

# Arnold & Porter

## Introduction

All workplaces operating during the Coronavirus COVID-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This risk assessment is intended to advise Arnold & Porter Kaye Scholer (UK) LLP employees on measures that should be undertaken whilst at work in line with the Government's recommendations on social distancing.

These are exceptional circumstances and we all must comply with the latest Government advice on Coronavirus at all times.

## What is the risk?

The potential spread of COVID-19 virus to employees, clients, visitors, third parties, including contractors, vulnerable groups including pregnant, elderly and those with underlying health conditions by:

1. Direct transmission – person to person spread, via spread of droplets from coughs, sneezes, breathing over, personal contact (hand shaking) or other human contact
2. Cross contamination – transmission from a surface such as desk, phone, keyboard, photocopiers, printers, taps, bin lids etc

## What Arnold & Porter will do

- Assess the risks at work of COVID-19
- Implement preventative measures to secure the health and safety of our colleagues and their families and where risks are identified, keep staff informed on actions being taken to reduce the risk of exposure to COVID-19 in the workplace
- Continually monitor and review the situation and communicate updates to staff when changes happen
- Make sure everyone's contact numbers and emergency contact details are up to date

## What our employees need to do

- Employees are under a duty to take reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions at work
- Employees are under a duty to cooperate with any preventative steps listed in this document
- Any member of staff who is feeling unwell, have COVID-19 symptoms or who are self-isolating should not come to work and inform HR
- All staff are required to take their temperature every day prior to coming to work. If the temperature reading is 37.8°C or higher, staff must stay at home, inform HR and follow the latest government guidance on <https://www.nhs.uk/conditions/coronavirus-covid-19/>

**Please refer to the Tower 42 Risk Assessment relating to the building services.**

Where is the risk?	Who might be harmed and how?	What are we already doing?	Do we need to do anything else to manage the risk?	Actioned?	Office contact name.
<b>Café areas/Catering</b>	Staff	All kitchens are closed until further notice. Social distancing and cleaning is difficult to manage.		✓	<a href="#">LD Catering</a>
		Staff are encouraged to bring their own food/provisions with them.	Sign post where pop-up tea stations will be allocated.	✓	
		Tea stations will be set up at occupied areas. Disposable (compostable) cutlery and cups will be available at each station.	Communicate changes and updates.	✓	
		Staff should not share any food & beverage items.		✓	
		Milk sticks and sugar sachets will be provided at each tea/coffee station to avoid cross contamination.		✓	
		Designated eating/break areas will be organised appropriately.	Keep staff updated on the location and procedures for these areas.	✓	
<b>Cleaning</b>	Staff, visitors, customers and third parties	<b>Significantly enhanced cleaning regimes are in place, including:</b>		✓	<a href="#">LD Admin / DOC Cleaning</a>
		Prior to reoccupation the office will have a deep clean of all surfaces, followed by sanitisation.	Communicate changes and updates.	✓	
				✓	
				✓	
				✓	
		Frequent 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. Staff asked to keep desk areas clear to make it easier to clean and reduce the likelihood of contaminating object.		✓	
Daily housekeeping has been increased in order to continually clean and sanitise touchpoints throughout the day.		✓			

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		Clear desk policy in place to reduce clutter and difficult-to-clean items to make cleaning easier. Labelled boxes are provided to every member of staff to pack away their belongings at the end of their working week - this is in addition to any drawer space staff may have. Staff encouraged to take home excessive belongings.		✓	
<b>Communication</b>	Staff, visitors, customers and third parties	<p>Management hold regular meetings to discuss changes and developments in regards to working practices, policies and guidelines that need to be communicated to all staff.</p> <p>Return to Work Guidance Information document provided to all staff prior to returning to the office.</p> <p>Periodic questionnaires to staff to keep them updated and address concerns and individual circumstances.</p>		<p>✓</p> <p>✓</p> <p>✓</p>	<a href="#">Kathleen Harris</a>
<b>Drinking water</b>	Staff, visitors, customers and third parties	<p>All water dispensers have been changed to contactless.</p> <p>There should be no congregating or queuing to use the water machine. Social distancing must be maintained.</p> <p>Staff should not share drinking cups/glasses/bottles.</p>		<p>✓</p> <p>✓</p> <p>✓</p>	<a href="#">Rose Harris</a>
<b>First Aiders &amp; Fire Marshal</b>	Staff	<p>All First Aiders and Fire Wardens have been sent an updated Health and Safety Risk Assessment.</p> <p>First Aiders provided with additional PPE equipment.</p> <p>Emergency evacuation procedures remain the same.</p>	Reminder of the procedures will be distributed in the usual way.	<p>✓</p> <p>✓</p> <p>✓</p>	<a href="#">Rose Harris</a>
<b>Hygiene</b>	Staff, visitors, customers and third parties	<p>Staff are instructed to avoid all non-essential contact with others and avoid all physical contact (hugs, handshakes etc). Posters are displayed.</p> <p>Staff are instructed to clean their hands frequently with soap and hot water for at least 20 seconds. Posters are displayed around the workplace to encourage regular hand washing.</p> <p>Staff are reminded not to touch their face, eyes nose or mouth if hands are not clean - posters are displayed.</p>	<p>Keep reminding staff of the importance of social distancing in and around the workplace, while travelling to work and in all work business. Management checks are to be made to ensure this is adhered to.</p> <p>Keep reminding staff of the importance of regular hand washing.</p> <p>Keep reminding staff.</p>		<a href="#">Sandra Felmingham</a>

