

## COVID-19 Risk Assessment for Law Firms

### Notes

- This is based on the Health and Safety Executive's generic risk assessment and input from the Law Society's return to the office Core Working Group. It is designed to help firms deal with the current COVID-19 situation in the workplace.
- This template aims to support law firms in meeting the requirements set out in the [government's guidance](#) "*for people who work in or run offices, contact centres and similar indoor environments*" and the Law Society's [practical framework for return to the office](#).

Assessment completed by: Compliance Department

Reviewed by: Job role: Return to Work Group (various)

Approved by Job role: Senior Partner

Date last updated: 4 January 2021 (third UK National Lockdown)

Date of next scheduled review: 22 February 2021

Risk title	Description & consequence	Mitigation	Action by who and by when?
1. Spread of COVID-19 in the firm	<p>This will result in multiple individuals becoming infected and possibly seriously or fatally ill</p> <p>Categories of individuals being:</p> <ul style="list-style-type: none"> <li>• Partners</li> <li>• Staff</li> <li>• Locums and consultants</li> <li>• Visitors to the premises</li> <li>• Cleaners</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically meets us in relation to our business</li> </ul> <p><sup>1</sup></p>	<p>Review of onsite and offsite work arrangements including working from home, setting agreed working patterns</p> <p><b>Limiting those in the office.</b></p> <p>Whilst many fee earners can work effectively from home it is felt that enabling those who would prefer to work for at least part of their time in an office-based environment assisted in managing wellbeing issues and enabled the effective mentoring and supervision of those who were more reliant on working in the office.</p> <p>Maximum occupancy limit of <b>30%</b> has been agreed for each of our offices at any time.</p> <p>Staff rotas prepared showing which members of staff in on any one day and to ensure that the 30% occupancy level is maintained.</p> <p>Instructions to those who have symptoms or who live/care for anyone with symptoms NOT to come into the office unless they have been tested and are found not to have Covid 19.</p> <p>Instructions that those in the high-risk category NOT to come into work.</p> <p>Risk assess those individuals in the medium risk category in relation to undertaking office-based activity.</p> <p>To stay at home until tested if contacted by the track and trace service.</p>	<p>Heads of Departments have provided weekly work patterns for their teams. These have been collated to create an office occupancy spreadsheet, split by floors where applicable.</p> <p>Daily monitoring of employees per floor taking place as well as visitors and numbers of cases in the area for each office.</p> <p>Agreed by Senior Partner</p> <p>Signs in place around the offices and on the intranet</p> <p>HR Department</p> <p>Individual return to work office guides prepared and to be e-mailed to all staff.</p>

<sup>1</sup> Essential services workers need to be identified and a separate risks analysis considered for them, such as mail, document production/reprographics, reception and cleaning staff. Enhanced safety measures for these groups should be considered (e.g. plexiglass screens, enhanced cleaning, etc.)

Risk title	Description & consequence	Mitigation	Action by who and by when?
		<p>Notices reminding staff of symptoms and guidance as to what to do.</p> <p>Guidance given for those exhibiting symptoms.</p> <p><b>Travel to and from the office.</b></p> <p>To reinforce Government guidance for travelling on public transport.</p> <p>To allow flexible start times if appropriate.</p> <p><b>In and around the office.</b></p> <p>Sanitiser stations at strategic points.</p> <p>Display awareness-raising posters referring to the above measures and reminding to respect others and to socially distance.</p> <p>Notices up reminding of the need to wash hands.</p> <p>Access to Kitchens restricted in terms of occupancy.</p> <p>Access to Toilets limited in terms of occupancy.</p> <p>Considered one-way system but would not effectively mitigate risk and not practical at the Grimsby office site.</p> <p>Monitor traffic flow at start/end of day on access routes.</p> <p>Lift occupancy and use limited.</p> <p>Encourage meetings remotely and by phone.</p> <p>Notices at common facilities such as printer to sanitise hands both before and after use.</p>	<p>Posters displayed in reception, staff entrances, communal areas. Coronavirus symptoms banner appears on our Intranet</p> <p>Regular cleaning pattern has been re-started with cleaning rota based on full capacity of building, although we have reduced staffing in the premises. Emphasis placed on communal touch points</p> <p>Staff instructed to speak to their Head of Department if needed</p> <p>Posters displayed in reception, staff entrances, communal areas. Coronavirus symptoms banner appears on our Intranet Posters in toilets displayed in early March</p> <p>1 person in kitchen at any one time</p> <p>Sanitiser dispensers have been fitted around the building. Anti-bacterial wipes available in all quiet rooms and meeting rooms, along with laminated instruction guide. Face masks/visors provided to receptions.</p>

