

Case Study

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- 6 Partner Practice
- 3 offices
- Cardiff, Newport and Pontypool
- 50 people
- Office based
- Paper files

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Criminal Law



Employment



Family Matters



Wills & Probate



Personal Injury



Property



Public Law



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Lockdown – Priorities

- Keep everyone safe
- Keep the business running
- Keep the phones ringing



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Al fresco office ...



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- Thank you Richard Jones!



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Retuning to the Workplace

- Health and Safety Law
- Questionnaire
- Law Society Toolkit



Risk Assessments



Template COVID-19 Risk Assessment for Law Firms

Notes for use

- This template 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.
- Using this template is entirely optional. You may wish to use an entirely different format which would be better suited for your needs.
- 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](#).
- This template is not likely to cover all scenarios and each law firm should consider its own unique circumstances.
- If you have any further queries or need detailed advice, please obtain suitable specialist input.



COVID-19 Health & Safety Risk Assessment

General Information

Date of assessment	12/06/2020
Date of next review	21/06/2020
Person(s) conducting assessment	CRT

Reopening – Practicalities

- Deep Clean
- Water system/coolers
- PPE/Signage
- Screens



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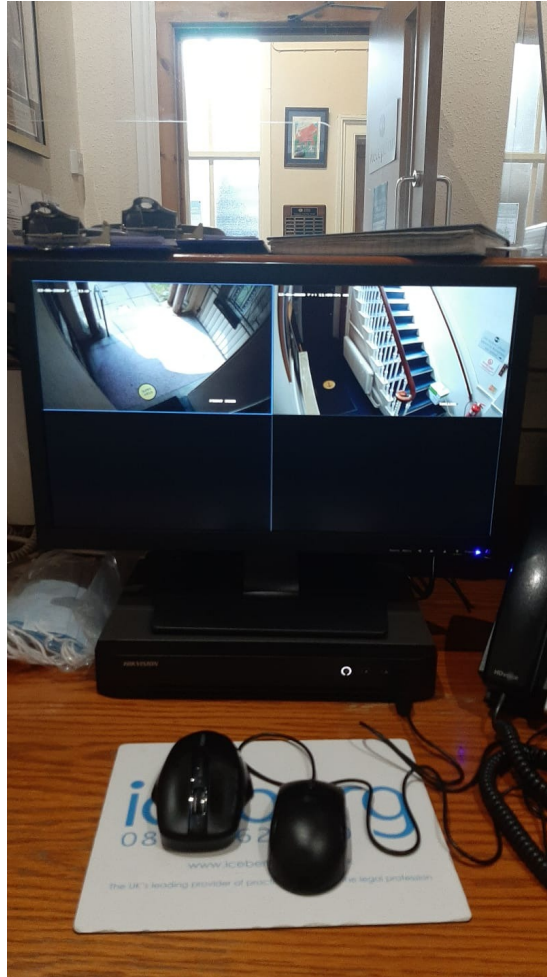
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Pontypool Office Video



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CCTV

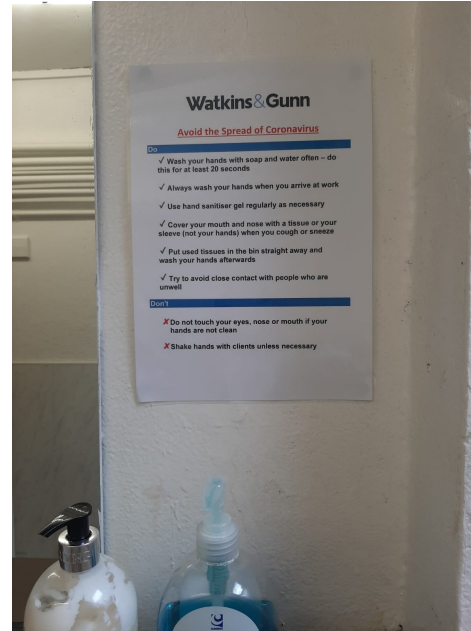


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Meeting rooms



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Testimonial

“Social distancing measures were effectively set up in the offices...so, I was made to feel comfortable at all times throughout our consultation.

Fantastic first impressions, thank you!”



Opportunities...a blank sheet of paper

- What will we hold on to?
- Flexible working practices
- How will clients want to engage?



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