

COVID-19 Risk assessment

Firm name: Proskauer Rose (UK) LLP

Assessment carried out by: Megan Moser, Audit; Kit Lee-Demery, Business Continuity; Beatrice Pryde-More, Human Resources, Wayne Horton, Facilities

Date of next review: September 2021 or earlier if needed or required

Date assessment updated: 18nd June; 7th July, 14th August 2020, 6th January 2021, 18th May 2021, 15th July 2021

Notes: This risk assessment is specific to COVID-19. A separate risk assessment is prepared at an office basis, and reviewed and updated as need, at least every quarter. In addition, this office has fire risk assessments carried out on a yearly basis by Chubb Fire & Security and general office risk assessments carried out by Systems Concept. It should be noted that this office is generally considered to be low risk as it is spacious and well maintained. In addition, our building management has performed an overall building risk assessment.

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Please note that according to the NHS, the main symptoms of COVID-19 are a high temperature, a new continuous cough and a loss or change to your sense of smell or taste. To protect yourself and others please remain at home should you show any signs of these symptoms and get a test.

Following are the Firm's Stages:

- The office closed on 25 March 2020.
- Stage 0:
 - Limited capacity; only facilities, security and office services personnel may return to the office
 - This stage lasted until 21st August 2020
- Stage 1:
 - Up to 25% capacity; limited personnel can come to the office after approval process
 - This stage commenced on 25th August 2020
- Stage 2
 - Up to 50% capacity; limited pre-approved personnel can come to the office
 - This stage commenced on 17th May 2021
- Stage 3 – To be determined

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Further action to take in order to control the risks	Who is to carry out the action?	When is the action needed by?	Complete
<p>Coronavirus spreads from person to person</p>	<p>Staff, visitors and contractors</p>	<ul style="list-style-type: none"> - Social distancing markers at 2m have been placed on hallway floors - Building landlord requires face coverings to be worn in common areas and the lifts - Plexiglas panels have been installed in open seating and shared work space to ensure social distancing. - Safety training video regarding new policies and procedures, such as requirements to wear mask, what to do if you are sick, social distancing, completing health declaration, sick policy, cleaning protocols, etc. - PPE (disposable face masks, hand sanitiser, disinfecting wipes) is given to all personnel and stock kept on hand. - Additional PPE (such as face shields) given to employees working in open areas and employees required to move throughout the office, as needed and requested (eg. Facilities personnel) - All employees are returning to the office in stages to promote social 	<ul style="list-style-type: none"> - Plexiglas panels will be installed in shared offices to ensure social distancing and minimise contact between individuals in the same office 	<p>Monitoring – BCP team</p> <p>Facilities/ Operations team</p> <p>Local Human Resources team</p>	<p>Mid September</p>	<p>10th September</p>

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		<p>distancing and to limit capacity by floor.</p> <ul style="list-style-type: none"> - Training on how to wear masks and acceptable use types is included in the training video. - Daily wellness declaration is required to be signed prior to coming to the office; if an individual cannot respond to the declaration, access will not be granted. - Building ventilation increased, operating with 100% fresh air. Audit of air quality, ventilation and CO2 levels completed in September 2020, with CO2 ppm measurements between 300 - 500ppm, which is very close to outdoor air quality. - Increased cleaning implemented throughout the office during the day - Maximum capacity limits have been introduced in meeting rooms to ensure 2m distance between seats is maintained - High touch point areas (such as tea points, phone booths and stationary cupboards) have additional regular cleaning scheduled, as well as cleaning products and anti-bacterial wipes 				

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		<p>available. Crockery and cups have been replaced with single use disposable items.</p> <ul style="list-style-type: none"> - Internal contact tracing solution has been implemented. If someone has COVID or has symptoms, they are to go home immediately and notify Beatrice Pryde-More. She will notify any individuals that the person may have had contact with (via data from contact tracing device) and ask them not to attend the office for 10 days. - Building Management will be notified of any suspected or confirmed cases - International business travel is temporarily suspended. Personal travel is being tracked; anyone who has travelled must quarantine in line with government guidance, but will not be permitted to attend the office for 2 weeks after returning to the UK. 				
<p>At risk personnel come to the office unaware that they have</p>	<p>Staff, visitors and contractors</p>	<ul style="list-style-type: none"> - All employee access cards are deactivated, unless employees' are approved to access the office by following the relevant request procedure 	<p>N/A</p>	<p>Facilities/ Operations team All Personnel</p>	<p>Complete</p>	<p>Complete</p>