Risk title	Description & consequence	Mitigation	Action by who and by when?
		<p>Personal hand sanitiser on each desk. Individual cleaning material provided for each work station.</p> <p>Disposable face masks and face visors made readily available for staff use.</p> <p>Disposable wooden teaspoons provided in kitchen.</p> <p>Milk only in fridge no staff food.</p> <p>Coat hangers have been removed from the coat stands to prevent use</p> <p><b>Meetings.</b></p> <p>Chairs removed from reception and meeting rooms and some desks sealed with tape to encourage physical distancing</p> <p>Maximum occupancy guidance on meeting room doors.</p> <p>Notices up in each meeting room reminding of the need to maintain a social distance.</p> <p>Quiet rooms – Occupancy level one person only. Cleaning material and signage per room.</p> <p>Booths in the recovery department – one-person max occupancy.</p> <p>Face to Face meetings to be avoided where possible and the use of Teams/telephone encouraged.</p> <p>If face to face meetings required these should be held for as short a time as is possible. Booked in advance and face coverings to be worn by staff member and visitors</p>	<p>Staff have been provided with their own sanitiser and wipes for their desk.</p> <p>In place 12/8/2020</p> <p>In place 12/8/2020</p> <p>Notices displayed on all fridges. Documented in Staff Guidance newsletter</p> <p>Guidance to staff will include keeping your personal belongings from home at your workstation</p>

Risk title	Description & consequence	Mitigation	Action by who and by when?
		<p><b>Individual working areas.</b></p> <p>Individual hand sanitiser dispenser provided.</p> <p>Cleaning wipes provided per station.</p> <p>Bins provided to dispose of wipes.</p> <p>No sharing of personal desk station.</p> <p>Departments that have required a larger percentage of staff to work in the office have been spaced further apart by utilising empty work spaces</p> <p><b>Cleaning arrangements.</b></p> <p>Enhanced cleaning regime, including for toilets, Kitchens and frequent touchpoints such as door handles, light switches, reception area using appropriate cleaning products and methods as agreed with cleaners.</p> <p>Reviewed Risk assessment from cleaning company.</p> <p>Agreed that we will be notified if any cleaner reports symptoms/tests positive for Covid 19.</p> <p><b>Monitoring.</b></p> <p>Monitor movement on each floor daily particularly at start/finish of day to ensure social distance is maintained.</p> <p>To monitor levels of sanitiser and refill.</p>	<p>Posters on hand-washing and social distancing were put in place prior to lockdown. Staff have had regular emails from the senior partner updating them on the pandemic situation. New area of the Intranet for Covid-19 being created</p> <p>Heads of Departments have provided weekly work patterns for their teams. These have been collated to create an office occupancy spreadsheet, split by floors where applicable. The agreed occupancies will be monitored to ensure complying with maximum occupancy</p> <p>Facilities</p>
<p>2. Spread of COVID-19 to clients or visitors</p>	<p>This will result in multiple individuals becoming infected and possibly seriously or fatally ill</p> <p>Categories of individuals being:</p> <ul style="list-style-type: none"> <li>• Partners</li> <li>• Staff</li> <li>• Locums and consultants</li> <li>• Visitors to the premises</li> <li>• Cleaners</li> </ul>	<p><b>Clients.</b></p> <p>Appointments strictly by appointment only from the 7<sup>th</sup> September 2020.</p> <p>All appointments MUST be arranged through reception.</p> <p>When booking an appointment, the exact number of persons should be confirmed to ensure the correct space is allocated.</p>	

