

Brachers COVID-19 Risk Assessment: Client Guidance

The health and safety of Brachers' clients and staff is paramount. The Government has asked businesses to carry out a risk assessment to ensure safety in the workplace and to ensure it is COVID-secure.

We have put together this guidance on the back of our recent COVID-19 risk assessment and in line with government guidelines.

Help stop the spread

Our offices are open to clients for pre-booked appointments. Our legal teams are working flexibly and can also offer meetings by telephone or digital conferencing, in most circumstances. We will let you know what technology we have available when you make contact.

Although wearing a face covering is no longer mandatory, we encourage staff, clients and contractors to use a face mask in open areas of the building. We understand there may be exemptions to this request, such as those who have an age, health or disability reason for not wearing a face covering. Our staff will check whether you are happy to interact with or without masks during your meeting to ensure everyone feels comfortable.

Your health is important to us

If you are visiting one of our offices in person, please check your temperature before you visit. We ask that you do not come in if you have a high temperature or are displaying other [symptoms of COVID-19](#), if a member of your household has symptoms, or if you have been asked to self-isolate under the [Test and Trace scheme](#).

On arrival for a meeting, reception staff will ask clients if they would like to provide their details so we can notify them should someone who works for, or has visited Brachers, come into contact with COVID-19. These details include: name, address, postcode, telephone number and details of any relevant contact between the client and a member of staff or visitor to our premises. You are not obligated to provide your details, but without them we are unable to assist the NHS Test and Trace scheme.

Meeting rooms with or without screens will be available. Please speak to your contact at Brachers in advance of the meeting if you have a preference about the use of screens. Hand sanitiser and antibacterial wipes will continue to be provided for your use throughout our offices. We will also be able to offer refreshments for meetings.

If we are advised that a staff member or member of the public who recently visited our premises has developed COVID-19, we will identify who has been in contact with them and contact the Public Health Authority for advice on any actions that should be taken. This includes if a staff member has visited another workplace or house where someone has been known to have coronavirus.

Maintaining personal hygiene

Hand sanitiser will be provided at the entrance to each of the buildings and we encourage everyone to use this when they enter.

Anyone visiting our offices is also encouraged to continue to follow the Government guidance below:

1. **HANDS:** Wash your hands regularly and for at least 20 seconds.
2. **FACE:** Cover your face in enclosed spaces, especially where social distancing may be difficult and where you will come into contact with people you do not normally meet.
3. **SPACE:** Stay two metres apart where possible, or one metre with extra precautions in place

Toilets

Several of our bathrooms are available for use by clients. Bathrooms should only be used by one person at a time and those waiting to use the bathroom should queue outside. On entering and exiting the bathroom, please change the occupied sign and wipe down commonly touched surfaces – such as the sink and tap – with antibacterial wipes, which will be provided.

Cleaning

Our offices are cleaned at the end of each day by North Kent Cleaning Company.

*This document was correct on 19/08/2021. As the government updates its guidance, the document will be updated appropriately.