

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: June 2022 or earlier if needed or required

Date assessment updated: 18nd June 2020; 7th July 2020, 14th August 2020, 6th January 2021, 18th May 2021, 15th July 2021, 21st October 2021, 9th December 2021, 24th January 2022, 10th March 2022

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 follow the latest government guidance.

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 A:
 - Up to 50% capacity; limited pre-approved personnel can come to the office
 - This stage commenced on 17th May 2021
- Stage 2 B:
 - Up to 75% capacity; limited pre-approved personnel can come to the office
 - This stage commenced on 25th October 2021
- Stage 3:
 - Full office re-opening expected on Monday 4th April 2022

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
Coronavirus spreads from person to person	Staff, visitors and contractors	<ul style="list-style-type: none"> - Plexiglas panels have been installed in shared offices and at Reception to ensure social distancing. - PPE (disposable face masks, hand sanitiser, disinfecting wipes) stock kept on hand. - Additional PPE (such as face shields) is available to employees working in open areas and employees required to move throughout the office, as needed and requested (eg. Facilities personnel) - 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. - 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 - High touch point areas (such as tea points, phone booths and stationary cupboards) have regular cleaning scheduled, as well as cleaning products and anti-bacterial wipes available. 		<p>Monitoring – BCP team</p> <p>Facilities/ Operations team</p> <p>Local Human Resources team</p>	October	22 nd October 2022

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		<ul style="list-style-type: none"> - If an individual has attended the office and subsequently tests positive for Covid-19, they will be asked to provide a list of individuals that they have been in contact with in the office so that we can notify the relevant people and ask them to monitor themselves for symptoms. - Building Management will be notified of any suspected or confirmed cases - Plexiglas panels have been installed in shared offices and at Reception to ensure social distancing and minimise contact between individuals in the same office - Daily Wellness Declaration for staff and visitors asks that they are fully vaccinated, have not experienced any symptoms or tested positive for Covid-19 in the past 5 days. - All employees are strongly encouraged to test for Covid-19 in line with Government guidance. 				
At risk personnel come to the office unaware that they have coronavirus or are sick	Staff, visitors and contractors	<ul style="list-style-type: none"> - Any employee who is in the office is required to acknowledge a wellness declaration each morning. The declaration states that they are fully vaccinated, have not experienced any symptoms or tested positive for Covid-19 in the past 5 days, , and that if applicable they are adhering to any testing and/or isolation requirements 	N/A	Facilities/ Operations team All Personnel	Complete	Complete

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		<p>from Track and Trace / Track and Trace App, and for arriving in England. If an employee cannot confirm these statements, they must reach out to the Associate Director of HR and Administration.</p> <ul style="list-style-type: none"> - All employees are strongly encouraged to test for Covid-19 in line with Government guidance. - PPE is available to all employees (face masks, hand sanitizer, disinfecting wipes, thermometer, pulse oximetre). 				
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. - Additional PPE stock is available in the office. 	N/A	<p>Facilities/ Operations team</p> <p>Firmwide Communication / Training requirement</p> <p>All Personnel</p>	Complete	Complete
Inability to notify impacted individuals if someone becomes infected or is sick	Staff, visitors and contractors	<ul style="list-style-type: none"> - If an individual has attended the office and subsequently tests positive for Covid-19, they will be asked to provide a list of individuals that they have been in contact with in the office so that we can notify the relevant people and ask them to monitor themselves for symptoms. 	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"> - Anyone who travels should follow the latest government guidance with regard to any testing or isolation requirements - The wellness declaration that personnel must submit prior to entry to the office requires that they certify that they are adhering to any testing and/or isolation requirements for arriving in England. 	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"> - Meeting rooms are cleaned regularly - Work related gatherings are permitted, following appropriate government guidelines. 	N/A	Firm communication regarding travel / training	Complete	Complete
Individuals who commute by public transportation travel to the office, more exposed, etc.	Personnel that take public transportation	<ul style="list-style-type: none"> - 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	Staff	<ul style="list-style-type: none"> - Personnel should continue to work remotely until fully vaccinated 	<ul style="list-style-type: none"> - Consult with Benefits and HR regarding any accommodation needs. 	HR/Benefits	Complete - provided in training; accommodations will be handled by Benefits/HR as	Complete

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compromised immune systems					needed and required.	
Any new protocols are not clearly communicated	Staff	<ul style="list-style-type: none"> - Updates are provided on the Firm's Coronavirus website, which is available to all employees - Any updates to the Access to Office Policy are communicated to all employees - Signage is posted throughout the office regarding any covid measures that are in place where applicable. 	N/A	BCP team	Complete	Complete
Lifts -Social distancing rules may cause long queues. Not clear on how many individuals can be in the elevator at the same time	Staff, visitors, contactors, other tenants	<ul style="list-style-type: none"> - The building landlord has removed social distancing and capacity limits in the lifts. However, face coverings are recommended in the lifts. 	N/A	Building Operations / Facilities team	Complete	Complete
Users may not be able to use social distancing in	Staff, visitors and other tenants	<ul style="list-style-type: none"> - The building landlord has lifted restrictions in the stairwells. However, face coverings are recommended in the lifts. 	N/A	Building Operations / Facilities team	Complete	Complete

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internal stairwells						
Toilets – Proskauer Only	Staff and visitors	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - All tea points are regularly cleaned, and hand sanitizer and cleaning wipes are available. 	N/A -	Operations / Facilities team	Complete	Complete
Meeting rooms	Staff and visitors	<ul style="list-style-type: none"> - Meeting rooms are cleaned regularly 	N/A	Operations / Facilities team	Complete	Complete
Open floor plans/ shared seating / secretarial seating	Staff	<ul style="list-style-type: none"> - Plexiglas has been installed as protective barriers in shared offices and at Reception - Anti-bacterial wipes will be available to wipe down equipment (eg. Printers) before and after use 	<ul style="list-style-type: none"> - 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 	Operations / Facilities team	October	22 nd October 2022

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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	Complete
Personnel travel to other offices (not their home office) to work	Staff	<ul style="list-style-type: none"> - All Proskauer offices have implemented a comprehensive staged Return to Office Plan, including safety measures that seek to discharge its duty of care to personnel with regard to health and safety obligations 		Operations / Facilities team BCP team	Complete	Complete
Mental Health and Well-being affected	Staff	Employee Assistance Programme Virtual benefit programs (yoga, meditation) Thrive Counselling 1:1 services available	<ul style="list-style-type: none"> - 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	Staff and Vendors	<ul style="list-style-type: none"> - The Contractor Risk Assessment has been forwarded to essential contractors - Forward contractor risk assessment checklist to all contractors 	N/A	Operations / Facilities team	Complete	Complete

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the 110 Bishopsgate Contractor Risk Assessment (COVID-19 Operations) and will comply with the controls						
Review Fire Warden coverage and First Aid as part of their COVID-19 risk assessment	Staff	- All facilities team members are fire warden trained to act as the designated fire wardens across any floor that is occupied during stages 1 and 2.	- During later stages, rotating schedules will include additional fire wardens as the office occupancy increases	Operations / Facilities team	Complete	Complete

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.