Risk title	Description & consequence	Mitigation	Action by who and by when?
	<ul style="list-style-type: none"> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically meets us in relation to our business</li> </ul> <p><sup>2</sup></p>	<p>Upper limit on meeting numbers determined by available room size with guidance given to reception on booking the rooms.</p> <p>Notices showing maximum 'bubble' occupancy.</p> <p>Excess chairs are being removed from each meeting room to ensure compliance.</p> <p>A staggered appointment system will be adopted.</p> <p>Visitors to the offices will be required to wear a face covering.</p> <p>Reception will be able to supply disposable face covering to clients if required.</p> <p>It is recommended that ALL staff wear face coverings when meeting with clients in the office.</p> <p>All clients ask if they have experience symptoms at the time of entering the office.</p> <p>Clients will be met and taken to the meeting room as soon as possible after booking into the office.</p> <p>Clients will be given a disposable label indicating that they are a visitor rather than a lanyard to reduce contact risk.</p> <p>Clients will have access to Sanitiser.</p> <p>Certain meeting rooms will have a screen in place to act as additional mitigation if for example a client cannot wear a face mask for medical reasons.</p> <p>Each meeting should be undertaken in as short a time as possible.</p> <p>Refreshments will NOT be provided.</p> <p>Signs will be put up in every meeting room highlighting the need to maintain a social distance.</p>	<p>Custom signage displayed showing occupancy. Completed 13/8/20</p> <p>Head Office reception re-opened for emergency meetings by appointment only 10/8/2020</p> <p>Maximum occupation of reception agreed. 30 minutes has been agreed between each room booking by the Return to Work Group</p> <p>Completed 12/8/2020</p> <p>Staff member leaving meeting room is required to use the anti-bacterial wipes provided</p> <p>Notice in reception and will be in the appointment guidance.</p> <p>Details in return to work staff guidance</p> <p>Completed 13/8/2020</p> <p>Completed 13/8/2020</p> <p>Will be communicated to attendees, prior to the meeting</p> <p>Will be included in appointment letter. Signage in reception.</p>

<sup>2</sup> Essential services workers need to be identified and a separate risks analysis considered for them, such as mail, document production/reprographics, reception and cleaning staff. Enhanced safety measures for these groups should be considered (e.g. plexiglass screens, enhanced cleaning, etc.)

Risk title	Description & consequence	Mitigation	Action by who and by when?
		<p>Meetings shall be ended if there are any concerns that social distance is not being adhered to or failure to wear a mask properly.</p> <p><b>Meetings out of the office.</b></p> <p>The firm has a Home Visits policy which should be followed when visiting a client's home, office or Court/Police station.</p> <p><b>Marketing.</b></p> <p>No outdoor or indoor events currently taking place</p>	<p>Most chairs and all coffee tables removed. Acrylic sneeze screen installed at the reception desk, along with a barrier.</p> <p>Communicated to staff in the return to work guidance as well as the Home Visits Policy</p> <p>Coat stands removed from reception</p>
<p>3. COVID-19 case (suspected) Symptoms but not confirmed.</p>	<p>A suspected case brings with its separate challenges.</p> <ul style="list-style-type: none"> <li>• The potential for it to be a genuine case of Covid 19</li> <li>• The concern of the individual</li> <li>• The concern of team members or those working in closer proximity.</li> </ul> <p>Risk could present itself by the following means:</p> <ul style="list-style-type: none"> <li>• An employee/partner of the firm is showing symptoms</li> <li>• An employee/partner of the firm has a member of their household, or someone they are a carer for, who are displaying symptoms</li> <li>• An employee/partner of the firm has been contacted by test and trace to say they have been in the proximity of someone who has tested positive</li> </ul>	<p>Symptom reminder notices asking that anybody reports symptoms straight away to HR</p> <p>Notices that anybody suffering with suspected symptoms to remain at home.</p> <p><b>Response plan when a member of staff reports symptoms.</b></p> <p>The point of contact and responsibility for implementing action will be the HR Department.</p> <p>The response plan actions will be as follows:</p> <ul style="list-style-type: none"> <li>- Contact the staff member to ensure that he/she gets a test as soon as possible and self-isolates for 10 days (or whatever Govt, guidance recommends at the time) and</li> <li>- To inform HR of test result as soon as available.</li> <li>- Get in touch with the individuals that are part of that staff member's team or shift group and ask them to report any symptoms and if any are developed to remain at home and not to come into work.</li> </ul>	



