

You will find set out below a protocol for the use of 2 and 4 New Square. Please read this and follow the protocol in conjunction with the Risk Assessment attached.

If you have any suggestions, questions of concerns please let me know.

Although at present members of chambers and staff are almost exclusively working at home the premises are being used regularly by a small number of members of chambers and staff. In addition, we need to be prepared for a return to using our premises more generally.

The courts have returned to a very few hearings taking place in person or at least with some attending in person and some remotely. In relation to this there will be occasional meetings in chambers. With the easing of lockdown more papers are being delivered to chambers and a very limited number of staff are working in chambers each day to deal with this and supporting any hearings and meetings that take place in person.

In order to ensure that our premises are safe for anyone who does need to go in for work we have increased the level of cleaning and it is targeted to deal with the areas currently being used based on who is going in to chambers so ensure it is safe working environment. This is being kept under review and will be adjusted to suit the level of use.

Please continue to use the signing in books in chambers to avoid the alarm being set off and so that it can be effectively set. The staff working in chambers will only be un setting and setting the alarm in the areas they are working in.

#### Working in chambers/Premises - Protocol

Use of our premises is led by the Government Guidance in place at the time. This is a living document and will be updated from time to time to take account of the changing guidance and information.

In summary the current government guidance is that people should work from home if possible and only go to work if you cannot work at home and avoid public transport if possible.

1. At present we need to have advance notice of who plans to work in chambers each day. If you plan to go to chambers, please email [access@4newsquare.com](mailto:access@4newsquare.com) in advance.

We need to establish a system so that we know who plans to go in each day in order to effectively manage both the social distancing and hygiene issues. The weekly clean will target the areas which have been used. This will help keep the cleaning costs down whilst the buildings are not being used much.

2. Vulnerable members of chambers and staff

If you are more vulnerable or are living with someone who is more vulnerable and you have not already informed me could you please do so in order that we can take any additional steps necessary to support you.

### 3. Masks and PPE

The wearing of masks is recommended in all common areas and on occasions when effective social distancing is more difficult. All contractors visiting the premises will be required to wear PPE.

### 4. Sanitizer

Wall or floor mounted hand sanitizer is in place throughout both 2 and 4 New Square – this includes at all entrances to the building, on each landing, by each lift on each floor, by each kitchen, by each toilet area, by each printer.

### 5. Temperature Checks

A temperature checking system is in place at the entrance to both 2 and 4 New Square. Anyone who has raised temperature will be refused entry. No data is stored in respect of this.

### 6. Management of Social Distancing and avoiding multiple contact with surfaces.

- a. A one-way system is in place to enter and leave each building and for the use of stairs (down) and lifts (up). The exception with lifts is for the movement of anything heavy including papers and for anyone with a disability requiring their use. Signage will be in place in respect of this.
  - i. 2 New Square – Until reception is open there will be no one way system. The premises currently has very low occupancy. Once reception is open, everyone will need to enter through reception and exit via the swing lobby doors creating a one way system and a notice will be by the front door – “We have a flow system in place to maintain social distancing. If you see someone approaching, please wait for them to pass.”
  - ii. 4 New Square – There is a one way system in place. The entrance is through the clerks’ room and exit will be out of the black double doors.
- b. Use of corridor space – the corridors are not wide enough for two people to pass each other and observe social distancing. If you see someone approaching one person should retreat to allow the other to pass.
- c. Anyone working in chambers to try and limit their use of the premises to the areas they have to use to reduce the risk to others and so that the cleaning of chambers can be targeted.
- d. Reception desk – floor stickers are in place to indicate where and how close anyone should stand. There is an additional screen for reception for protection. Reception is not currently in use.
- e. Shared rooms - those sharing a room will need to discuss what they both feel comfortable with. Rooms that are big enough could be used by those sharing with appropriate care in terms of use of door handles and sanitiser etc. Smaller rooms will not be big enough for social distancing to be observed so can only be used by one person at a time. You should ensure that you have the windows open while in use to ensure good ventilation.

