


COVID-19 Risk Assessment							
This is the statement of general policy and arrangements for:		Rosenblatt Limited and the offices of RBG Holdings plc & LionFish Litigation Finance (UK) Limited		Date of Risk Assessment	01.07.20		
Who has overall and final responsibility for Health and Safety*:		Anthony Field (Administration Director)		Date of last review	08.03.21		
Currently Employees		83					
Pandemic management team and strategy:		Responsibility of:		Role defined:			
Pandemic Management Coordinator		Mark Foulston (Corporate Executive)		Building occupancy, cleaning of offices, signage around COVID-19, management of essential workers on site, staff requests to attend site, essential Contractor visits, remote working and IT.			
Pandemic Management Team Member		Marcia Mardner (Group HR Manager)		Provide support to employees during pandemic, home working support, sickness/absence, employee concerns, mental wellbeing, staff cover.			
Pandemic Management Team Member		Anthony Bedasee (Facilities Manager)		To manage the business-critical Admin function, ensure the office facility is operating inline the action plan, including normal maintenance / essential works. In addition providing IT support to those attending site and remote working.			
Signed: *(Employer)				Administration Director		Date: 9/3/21	
This Risk Assessment is to be reviewed as and when the government advice changes or situation changes within the working environment.							
What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done (Y/N)	
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> •Staff •Visitors to your premises •Cleaners •Contractors •Drivers •Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions •Anyone else who physically comes in contact with you in relation to your business 	Premises / Office					
		Office closed apart for essential workers	All employees continue to work from home with the exception of essential workers at our offices and those who may need to complete task that can't be conducted from home. Following the governments announcement around England lockdown on 5th Jan 2021 we have tightened this down further with the closure of reception, shift patterns for legal clerk admin & facilities staff. In addition, anyone wanting to attend the office for essential work must seek the approval from the Managing Director, and if granted then the reason for the visit is then logged on the Track & Trace attendance document and all office Covid H&S guidelines adhered to. Any staff member returning to the office who has tested positive must have a negative test before returning to the office (this can be supplied by the Facilities department and posted out to home address). In addition, as of 1st Feb 2021 any member of staff looking to conduct a client meeting will be required to take a test before the meeting, and the same for the client/s attending in person (This can be sent out by Facilities Dept).	MF - Facilities /BR - Managing Director	01.02.21	Y	
		Hand Washing					
		Hand washing facilities with soap and water in place on each floor WC's and Kitchens.	Weekly stock check of soap supply to take place by Facilities department.	AB / Facilities	01.07.20	Y	
		Stringent hand washing taking place. See hand washing guidance (Below)	Hand wash hygiene poster reminders on displayed in WC's / key areas. When using kitchen equipment, kettle, fridge, microwave etc. staff are encouraged to wash hand. Office cleaner will be cleaning down kitchens as part of a regular daily clean.	AB / Facilities	01.07.20	Yes in place and advised	
https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/							

Drying of hands with disposable paper towels.	All WC's and Kitchens to have paper towels and Anti-bac disposable wipes. Kitchen tea towels not to be used as there is a risk they will be used for drying hands (instead blue paper towel roll provided and kitchen roll). These are to be placed in the bin straight away.	AB / Facilities	01.07.20	Yes in place and advised
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https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/				
Staff encouraged to protect the skin by applying emollient cream (moisturising treatments) regularly.	Issue copy of Risk Assessment to All Staff	HR Dept	01.07.20	Yes in place and advised
https://www.nhs.uk/conditions/emollients/				
Gel sanitisers in any area where washing facilities not readily available.	Gel sanitiser to be on all floors (min 70% Alcohol) - also Gel sanitiser in lift lobbies and kitchens on each floors (lift lobbies, Kitchens, centre area on each floor).	AB / Facilities	01.07.20	Yes in place and advised
Office Cleaning				
Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	Passenger lift to be regularly cleaned including hand rails and buttons. Photocopier touchscreens & Equitrac keyboards, Kitchen appliance handles/buttons to be cleaned regularly. All roller racking handles and stationary cupboard handles to be cleaned. Stairwell banisters rails to be cleaned regularly. In addition, the trolley handles within Admin dept will be wiped down periodically. If a meeting room / spare office is required by a staff member, this must be discussed with Facilities Dept so they can arrange for the room to be cleaned after use (signage applied, 'Do Not Enter' and 'Room reserved for.../ last cleaned' notifying staff if safe to use or not). Reception & Facilities staff will clean meeting rooms between each meeting or a between each guest speakers that might join the meeting. Contract cleaners will clean the areas that Facilities have marked as recently occupied in addition to other cleaning duties.	AB / Facilities	01.07.20	Yes in place and advised (frequency increased with occupancy)
Office - Returning to work				
Managing the phased return to work	A phased return to the office has begun as of August 2020. All staff members will be given a presentation around the Risk Assessment actions taken and this will also be available on the Intranet (updated as things change). Staff numbers on each floor are managed to a safe capacity and where applicable some staff will be asked to work from home on a rota where they share an office with a colleague. 22.09.20: All staff were briefed by Managing Director following the Governments latest advice to work from home if you can. Office visit for essential work only and these are to be booked in with the Facilities department Manager/Head. See Premises/Office 08.01.21 action that confirms the office is open for essential workers under tighter restriction	MF & AB /Facilities - All Staff to note	08.09.20	Yes in place and advised
Social Distancing				

<p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. Coughs & sneezes.</p>	<p>2m/6.5ft to be adhered to despite Government relaxing to 1m. Posters/stickers to be applied to remind all staff. Desk pods not to be used if 2 metre rule can't be adhered to. Shared offices not to be used if these distance can't be managed, same applied to desk that form part of a pod set up. Passenger lift will be for max 2 persons (facing away from each other, in opposite corners) and where possible for going up only to reduce risk, and main stairwell is to be used to go down to other floors (Stairs not to be used for going up, to avoid passing on the stairs). Shower Room max occupancy is three, so this is the maximum number of people allowed in this area at any given point (even if 1 or 2 in shower cubical). Each occupied work station and meeting room will have a box of tissues available (with hand gel sanitiser). Staff movement between floors is permitted provided the maximum occupancy is maintained below 35% (if this is later reviewed and the occupancy is permitted over 35% then this could result in staff members not being permitted to move between floors). Floors 1-4 to have one way stickers applied to carpet tiles (anti-clockwise around centre desk pods) to avoid collision and assist with distancing. In addition, all will be asked to knock on WC outer / lift lobby door to assist with the fact that staff can't see who is leaving the WC. Reception desk has been fitted with a plastic 700mm sneeze screen to protect staff and visitors, also chairs and other items have been removed from reception area to make passing at a distance much easier. 28.09.20: A new Security Guard desk to be positioned in the reception area to avoid desk sharing with receptionist (Covid Return to office presentation and Risk Assessment sent to Security company for review). Sneeze Screen have been installed within shared office and on desk pods to create a barrier where staff are too close to one another. Large pull up 2m Social Distancing banner has been added to main entrance/reception to act as a reminder to all (including visitors).</p>	<p>MF & AB /Facilities - All Staff to note</p>	<p>01.07.20</p>	<p>Yes in place and advised</p>