Risk title	Description & consequence	Mitigation	Action by who and by when?
		<p>Guidance to HoD/Supervisor that if any member of staff reports suspected symptoms to advise HR and to ensure they go home/remain at home.</p> <p>Maintaining up-to-date contact information (including emergency contacts) for all partners and staff</p> <p>Record keeping on who is in and where in the office on a given day to aid potential contact-tracing efforts and processes and keeping this information for 21 days as per the Government's guidance.</p>	
4. COVID-19 case (suspected) and a person falls ill within our offices	<p>An individual fall ill within our offices with Covid-19 symptoms. Categories of individuals being:</p> <ul style="list-style-type: none"> <li>• Partners</li> <li>• Staff</li> <li>• Locums and consultants</li> <li>• Visitors to the premises</li> <li>• Cleaners</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically meets us in relation to our business</li> </ul> <p><sup>3</sup>Concerns being:</p> <ul style="list-style-type: none"> <li>• The potential for it to be a genuine case of Covid 19</li> <li>• The concern of the individual</li> <li>• The concern of team members or those working in closer proximity.</li> <li>• The concern of an outbreak</li> <li>• Exposure to higher risk whilst providing first aid</li> <li>• Exposure to higher risk whilst cleaning</li> </ul>	<p>Advised to contact HR/Head of Department.</p> <p>Leave the premises and self-isolate for 10 days. Seek test asap.</p> <p>Follow guidance set out in 3 above.</p> <p>Avoid going home using public transport. If a client or staff member is too unwell to go home alone, they need to be collected by another household member.</p> <p>If they must wait to be collected they should utilise a spare room, away from other staff members</p> <p>First aid must only be given with PPE to avoid the risk of contact with bodily fluids</p> <p>If urgent medical attention is required call 999 and advise that the person has covid-related symptoms</p>	<p>Symptoms reminder in place on the Intranet saying stay at home. Signage displayed in all entrances, including entry and exit doors used by staff</p> <p>Documented in our staff guidance newsletter</p>
5. COVID-19 case (confirmed case) in our offices	<p>A confirmed positive test for COVID-19 would result in</p> <ul style="list-style-type: none"> <li>• concern for the individual</li> <li>• A significantly increased risk of infection been transmitted within the office.</li> </ul>	<p><b>Response plan when a member of staff reports symptoms.</b></p> <ul style="list-style-type: none"> <li>- To immediately contact HR/Head of Department.</li> <li>- immediately send home/instruct to self-isolate.</li> </ul>	<p>Documented in our staff guidance newsletter</p> <p>HR department or Head of Department</p>

<sup>3</sup> Essential services workers need to be identified and a separate risks analysis considered for them, such as mail, document production/reprographics, reception and cleaning staff. Enhanced safety measures for these groups should be considered (e.g. plexiglass screens, enhanced cleaning, etc.)



Risk title	Description & consequence	Mitigation	Action by who and by when?
	<ul style="list-style-type: none"> <li>• concern of team members or those working in closer proximity.</li> <li>• Concern for other individuals who may have been in contact with this person, such as               <ul style="list-style-type: none"> <li>○ Other employees/partners of the firm</li> <li>○ Clients</li> <li>○ Cleaners</li> <li>○ Contractors</li> </ul> </li> <li>• Concern of an outbreak in the office</li> </ul>	<ul style="list-style-type: none"> <li>- Self-isolate for 10 days (or in accordance with existing Govt. guidance) from the onset of symptoms, or from the date of their test if they do not have symptoms</li> <li>- HR to contact local council public health to advise.</li> <li>- Identify those who have been working in the same group pattern and within a proximity to the infected person over the last 10 days and to instruct to get tested and to work from home until test results back.</li> <li>- To send a reminder to all staff in the office concerned to be alert for and to report any symptoms immediately and to remain at home</li> <li>- Notify contract cleaners to follow instructions for decontamination in non-healthcare setting.</li> <li>- To identify the desk area as quarantined.</li> <li>- If more than one-person tests positive for Covid-19, Call Public Health England Yorkshire &amp; Humber.</li> <li>- To immediately remind all staff in the office concerned of the need to report symptoms straight away and to remain at home.</li> <li>- No staff member from the effected office to visit another office for a period of 7 days.</li> <li>-</li> </ul>	
6. COVID-19 transmission via communal resources or areas	This may result in increased risk of transmission, including to/from clients and visitors	<p>Marketing material, newspapers and magazines have been removed from client reception area's</p> <p>Pens, pads and other stationary have been removed from meeting rooms.</p> <p>Communal doors (none Fire door) within the offices, such as kitchens will be kept open to avoid touching of handles/push plates.</p> <p>Batch printing already available within the firm. Printer positions have been reviewed to ensure 2m distance.</p>	<p>Actioned in May 2020</p> <p>In appointment confirmation, visitors requested to bring with them their own pen and paper, if this is required for note taking.</p> <p>Maximum occupancy signage in communal areas – kitchen, toilets, lifts (if applicable), along with 2m social distancing posters</p>

