The Honourable Society of the Inner Temple

Covid-19 Health and Safety Risk Assessment			
Area / Activity Assessed: All Areas and Activities: Coronavirus Covid-19			**Risk Assessment Reference Number:**
Location: All Inner Temple premises, offices and work areas			**Date of Review:**
Those affected: All Inner Temple Staff, Tenants, Visitors & Contractors			**Result of Review:**
Date of assessment:	**Review Period:** 1 Year	**Assessment by** Robert Ellis	
Other relevant factors (weather, visibility etc): Close working conditions may increase the probability of some of the risks		**Position:**	
Coronavirus Covid-19 General Advice	COVID-19 is a new illness that can affect your lungs and airways. It can have fatal consequences. It's caused by a type of coronavirus. The symptoms of coronavirus are: (But these symptoms do not necessarily mean you have the illness). ▪ a cough: this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) ▪ a high temperature: this means you feel hot to touch on your chest or back (you do not need to measure your temperature) ▪ shortness of breath. ▪ Loss of taste or smell. The symptoms are like other illnesses that are much more common, such as cold and flu. Covid-19 People at high risk: People over the age of 70 and people with pre-existing or underlying health conditions may be at higher risk from Covid-19 should stay home and follow the up to date advice from the Government, see Public Health England website for details www.gov.uk/PHE (www.gov.wales/coronavirus for details in Wales and www.publichealthscotland.scot/coronavirus for Scotland). How coronavirus is spread: There are two main routes of transmission of the COVID-19 virus: respiratory and contact. Respiratory droplets are generated when an infected person coughs or sneezes. Any person who is in		

	close contact with someone who has respiratory symptoms (for example, sneezing, coughing) is at risk of being exposed to potentially infective respiratory droplets. Droplets may also land on surfaces where the virus could remain viable; thus, the immediate environment of an infected individual can serve as a source of transmission (known as contact transmission). The risk of catching the COVID-19 virus from the faeces of an infected person appears to be low. It's very unlikely it can be spread through things like packages or food. Viruses like coronavirus cannot live outside the body for very long.
	 How to avoid catching or spreading germs:
	 There are things you can do to help stop viruses like coronavirus spreading; -
	    ▪ wash your hands with soap and water often for at least 20 seconds – use hand sanitiser gel if soap and water are not available
	    ▪ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
	    ▪ put used tissues in the bin immediately and wash your hands afterwards
	    ▪ try to avoid close contact with people who are unwell
	    ▪ do not touch your eyes, nose or mouth if your hands are not clean

Coronavirus Covid-19
 	
 Self-Isolation
	Self-isolation helps stop coronavirus spreading: Do not leave your home if you have symptoms of coronavirus (COVID-19) or live with someone who does. This is called self-isolation.
	 If you are self-isolating, you must:
	    ▪ not leave your home for any reason for 7 days from when your symptoms started (if you live alone), or 14 days (if you live with someone who has symptoms). – if you need food or medicine, order them by phone or online, or ask someone else to drop them off at your home
	    ▪ not have visitors, such as friends and family, in your home or garden.
	    ▪ You can use your garden, if you have one. Any exercise should be taken at home.
	 Inform your Head of Department or HR if you:
	    ▪ have an underlying medical condition which may put you at risk of a significant reaction to viral infections.
	    ▪ believe you may have symptoms associated with the Coronavirus.
	    ▪ have any other concerns which you may have in relation to Coronavirus.

Coronavirus Covid-19 **General Guidance**	**General Guidance:** Social Distancing; always keep 2 metres (6ft) away from other people. If someone does not respect the two-metre safe distance and enters your safe space, remove yourself to maintain a safe distance if you must. Social distancing measures will help reduce the transmission of coronavirus (COVID-19). Wash your hands more often than usual, for 20 seconds using soap and water, particularly after being in public areas where other people are. Use hand sanitiser if that's all you have access to. Do not touch your mouth, nose, eyes or eat and drink if you have been touching anything, WASH YOUR HANDS FIRST. Practice good cough and sneeze etiquette; Use a tissue to cover the nose and mouth, dispose of the used tissue and thoroughly wash hands. If you do not have a tissue, then cough or sneeze into your elbow to minimise the spread.
Fitting a Face Covering or Mask **General Guidance**	**General Guidance: Wearing a face covering or mask** A cloth face covering, or mask should cover your mouth and nose while allowing you to breathe comfortably (It can be as simple as a scarf or bandana that ties behind the head).

