those in chapel. d. Staggering canteen use, with an extension of service to 1430 and availability of takeaways. e. Limiting occupancy of work areas, indicated by signage, specifically - butchery room max 2 people; goods in max 1. Restricting Treasury kitchen occupancy to 1 person and library users to 1 person per table. f. Allowing pick up only in dry stores and cellar to avoid entry. g. Limiting face to face meetings to necessary participants and using spaces where distancing can be maintained; 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. h. Creating smaller working units (bubbles) where we can, to reduce contacts between colleagues where: <ul style="list-style-type: none"> • it is harder to maintain 2m 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. i. Limiting congregational singing in Chapel. 	
3. Transmission via fixtures, fittings and equipment <i>Employees, contractors and visitors</i>	<ul style="list-style-type: none"> a. Encouraging and providing for frequent hand washing and use of hand sanitiser – sanitiser available on entering site and at locations around the buildings b. Cleaning throughout the day of high touch surfaces c. Providing wipes in the canteen and meeting rooms to clean surfaces after contact. d. Providing disposable menus and sachet condiments for Hall and MCR lunch e. Providing desk signs to indicate user has finished using the desk each day and ready for use. f. Avoiding hot desking or shared equipment in a single working day, except where enhanced cleaning in place. g. Requiring photocopiers and multi-user PCs to be sanitised after each user – using wipes provided. 	

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?
	<ul style="list-style-type: none"> h. Propping doors open where appropriate i. Accepting only cashless payments 	
<p>4. Individual sickness in the workplace</p> <p><i>Employees, contractors and visitors</i></p>	<ul style="list-style-type: none"> a. Repeatedly communicating the importance of not attending work in the event of them experiencing COVID-19 designated symptoms. b. Instructing colleagues who have cold-like symptoms to stay away from the workplace for two days in case they become more ill or designated Covid symptoms develop. c. Instructing colleagues who come to work after being pinged by the Covid app and those in a team there is a positive case to carry out daily lateral flow tests, even if they have not been contacted by Test and Trace or are double-vaccinated d. instructing those informed by Test and Trace that they are a close contact of a confirmed case but who do not have to self-isolate to have a PCR test as soon as possible and to carry out lateral flow tests for 10 days. e. Making lateral flow tests available from HR and encouraging their use twice weekly when infection rates are high. f. During member booking, emphasising importance of not using dining facilities if experiencing symptoms 	
<p>5. Mental health and wellbeing of people working at home or on site</p> <p><i>Employees</i></p>	<ul style="list-style-type: none"> a. Providing an Employee Assistance Programme (EAP) service and staff supporters and reminding people to use these as part of the induction. b. Encouraging colleagues to refer to the advice at https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 	