Risk title	Description & consequence	Mitigation	Action by who and by when?
		<p>Sanitise hands before and after use. No queuing.</p> <p>Cleaners have been provided with specific instructions to ensure that communal touch points are cleaned (door handles/plates, hand rails, lift buttons, fridges, kettles, microwaves, toasters, dishwasher handles as well as exit buttons and card entry pads)</p> <p>Ideally no-one should be on the stairs before proceeding to use them, however if this cannot be achieved for example start or finish times, staff should keep to the left and maintain a social distance if travelling in the same direction.</p> <p>Under NO circumstances should staff members stop to chat on any communal passageway/stairs.</p>	<p>Signage reminding to sanitise before and after use, along with 2m social distancing posters for staff waiting to use them.</p> <p>Agreed with our contract cleaners</p> <p>Keep left signage in place and 2m social distancing posters throughout the office</p> <p>Documented in our staff guidance newsletter</p>
7. COVID-19 transmission via mail/packages	This may result in increased risk of transmission by handling of objects	<p>Disposable gloves have been provided for opening and distributing post.</p> <p>Guidance given to sanitise hands regularly throughout the post opening process.</p> <p>Trays used internally for post to be collected and sent.</p> <p>Visitors who drop off items to be placed on a table and left. Signs now in place saying receipts are currently not being given to discourage visitors from entering reception..</p> <p>Staff have been asked not to have personal packages delivered to the office.</p>	<p>Nitrile gloves of varying sizes are available. Sanitiser available throughout the building and staff have been provided with their own bottle for their workstation</p> <p>Documented in our staff guidance newsletter</p> <p>As part of the reception specific risk assessment</p> <p>Documented in our staff guidance newsletter</p>
8. Mental health problems and poor wellbeing	<p>This may result from increased stress caused by home-working and the lockdown, potential bereavements, increased caring responsibilities, elevated incidence of anxiety and depression associated with isolation, concerns about personal and family circumstances and job security</p> <p>Staff members of BAME background may feel more uncomfortable coming back into the office</p>	<p>Reminder on intranet of the wellbeing support service offered by the firm. Signpost to <a href="#">LawCare resources</a>.</p> <p>Staff have access to Westfield Health which provides a 24-hour counselling service</p> <p>Home working Policy was reviewed and published Adjust policies around home working and leave-taking to support working parents</p> <p>Regular internal communications from senior leadership emphasising self-care and regular and inclusive communication. The emphasis should also be on honesty and transparency about the difficulties the firm is facing and how to best manage these together</p>	<p>Senior Partner communication to all staff, details on the Intranet as well as Return to Work staff guidance</p> <p>Rolled out to staff in March 2020</p> <p>All staff have a login for contact numbers and further information</p> <p>Approved and published on the firm's intranet 19/3/2020</p>