- f. Clerks' and Staff room – limit to the number of staff per day (3 for the Staff room and 4 for the Clerk's room). Perspex screens are in use to divide the desks and provide additional protection. These rooms are out of bounds for members of chambers unless passing through via the one way system.
- g. Any shared rooms must be well ventilated using open windows when in use.
- h. Clerks' room – dedicated desk for each member of staff. No stationery to be left out to avoid shared use. Computer, telephone, keyboard and mouse should be wiped down at the end of each working day.
- i. Cons – guests for cons to go straight to con rooms and not wait in reception area and to avoid congestion in reception, there should be staggered arrival times for meetings and more than one meeting starting at the same time should be avoided. Seating in con rooms to be adjusted and the size of con room must allow for social distancing. The windows of the con rooms need to be open whilst in use to ensure good ventilation.
- j. Guests coats and bags cannot be taken and stored.
- k. Con rooms will not have any pens or pads available for use in them.
- l. Kitchens – one person only at a time – sanitise hands on the way in. Signage is in place.
- m. Shower facilities are available with daily cleaning.
- n. Catering for cons – this is suspended so no handling of food etc. Clients to be told in advance so they can make their own arrangements. This includes all refreshments including water.
- o. Suspend use of fobs and locks for conference room entry so fobs do not have to be handled and distributed.
- p. No one should enter anyone else's room in chambers except by arrangement – touching door handles and things in someone's room.
- q. Printers – hand sanitiser and sanitising wipes are available by each printer for use before using the buttons on the printer.

<b>Title:</b> COVID-19 Risk Assessment	<b>Date of Assessment:</b> 22/06/2020	<b>Risk Assessor(s):</b> Lisa Young
<b>Location:</b> 2 & 4 New Square Chambers, Holborn, London WC2A 3RJ	<b>Risk assessment support:</b> Kyle Pim (Croner)	
<b>Areas visited:</b> 2 & 4 New Square Chambers (various floors), conference & meeting rooms, kitchenettes & kitchen prep area, welfare & restroom facilities and offices.	<b>People at Risk:</b> Employees, Members of Chambers, Visitors, Contractors	

Hazard: **Employed staff** - Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within government guidelines on essential working, could compromise our arrangements and jeopardise the health of others.

Existing Control Measures:

Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.

Communication warning posters displayed throughout all premises such as handwashing, social distancing and flow arrows.

As per government guidelines, almost all staff are still working from home. Allowing for a reduction in social distancing and reduce risk for contact or spread of virus.

A plan is in place, to phase the return of staff into the office to allow for uninterrupted operations to the business, reduce pressure on office or building services and allow for social distancing.

Staggered start and finish work times are considered, and a plan developed to introduce these measures to reduce large gatherings and allow for social distancing.

Employees have access to an employee assistance programme with counselling service.

Health & Safety communications are made available to all employees via email, public drive, notice board and toolbox talks.

There is a system in place, which has been communicated for employees to raise any concerns with their line manager.

Employees have been informed to avoid using public transport to and from work, where practicable.

Further control measures required:

Action By:

1. Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place. Staff members have signed to say they have read and understood information, e.g. return to work procedures and COVID-19 risk assessment.

2. Every member of staff has completed a COVID e-learning training course, with a certificate of completion retained within their personnel files.

Hazard: **Passenger and goods lifts** (where applicable) - The enclosed space within the lift which creates a risk of potential contamination through coughing and sneezing and contact with internal surfaces and controls.

Existing Control Measures:

Lifts are subject to an increased level of regular routine cleaning and sanitising by contract cleaning staff who have been fully briefed and instructed by their own managers.

Employees & Members of Chambers are encouraged to use the staircase to get to the floor on which they work, unless they have mobility problems that negates the use of the stairs.

Employees advised to avoid touching surfaces.

Employees instructed to avoid using a fingertip to press buttons; instead to use the back of the knuckle (or elbow) to select the appropriate floor and to wash/sanitise hands as soon as soon as possible after using a lift.