<p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Staff levels to be monitored to reduce risk of infection at the office.</p>	<p>All Staff have been set up for remote working. If Staff wish to visit the office this can be done provided they give 24 business hours notice to (Mark Foulston & copy in HR) and that they are COVID-19 symptom free, not knowingly been in contact with anyone tested positive or have symptoms of the virus, or entering the building during a self isolation period. This 24 hours notice also allows the business to manage the level of occupancy (max 25% of workforce). In addition this time also gives Facilities department essential planning time to prepare staff members office/desk area, making sure its clean, IT equipped and located a safe distance from colleagues. Commuting to the office on public transport our staff are required to follow the government guidelines around PPE and wash hands/sign in on arrival. All staff are required to call 020 8142 5122 on arrival to be let in the building and use the Microsoft SharePoint 'Check in & Out' Office App on their mobile or PC to record their attendance on site, this data will then be exported each day for a 30 day rolling record (this allows awareness of who is in the building at lock up and also acts as a record for attendance for trace purposes). Only RBL staff, Temps & Contractors are to be allowed in the building. Access can be denied if the procedure and authority from Facilities Head/HR hasn't been given. Facilities Dept Head(MF) or Manager (AB) will ensure the building is empty of staff before business is locked up each day (all floors & rooms checked). Staff will be required to sign in & out via the SharePoint App on mobile phone. Any staff member flying abroad will be asked to observe any government guidance on there return, this could include a period of isolation. Front doors to remain locked (as no security or receptionist present) - To alleviate concern</p>	<p>MF & AB /Facilities - All Staff to note</p>	<p>01.07.20</p>	<p>Yes in place and advised (frequency increased with occupancy)</p>
<p>Redesigning processes to ensure social distancing in place.</p>	<p>Print/Production Room on 5th floor is only to be occupied by one person at a time. Working Admin desk to be removed from this work space to reduce risk. G1 (max 4 people) & B1 (max 6 people) meeting rooms to be used for internal meetings, but where possible this should be done via Conf Calls/Teams. Reception staff to work different shifts (not together at the desk), in addition no member of staff can be positioned at reception desk, the desk must also be cleaned between shifts despite the receptionists sitting at their own side of the desk. Reception not to share PC or telephones. 28.09.20: Security Guard returned to the business, they are not to use reception or phones on reception desk. Main door open button to be cleaned on shift changes as this is a regular risk contact point.</p>	<p>All</p>	<p>01.06.20</p>	<p>Yes in place and advised</p>

Conference calls to be used instead of face to face meetings.	Visitors to the building is not permitted, except for contractors arranged by the Facilities Dept (these will be kept to a minimum). Conference/Teams calls should be used instead of face to face meetings on or off site.	All	01.07.20	Yes in place and advised
Ensuring sufficient rest breaks for staff.	Follow normal guidance contained in the Employee Handbook. Also consider avoiding busy lunchtime areas and maintain safe distance when on breaks in the building (following kitchen / breakout area guidance).	All	01.07.20	Yes in place and advised
Social distancing also to be adhered to in canteen area	Kitchens on all floor - only one staff member permitted in the kitchen at any given point. Break-out area on 5th floor max occupancy is 4 people at any given point (leaving walkway free to 5th floor office).	All	01.07.20	Yes in place and advised
Use of PPE				
Consideration given to the use of PPE (Face masks are not PPE but are covered off in this section)	Given that the company has said the maximum occupancy of workforce is not to be higher than 35% then the use Face Masks is not required, PPE is not required (unless by IT/Facilities when gloves and sanitising of workstation and equipment is required), provided the 2 metre rule is adhered to.	All	01.07.20	Yes in place and advised
Wearing of Gloves				
Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.	The sharing of keyboard/mouse is not permitted (except for IT/Facilities staff who will wear gloves if they have to come into contact with another users PC).	IT/Admin/ Facilities	01.07.20	Yes in place and advised
Corporate Portable Devices - Mobile phones & Laptops				
Use of mobile phones, portable devices and laptops etc.	The sharing of telephone head sets, mobile phones and laptops that haven't been cleaned between users is not permitted. Any IT/Facilities Support staff that need to use a staff member device are to do so using gloves and then wipe down the device/keyboard/desk area.	All Staff / IT & Facilities	01.07.20	Yes in place and advised
DSE				
Working from home DSE (Display Screen Equipment) assessment for prolonged use	DSE form completion to be carried out if staff continue to work from home for a prolonged period (if more than 3 months then this should be completed, and every 3 months thereafter).	AB / Facilities	01.07.20	Yes in place and advised