Risk title	Description & consequence	Mitigation	Action by who and by when?
		<p>Regular communication of mental health information and an open-door policy for those who need additional support. Regular updates on the intranet from HR</p> <p>Provide assurance over measures taken to protect employees' health and safety</p> <p>Appoint wellbeing ambassadors at each branch to work with HR to develop a wellbeing programme. These employees to be trained on Mental Health First Aid.</p>	<p>Staff have received regular emails from the senior partner.</p> <p>Staff have received emails from the senior partner</p> <p>Staff will be provided with a "Welcome back to the office email" and a return to work staff guidance document</p> <p>HR</p>
9. Ergonomic injuries	<p>Insufficient chairs, screens, footstools, desks etc. may be available in the office</p> <p>It may be difficult to perform workspace risk assessments whilst maintaining physical distancing or if people sit in different locations each time they are in the office</p>	<p>VDU assessment has been provided to staff</p> <p>Hotdesking is to be avoided. For staff who split their time between work and home or work between more than one office they can transport portable ergonomic equipment (such as wrist supports) with them to their designated work location.</p>	<p>Already available on the system</p>
10. Public transport virus transmission	<p>Crowded and unsanitary conditions on public transport services</p>	<p>Staff members who need to travel by car should not share vehicles or taxis, unless suitable distancing can be achieved. Masks to be worn if necessary.</p> <p>When using public transport staff should wear a face covering and adhere to social distancing.</p> <p>Virtual meetings preferred to avoid commuting to Wilkin Chapman office locations or to visit other premises such as clients</p>	<p>Documented in our staff guidance newsletter</p> <p>Documented in our staff guidance newsletter</p>
11. Car/bike park virus transmission	<p>Narrow spaces in the firm's carpark or bicycle storage area may elevate the risk of person-to-person transmission</p>	<p>Reminder notices to respect the social distance requirements of others.</p>	<p>To be reviewed in February 2021. Not many staff travelling by bike now</p> <p>Signage in car park provided by the landlord</p>
12. Safety and security at building entrance	<p>Staff arrive/depart at same time causing congestion.</p> <p>Visitors can enter when staff exit. A staff member trying to stop this may be the subject of conflict.</p>	<p>Staggered arrival times for those attending the office should limit congestion.</p> <p>To monitor human traffic flow regularly on arrival/departure windows.</p>	<p>Due to limited numbers currently attending this has not been an issue. To be reviewed when lockdown ends</p>

Risk title	Description & consequence	Mitigation	Action by who and by when?
	<p>There is a risk that individuals waiting for extended periods of time at building entrances due to physical distancing experience adverse weather-related health impacts or could be subject to opportunistic crime/harassment.</p>	<p>Notices at all entrances stating client attendance strictly by appointment only.</p> <p>Notices to ask clients to put documents into the post box at the front of the building where possible.</p> <p>Contingency arrangement for clients wishing to drop off items/documents to be agreed with reception but MUST be prearranged or use our intercom.</p> <p>Notices in reception specifying max. occupancy.</p> <p>Visitors are by appointment only and at the point of booking are asked how many will be attending and whether they are part of the same bubble.</p> <p>Request visitors arrive no more than 5 minutes before</p> <p>Exterior access doors and doors between the floors will be closed. Staff will be required to use their Staff ID card to gain access around the building, through the door entry system</p> <p>To keep the inner door to reception closed with fob access controlled by the receptionists only.</p>	<p>Notices in place at entrances and instructions for appointments within our appointment confirmation letter as well as on our website</p> <p>Communication will be sent via "Welcome back to the office" email</p> <p>Within appointment confirmation and on our website</p> <p>The card entry system has always been in place but will assist us with cross-checking attendance in the building in the event of an outbreak</p>
<p>13. COVID-19-related stigma and harassment</p>	<p>Risk that there is an increase in targeted harassment or stigma directed at individuals who have been ill or are from a specific ethnic background</p>	<p>Reporting channels to permit investigation and where proven appropriate misconduct procedures followed</p> <p>Partners and managers to offer support to staff who are affected by COVID-19 or have a family member affected</p>	<p>review the equality &amp; diversity policy and unconscious bias training to be rolled out</p>
<p>14. Non-compliance with government regulations</p>	<p>Risk that a member of the firm ignores firm's guidance</p>	<p>Communicate the importance of the adherence to the rules</p> <p>To nominate a person at each office location to monitor daily and report weekly to the RTWG.</p> <p>Concerns or problems should be reported immediately to Health &amp; Safety Representative or to the compliance team.</p> <p>Provide staff with an e-mail contact to report concerns and communicate this clearly to all staff to ensure awareness.</p>	<p>Posters will be displayed around the building and on the Intranet Process with HR now</p> <p>Documented in our staff guidance newsletter</p>

Risk title	Description & consequence	Mitigation	Action by who and by when?
15. Impact on protected characteristics	<p>Be aware of the impact measures you are taking might have on protected characteristics and take appropriate action to mitigate that impact.</p> <p>Measures put in place may affect accessibility.</p> <p>What might the impact be on those who are pregnant or new mothers.</p>	<p>Liaise with staff groups to inform the measures you are taking.</p> <p>Refer to best practice guidance available through various sources including the Law Society, Law Works, EHRC and other bodies.</p> <p>Separate specific risk assessments as required.</p>	<p>Stair ambassadors requested to review the assessment for feedback</p>