Relevant signage/instruction displayed to clearly state what numbers of persons can use the passenger lifts and where they must stand, facing away from each other. Peak times and other times will be controlled on usage of lifts (where applicable) by the building management.

Further control measures required:

Action By:

**Hazard: Food & Drink Preparation Areas** - Potential risk or transfer of virus through cross contamination

Existing Control Measures:

Employees informed to wash hands thoroughly for 20 seconds before and after using these facilities. Signage will be in place to demonstrate correct handwashing technique.

Employees & Members of Chambers informed to leave the microwave ovens in a clean condition and wiped out after use.

Employees informed to place crockery and cutlery after each use in the dishwashers available to thoroughly clean.

Single use paper tissue rolls are provided within kitchen areas and to be disposed of correctly in waste bins provided.

Kitchen areas are marked with signage to allow for social distancing.

Employees breaks/lunch times will be staggered.

Employees & Members of Chambers instructed to bring their own food in from home, where possible, in a prepared condition and to use their own utensils.

Employees informed to avoid visiting shops during the working day to purchase food and drink to minimise risk.

Employees & Members of Chambers instructed to ensure that good hygiene standards are met by limiting food or drinks being prepared on site.

Employees to bring their own drinks from home, if not to ensure they make their own hot/cold drinks during the working day.

Employees & Members of Chambers informed to ensure that when spills of food or liquids occur, they must ensure that the work surfaces are left in a clean and sanitised condition.

Employees informed not to touch food and keep hands out of waste bins or receptacles as they may contain contaminated products, food or tissues.

Employees & Members of Chambers informed to use their own drinking mugs, cups and glasses to prevent cross contamination.

Further control measures required:

Action By:

Hazard: **Communal facilities, entrance, toilets, stairs. etc.** - Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Existing Control Measures:

Internal cleaning services have been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification. High-touch points will be assessed and use eliminated where practicable e.g. keypad entry points, visitor signing in systems etc and remaining high-touch points such as handrails, toilet flushes, door handles etc will require regular cleaning and disinfecting throughout the day.

Supplies of soap and sanitising agents are provided and regularly topped-up at all hand washing stations. Hand washing advice posters displayed.

Employees made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc.) and objects which are visibly contaminated with body fluids must not be touched, but reported to a manager.

Employees instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.

Employees instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.

Store cupboards and enclosed spaces are to be limited to one person at a time and signage put in place to reflect this.

Shower & toilets (unless single occupancy cubicles located on corridors) areas are to be limited to two persons at a time.

Employees are required to ensure that coats, scarfs and other outdoor items are stored separately (where applicable) within personal lockers avoiding contact with other people's personal items. Non-essential items should not be brought into the workplace from home.

Further control measures required:

Action By:

Hazard: **Waste** - Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Existing Control Measures:

Waste bins are being provided at employee desk areas and within kitchen areas.

Employees instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.

Employees instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home in line with the 'Catch it, Bin it, Kill it!' message.

All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff.

Employees are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, tins etc. to prevent cleaning staff being accidentally contaminated or injured.	
Further control measures required:	Action By:

Hazard: <b>Smoking shelters</b> - Inhalation of second-hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.	
Existing Control Measures:	
Further control measures required:	Action By:
1. Employees are advised to avoid inhaling second-hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.	

Hazard: <b>Meeting rooms</b> - Potential risk or transfer of virus on account of close contact with other persons.	
Existing Control Measures:	
Employees instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible.	
Employees using conference and meeting rooms instructed to follow Government advice and maintain a best practice of 2m separation distance.	

Employees instructed that the same 2m distance rule must be applied to any meetings with clients or visitors, or meetings held by video conferencing instead. The furniture layout will be arranged accordingly.

Employees told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc; and to give a polite explanation of this policy if required.

When meeting rooms are occupied, windows are kept open for additional ventilation.

Employees not to share, use white boards or white board pens in meeting rooms to reduce risk of cross contamination.