	Wash your hands or use hand sanitiser before putting it on and after taking it off and after use.
	Avoid touching your eyes, nose, or mouth always and store used face coverings in a plastic bag until you have an opportunity to wash or dispose of them.
	Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose.
	Once removed, make sure you clean any surfaces the face covering has touched.
	You should wash a face covering regularly. It can go in with other laundry, using warmest appropriate water setting for the used to make the face covering and your normal detergent.
	When wearing a face covering, take care to tuck away any loose ends.

Hazards Associated with COVID-19	Potential Risks to Staff Caused by Hazards	Control Measures	Remarks / References
		Infection Prevention, Cleaning and Staff Safety	
The spread of COVID-19 Coronavirus.	There is a direct threat to staff health and wellbeing from the transmission of the COVID-19 coronavirus while at work. People can catch the virus from others who are infected in the following ways: ▪ Virus moves from person to person in droplets from the nose or mouth spread when a person with the virus coughs or exhales. ▪ The virus can survive up to 72 hours out of the body on surfaces which people have coughed on. ▪ People can pick up the virus by breathing in the droplets or by touching contaminated	The Inner Temple will comply with its duty to provide a safe and healthy workplace/working condition for staff in the workplace during the COVID-19 pandemic by: ▪ Circulating COVID secure policies and procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the crisis to keep them safe. ▪ Requiring staff to practise effective social distancing while in and around the workplace, while travelling to work and in all work-related business. Heads of Departments should inform and reinforce key Government public health messages to all staff. The following steps should be carried out: ▪ Cover the nose and mouth with a tissue (not hands) when coughing or sneezing (Catch It-Bin It-Kill It). ▪ Put used tissues in the bin straight away. ▪ Wash hands regularly with soap and water for at least 20 seconds. ▪ Avoid close contact with people who are unwell. ▪ Clean and disinfect frequently touched objects and surfaces. ▪ Do not touch face, eyes, nose or mouth if hands are not clean. The use of face masks and coverings is supported by the Inner Temple if staff choose to wear one. It is important to use these coverings properly and the following steps should be taken: ▪ Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitizer before putting a face covering on, and after removing it. ▪ Change your face covering if it becomes damp. ▪ Change and wash your face coverings daily. ▪ If the material is washable, wash in line with manufacturer's instructions.	Departments requested to fully implement Public Health England (PHE) guidance for Employees and Businesses on Coronavirus. https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/

	surfaces and then touching their eyes or mouth.		
**Working at Home and Equipment Sharing**
Staff working together in workplace raising the risk of virus transmission.	Working at home reduces the risk of staff gathering in the workplace and therefore possibly transmitting the virus	A work at home policy has been adopted by the Inn and only those staff who need to be on-site are attending workplace premises. The following working arrangements have been put in place to support homeworking: ▪ Heads of Department will plan for the minimum number of personnel needed at the Inn to operate safely and effectively. ▪ Departmental managers have reviewed staff requirements and roles in order to facilitate homeworking wherever appropriate. ▪ The Inn has ensured that enough support has been provided to those working at home i.e. IT assistance, receipt of vital documents/mail and office furniture. ▪ Those working from home will be regularly monitored to check their wellbeing and measures to support their mental and physical health will be put in place. ▪ Enhanced IT support has been provided to homeworkers to ensure the effectiveness of their working arrangements and the security of information and data e.g. remote access to work systems. ▪ Hot desking will not be carried out within offices or workplaces. ▪ Equipment should not be shared by staff unless unavoidable, and then only after the use of sanitising wipes before/after use. The use of high touch equipment in the workplace e.g. whiteboard, pens etc. will be limited.	
**Workplace Social Distancing**
Maintaining social distancing while in the workplace which is a key element in reducing the transmission of COVID-19	Social distancing refers to people being required to maintain a distance of 2 metres from each other, wherever possible.	Staff are required to adopt effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work. Adaption to offices and the workplace to support social distancing will include: ▪ A review of all work areas to identify suitable modifications which will support social distancing. ▪ Offices and workspaces will be set up to support social distancing e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances etc. ▪ Workstations and desks to be arranged with a minimum separation between them – where necessary screens will be fitted.	