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<p>coronavirus or are sick</p>		<ul style="list-style-type: none"> - Any employee who is approved to access the office is required to acknowledge a wellness declaration each morning prior to coming to the office. The declaration states that they are in good health/have not to their knowledge interacted with anyone who has tested positively for coronavirus, have not tested positive for COVID in the past 14 days nor experienced any symptoms. If an employee cannot confirm these statements, the employee's access card will be deactivated. Declaration results will go to the Office Admin in London who will be responsible for access card activation and deactivation coordination. - PPE is provided to all employees (face masks, hand sanitizer, disinfecting wipes, thermometer, pulse oximetre); extra stock is available in the office. - All employees are required to complete training before attending the office; the training explains symptoms, how to protect yourself and others around you, how to put 				

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		on and take off PPE, sick leave policies, new Firm policies, etc.				
Virus spreads due to insufficient cleaning	Staff, visitors, and contractors	<ul style="list-style-type: none"> - Enhanced cleaning protocols and policies are in place. - A specialised vendor has been placed on retainer to deep clean and sanitise areas if someone who has been to the office has become infected/sick. - All employees are required to complete training before attending the office; a pack of disinfecting wipes is being provided to all employees to clean their desk and work area before they leave the office. - Additional PPE stock is available in the office. 	N/A	Facilities/ Operations team Firmwide Communication / Training requirement All Personnel	Complete	Complete
Inability to notify impacted individuals if someone becomes infected or is sick	Staff, visitors and contractors	<ul style="list-style-type: none"> - A technology solution (contact tracing key fob) has been implemented to assist with contact tracing. This uses Bluetooth technology to track distance between fobs and duration of any contact, so that individuals can be notified if they have been in contact with someone who has covid-19. 	N/A -	Benefits team	Complete	Complete

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Business or personnel travel and do not self-quarantine after trip	Staff, visitors and contractors	<ul style="list-style-type: none"> - International business travel is suspended until further notice; notification is posted on internal coronavirus website - Anyone who travels should quarantine in line with government guidance, but will not be permitted to attend the office for 2 weeks after returning to the UK - The wellness declaration that personnel must submit prior to entry to the office requires that they certify that they have not travelled to / from an area that requires self-isolation. 	N/A	Firm communication regarding travel / training	Complete	Complete
Personnel attend conferences, training, other gatherings	Staff, visitors and contractors	<ul style="list-style-type: none"> - Conferences, training, speaking engagements, etc. are suspended until further notice - Require personnel to notify BePrepared with any requests, etc. - Meeting rooms have maximum capacity limits to ensure that a 2m distance between seats is maintained. - Face coverings are required in meeting rooms and common areas 	N/A	Firm communication regarding travel / training	Complete	Complete

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		- Work related gatherings are permitted, following appropriate government guidelines				
Individuals who commute by public transportation travel to the office, more exposed, etc.	Personnel that take public transportation	- Personnel are still encouraged to work from home - If travel to the office is required, personnel are encouraged to minimise their use of public transport, including by walking or cycling where possible. - All personnel should follow current UK government advice and guidance on the precautions to take while travelling	N/A	Firm Communication	Complete	Complete
Personnel that have compromised immune systems; those with family/housemates with compromised immune systems	Staff	- Personnel should continue to work remotely until fully vaccinated	- Consult with Benefits and HR regarding any accommodation needs.	HR/Benefits	Complete - provided in training; accommodations will be handled by Benefits/HR as needed and required.	Complete
Personnel have childcare issues due to	Staff	- Personnel are still encouraged to work from home	- Consult with Benefits and HR regarding any accommodation needs.	HR/Benefits	Complete - provided in training;	Complete

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remote school options, lack of daycare, etc.					accommodations will be handled by Benefits/HR as needed and required.	
Personnel do not report when they are coming to the office	Staff	- During Stages 1 and 2 of the office re-opening, any requests for access must be made by 12 noon the day before access is required. Requests from lawyers will be reviewed by Beatrice Pryde-More and requests from business services personnel will be reviewed by the relevant Department Chief, and then by Beatrice Pryde-More. Only personnel who have been approved to access the office will have their access cards enabled, all other access cards will remain disabled.	- During later stages, Legal Directors and Chiefs are responsible for creating working groups that will go into the office on rotating schedules to increase social distancing - Review of the groups will be completed by the Office Administrator to ensure they are appropriate	HR team Department Chiefs	Complete	Complete
Any new protocols are not clearly communicated	Staff	- Updates are provided on the Firm's Coronavirus website, which is available to all employees - All personnel must attend COVID-19 Firm training before they come	N/A	BCP team	Complete	Complete

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		<p>to office (training will be available on the learning portal late August)</p> <ul style="list-style-type: none"> -Training must include building specific items such as how to get in/out, lift policy, etc. - All employees must acknowledge and adhere to a Return to Office Policy before being approved to access the office - Signage is posted throughout the office regarding distancing protocols, requirements for face coverings, one-way systems, areas that are temporarily closed and maximum capacity limits. 				
<p>Lifts -Social distancing rules may cause long queues. Not clear on how many individuals can be in the elevator at the same time</p>	<p>Staff, visitors, contactors, other tenants</p>	<p>- The building landlord has removed social distancing and capacity limits in the lifts. However, face coverings are mandatory in common areas and the lifts.</p>	<p>N/A</p>	<p>Building Operations / Facilities team</p>	<p>Complete</p>	<p>Complete</p>