Hand sanitiser is provided within the meeting rooms.

Spare pens/markers, note pads & other literature should be removed from the meeting rooms.

Remote controls or button-operated equipment is only to be used if essential and one person is to be allocated this role.

Further control measures required:

Action by:

1. Meeting room capacity signage will be posted to instruct on maximum capacity for that specific meeting room as well as additional safety rules.

Hazard: **Workstations, IT and equipment** - Direct contact with potentially cross contaminated workstations, IT or equipment may cause adverse coronavirus health effects.

Existing Control Measures:

Employees are advised to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment.

Employees instructed that they should not use each other's IT equipment, to prevent accidental cross contamination

Employees instructed to ensure that telephone equipment is cleaned at the end of each working day.

Employees advised not to share phones, headsets and personal mobile phones with others to prevent accidental cross contamination.

Employees are to only sit/work at their allocated workstation and not to hot desk or use other desk locations.

Avoid sharing pens and other objects.

No other equipment is to be used from other locations to reduce risk of cross contamination.

Further control measures required:

Action by:

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Hazard: **Close contact** - Employees working on the premises may be at risk of exposure to other employees or visitors who are carrying coronavirus, knowingly or unknowingly.

Existing Control Measures:

Employees instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m social distancing rule. The desk layout and seating areas in the workplace will be designed to ensure social distancing is maintained e.g. 2m where practicable, side to side positioning rather than face to face etc, zig zag formation.

While they should be avoided wherever possible, very brief interactions within 2m, such as limited numbers of people passing each other in corridors or walking through offices areas, are considered low risk and are permissible.

Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.

Controls are present on access and egress to buildings at all sites such as automatic doors and temperature screen checks.

Office kitchen areas are limited to one person at a time using to allow for social distancing. Signage or tape markings are used to highlight this control.

Visitors to sites are to be limited and if possible, video conferencing software to be utilised to reduce face to face contact.

Air conditioning & ventilation system have been switched to fresh air intake only.

Plastic protection screens have been installed on sites to protect employees working at reception areas and in certain roles.

Directional signage is in place on common and floor areas to allow for social distancing.

A flow system has been implemented to allow for free movement allowing social distancing. This is denoted by signage and floor markings.

Visitors and contractors are not to sign in using a visitor book or signing in system but are to be signed in by internal personnel. Signage will be in place to highlight this control.

Do not exchange physical business cards or other unnecessary items with visitors. Photos can be taken of business cards or details recorded internally.

Deliveries are to be accepted whilst maintaining social distancing and ideally not handled for 72 hours. Where deliveries are handled, hand cleaning procedures should be followed immediately afterwards.

Further control measures required:

Action By:

1. Contractors and visitors to sites will be managed on site and admitted for essential works only.

Hazard: **Vulnerable employees** - Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.

Existing Control Measures:

In accordance with Government guidelines, employees who are in the vulnerable and high-risk categories are where possible to continue to work from home until further notice.

Employees with family members in high risk categories have been instructed to inform their management team. Decisions on home working in accordance with Government guidelines are taken on a case by case basis.

Those employees who fall within the extremely vulnerable category (Shielded) in accordance with Government guidelines are to continue to work from home until further notice.

Where employees are high-risk vulnerable (but not extremely clinically vulnerable) and cannot work from home, management should offer the option of the safest available on-site role, enabling them to stay 2 meters away from others.

Further control measures required:

Action By:

Hazard: **Cleaning and hygiene** - Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.

Existing Control Measures:

Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches). Contract cleaning staff resource have been increased in line with the increased cleaning regimes.

A rotational system is in place to clean the Member of Chambers rooms after they have been used.

Suitable disinfectant cleaning products are used by the cleaning staff.

A suitable system is used by cleaning staff to prevent cross contamination of surfaces.

Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the buildings.

Line management and employees are required to report anything contaminated or spilt that requires cleaning.

Further control measures required:

Action By:

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Hazard: **Personal hygiene** Poor personal hygiene standards pose a risk of passing or contracting the infection.