		▪ A maximum occupancy limit will be maintained for offices, work areas and meeting rooms. Adaptions to work processes will also be incorporated to support social distancing which will include: ▪ Cancelling non-essential meetings or deferring them to a later date. ▪ Holding essential meetings in well ventilated rooms with appropriate social distancing in place – limiting numbers to essential members only and the use of phone / video conferencing. ▪ Replacing face to face meetings with phone / video conferencing. ▪ Possibly holding the meeting outdoors. ▪ Providing hand sanitizer at meetings. ▪ Cancelling non-essential training/recruitment and using email/ online facilities. Notices will be displayed reminding staff of the key infection prevention requirements. Further risk assessments will be carried out where social distancing guidelines cannot be followed, and consideration will be given if that activity needs to continue for the benefit of the Inner Temple. Where such activities need to continue appropriate mitigation measures methods will be put in place, such as: ▪ Increased hand washing. ▪ Increased environmental cleaning. ▪ Keeping the activity time as short as possible.	
		Higher Risk Areas of the Workplace	
Some areas will present a higher risk than others. These areas may include areas such as toilets, meeting rooms and restrooms.	Heavily used areas of the workplace are more likely to present an infection transmission risk. It is essential that toilets are kept clean and free of coronavirus contamination due to the increased risk of people coughing and touching door	Appropriate safety precautions will be applied to ensure that higher-risk high-traffic areas are COVID secure. These will include: ▪ Stressing the need for staff to follow good hygiene practice at all times while at work i.e. regular handwashing, using tissues and disposing of them correctly. ▪ Ensuring that adequate hand washing resources are provided. ▪ Displaying handwashing instructions/posters and displaying throughout the workplace. ▪ Limiting numbers of staff who can use high traffic areas such as corridors, stairs and toilets to ensure social distancing. ▪ Limiting lift occupancy.	https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/

	handles, taps and toilet flush handles.	▪ Establishing a safe queuing system by use of room occupancy limits and floor markings/signage etc. ▪ Placing 60% alcohol wall mounted dispensers at entrances of each building and small 500ml for each member of staff at an accessible position. ▪ Regular environmental cleaning. ▪ Carrying out regular toilet/washroom inspections to check for cleanliness, adequate stock of soap and toilet paper etc. ▪ Where possible providing paper towels as an alternative to hand dryers.	
Inner Temple Access and Travel			
Staff who are required to attend for work must be given safe access to the workplace.	Travel to and from work may lead to greater risk of virus transmission Public transport may not be able to achieve social distancing. Access to buildings may create a virus transmission risk if staff all seek entrance at once or are channelled through single points of entry.	The following safety arrangements will be considered for implementation: ▪ access points to workplaces are free running so that staff do not congregate at entrances and exits. ▪ Use of floor markings and signage at entrances and exits and introduce one-way flow systems at exit and entry points where possible. ▪ Enable flexible/staggered working arrangements so that staff can avoid travelling at peak times. ▪ Provision of hand sanitizer at entrances and exits ▪ Staff to be asked not to use public transport if at all possible. Where they have to use public transport, they should conform with all the guidelines. ▪ Staff who are at particular risk if they catch Covid-19, because for example they are extremely vulnerable, live with someone who is extremely vulnerable, are pregnant, or have caring responsibilities or who have relevant diagnosed conditions, may be permitted to remain on furlough, on full pay. ▪ Staff who would not be at any particular risk if they catch Covid-19, but who do not wish to travel to work on public transport, will be allowed to take annual holiday or unpaid leave.	
Information to Staff			
Hazards caused by lack of information or inaccurate information being circulated	A lot of information and official guidance has been distributed as a result of the pandemic some of which needs	To ensure the safety and wellbeing of staff, measures taken by the Inn will be based on accurate and up to date information. ▪ Staff will be given consistent, simple and clear messages. ▪ Heads of Department are to be aware of fake news and will discourage the circulation of such misinformation.	https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress

	interpretation. "Fake news" or "myths" can also be a risk to staff as they can obscure and confuse vital health and safety measures.	▪ Briefings (HOD's) will continue to ensure that leadership teams are briefed and kept up to date.	