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Users may not be able to use social distancing in internal stairwells	Staff, visitors and other tenants	- The building landlord has lifted restrictions in the stairwells. However, face coverings are highly recommended in all common areas in the building, including the stairwells.	N/A	Building Operations / Facilities team	Complete	Complete
Toilets – Proskauer Only	Staff and visitors	- Increased cleaning has been implemented throughout the day - Signage has been posted in the bathrooms signalling requirements for hand washing, sanitising hands etc.	N/A	Operations / Facilities team	Complete	Complete
Toilets - Shared	Staff, visitors and other tenants	- Increased cleaning has been implemented throughout the day - Signage has been posted in the bathrooms signalling requirements for hand washing, sanitising hands etc.		Operations / Facilities team	Complete	Complete
Tea Points and Common Areas	Staff	- All tea points are reopened in Stage 2 - Signage to limit tea points to one individual however, they are in hallways, all personnel will be	N/A -	Operations / Facilities team	Complete	Complete

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		required to wear a face mask while using the tea points - Crockery and cups have been replaced with single use disposable items.				
Meeting rooms	Staff and visitors	- Maximum capacities have been implemented while to ensure 2 metres social distancing is maintained. - Removal of chairs to limit seating - Signage explaining seating capacity - Green dots to mark where to sit to maintain social distancing - Face coverings are required to be worn in all common areas, including the meeting rooms.	N/A	Operations / Facilities team	Complete	Complete
Open floor plans/ shared seating / secretarial seating	Staff	- Plexiglas has been installed as protective barriers around the outside of the business services pods - Anti-bacterial wipes will be available to wipe down equipment (eg. Printers) before and after use	- In later stages when the office occupancy is higher, secretaries will be responsible for collecting any printing and moving it to designated pick up spots - Plexiglas panels will be installed in shared offices to ensure social distancing and	Operations / Facilities team	Mid September	10th September 2021

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			minimise contact between individuals in the same office			
Personnel continue to come to the office when closed or not for their grouping	Staff	<ul style="list-style-type: none"> - Keep access cards disabled for those who are not assigned to come to the office; require training; clear communication, etc. - Signs in hallways - New system put in place to allow remote access for enabling / disabling access cards 		Operations / Facilities team IT	Complete	Complete
Employees stealing PPE (wipes, hand sanitizer and masks)	Staff	<ul style="list-style-type: none"> - Supplies will be labelled and stored in a room with facilities team only access - PPE will be counted/inventoried at least weekly by Facilities; any unusual decreases in PPE will be investigated 	N/A	Operations / Facilities team	Complete	Completed
Personnel travel to other offices (not their home office) to work	Staff	<ul style="list-style-type: none"> - Travel to other offices will not be permitted without express permission - Access passes will not be activated for any office outside of your home office 		Operations / Facilities team BCP team	Complete	Complete
Print room	Staff	<ul style="list-style-type: none"> - Restrict use of print room to one member of staff at any one time. 	N/A	Operations / Facilities team	Complete	Complete

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		- Facilities staff using the print room will be separated to ensure that only one person is accessing the room at any time.				
Mental Health and Well-being affected	Staff	Employee Assistance Programme Virtual benefit programs (yoga, meditation)	-Training programme includes the mental health resources available to all personnel. - Benefit resources regarding mental health and well-being are posted on the internal coronavirus website	Benefits team	Complete	Complete
Confirmation that all Tenant Contractors have been made aware of the 110 Bishopsgate Contractor Risk Assessment (COVID-19 Operations) and will comply with the controls	Staff and Vendors	The Contractor Risk Assessment has been forwarded to essential contractors - Stage 2 and 3 - Forward contractor risk assessment checklist to all contractors	N/A	Operations / Facilities team	Complete	Complete
Review Fire Warden coverage and	Staff	- All facilities team members are fire warden trained to act as the designated fire wardens across any	- During later stages, rotating schedules will include	Operations / Facilities team	Complete	Complete

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First Aid as part of their COVID-19 risk assessment		floor that is occupied during stages 1 and 2.	additional fire wardens as the office occupancy increases			

SUMMARY

Proskauer Rose's London office is taking precautions within the workplace to allow social distancing and the firm has given much consideration to its duty of care to staff, visitors and contractors. To this end, the London office is low risk in terms of enabling precautionary measures for COVID-19.

The identifiable highest risks areas are travelling to the office and the common areas of the building, i.e. the lobby, the lifts and the restroom facilities.