Existing control measures:

The importance of good personal hygiene has been explained to all employees. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.

Employees instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and hand gels are provided.

Employees instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.

Employee instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.

Free standing hand sanitisers will be in place at access points.

As the alcohol-based hand sanitiser falls under a COSHH item. Employees who use this to disinfect their hands are not to touch their face until the sanitizer dries out due to irritation risk if this goes into eyes.

If alcohol gel comes into contact with eyes, persons are to (remove glasses or contact lenses if worn) and rinse eyes with water for several minutes, then seek first aid assistance.

If eye irritation persists then employees to seek medical advice or assistance.

Employees with a diagnosed skin condition are advised not to use the alcohol hand sanitiser as this may exacerbate their condition, but to use soap and water for 20 seconds.

Employees to avoid inhaling the vapours from the alcohol hand sanitiser as this may cause dizziness or drowsiness.

Alcohol gel hand sanitiser spillages are to be cleaned up immediately with water and area dried off.

Further control measures required:

Action By:

Hazard: **Viruses/Potential Infections** - There is a risk that a virus or infection could be consistent with COVID-19 symptoms and there is a risk that accidental cross infection could be transmitted to other persons.

Existing Control Measures:

Where symptoms of COVID-19 or other viruses/infections starts at work employees are required to notify their management team immediately. Decisions to refrain from working will be made accordingly where there is a potential risk. A plan is in place for where a known/suspected outbreak or incidence of COVID-19 infection occurs within the workplace.

Employees who are currently self-isolating due to having tested positive for COVID 19, experiencing symptoms or have a family member who has tested positive or have symptoms should inform their line manager, should not attend work and should not return to work until they have followed relevant government guidance and confirmed the position with their line manager.

Employees are advised to isolate in accordance with Government guidelines.

Temperature screening checks are in place at the entrance to both 2 and 4 New Square (thermal Imaging cameras). All visitors/members/staff to the buildings are screened. Once approved/within ranged entry is permitted to the premises.

Further control measures required:

Action By:

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Hazard: <b>First Aid Provision</b> - Lack of first aid provision leading to injury, further injury or illness.	
Existing Control Measures:	
First Aiders and First Aid kits are in place.	
Further control measures required:	Action By:
1. First aiders updated with any amendments or relevant changes in relation to COVID-19.	
2. All first aiders provided with face guards to reduce risk of cross-contamination.	
3. Additional first aid equipment provided in first aid boxes to reduce risk to first aiders. CPR shields and disposable masks provided.	

Hazard: <b>Emergency Evacuations</b> - Inhalation of smoke or exposure to fire leading to injury or fatality	
Existing Control Measures:	
Preventative measures, in accordance with fire risk assessment such as fire alarm checks, emergency lights, extinguishers and door checks have been checked and are in good working order prior to building being re-occupied and then continued with the weekly tests.	
Trained fire wardens are in place.	
Employees are to follow the emergency evacuation procedures for their relevant location.	
In an emergency, for example, an accident or fire, employees do not have to stay 2m apart as it would be unsafe to do so.	
Further control measures required:	Action By:

<p>1. PEEP's (personal emergency evacuation plans) are in place for those employees who require assistance during an emergency evacuation from the premises.</p>	
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<p>Hazard: <b>Non-Maintained Building, Equipment &amp; Services</b> - Lack of maintenance &amp; inspection leading to injury or ill-health</p>	
<p>Existing Control Measures:</p>	
<p>Services of Gas and Electric have been inspected and are up to date with regulatory requirement.  Statutory inspection up to date regarding relevant equipment, e.g. Lifts.  Air conditioning units have been serviced/maintained as per best practice requirements.  Building checked to ensure in good condition prior to the return of occupants.  Relevant water systems have been checked in line with legionella risk assessment and relevant guidance, e.g. safely flushing through of potential 'dead legs' within the system, taps, showers.</p>	
<p>Further control measures required:</p>	<p>Action By:</p>