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		<p>80% Alcohol hand sanitiser stations are in place at every entrance and exit to each floor and in other areas where they can be easily seen and adequate supplies are maintained. Staff are able to refill their personal work hand sanitiser dispenser.</p> <p>All staff are required to take their temperature every day prior to coming to work. If the temperature reading is 37.8°C or higher, staff must stay at home, inform HR and follow the latest government guidance.</p> <p>Staff should catch coughs and sneezes in tissues. Used tissues must be binned straight away. Posters are in place. Tissues are available throughout the workplace.</p> <p>All staff workstations have been provided with a personal "welcome back to the office" pack, containing - refillable hand sanitiser, tissues, 2 x washable face coverings, gloves and reusable cutlery.</p>	<p>Keep adequate supplies of hand sanitizer and tissues in stock.</p>	<p>✓</p>	<p><a href="#">LD Admin</a></p>
		<p>Equipment should not be shared between staff. This includes stationery items. All stationery supply cupboards/areas are closed until further notice. Items should be requested from Office Services. Staff will be provided appropriate stationery.</p>	<p>Keep staff updated with relevant information and change in guidelines and policies. Reinforce key government guidelines and public health messages to all staff. Communicate any updates regularly to staff.</p>	<p>✓</p>	<p><a href="#">Office Services</a></p>
		<p>Staff are requested to only bring in to work what is required. Personal clothing/items should not be mixed with others and must be kept close by to that member of staff.</p>	<p>Staff to be reminded.</p>	<p>✓</p>	<p><a href="#">Sandra Felmingham</a></p>
<b>Mental health &amp; Wellbeing</b>	Staff	<p>Management will continue to promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer all the support they can. Staff are reminded they have access to the Firms confidential employee assistance programme (EAP) which offers mental, financial, physical and emotional well-being support to all staff any time, 24/7, 365 days a year.</p> <p>The office has a number of Mental Health First Aiders who are trained to be the go-to person for anyone who is going through some form of mental health issue. They can help guide the person in distress to the relevant help that they need.</p>	<p>Regular communication of mental health information and "open door" policy for those who need additional support.</p> <p>Regular communication of mental health information from management and MHFA.</p>	<p>✓</p>	<p><a href="#">First Aiders and Mental Health</a> <a href="#">First Aiders Poster</a></p>
<b>Office Services/Post/Parcels/Printing</b>	Staff	<p>Staff are provided with their own in-trays (there are no longer any shared in-trays). Outgoing post trays remain the same.</p> <p>Stationery areas on every floor will be closed/out of bounds. Orders must be emailed to Office Services for additional stationery.</p> <p>Wipepods at all photocopiers. "Wipe before use" signage in place.</p>		<p>✓</p> <p>✓</p> <p>✓</p>	<p><a href="#">Office Services</a></p>

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<p>Staff encouraged to limit all non-essential printing to reduce the risk of contamination.</p> <p>Personal packages and deliveries are no longer allowed to reduce the risk of contamination for all staff within Tower 42.</p> <p>Staff will be provided appropriate stationery.</p>					
<b>Social distancing - Moving around the office and workspaces</b>	Staff, visitors, customers and third parties	<b>To comply with the social distancing measures, the following are in place:</b>	Staff to be reminded of the importance of social distancing both in the workplace and outside of it.		<a href="#">Sandra Felmingham</a>
		Staff are to avoid all non-essential contact with others and keep a distance of at least 2 meters from others whenever possible or 1.5 meters as appropriate.	Rigorous checks will be carried out to ensure that the necessary procedures are being followed.		<a href="#">LD Admin</a>
		Staff are required to wear face masks when away from their desk, including in the bathrooms, corridors, lifts and passing through any work areas. At all times you need to be respectful of others.	Staff to be reminded regularly.		<a href="#">LD Help Desk</a>
		Each floor level is colour zoned. To reduce non-essential trips around the workplace and the number of people each person has contact with, staff should remain in their colour zone whenever possible and should not move from floor to floor.	Colour coded floor markers in place.	✓	<a href="#">LD Help Desk</a>
		A clockwise one way system has been put in place on all levels to maintain social distancing. Staff should follow the direction of the floor markers and ensure social distancing at all times.	Colour coded floor markers and signage in place.	✓	<a href="#">LD Help Desk</a>
		Staff are requested to use phones, Jabber, email etc to communicate with others where possible rather than meet face to face.			<a href="#">LD Help Desk</a>
		Display Screen Equipment (ergonomic) Assessments to be carried out virtually.			<a href="#">Rose Harris</a>
		Shared office occupiers are required to work on a rota basis.	Shared office workers will be reminded of this change.		<a href="#">Sandra Felmingham</a>
Protective desk screens are in place in all ARC areas, reception and areas with exposed fronting in the walkways to allow staff to work as normal and comply with social distancing rules.		✓	<a href="#">LD Help Desk</a>		

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<b>Staff</b>	Staff in higher risk groups and therefore have an increased risk of infection and complications from Covid	<p>Discuss with employees what their personal risks are and identify what we need to do in each case.</p> <p>A risk assessment will be undertaken by all staff to identify those that fall into higher risk categories, including:</p> <ol style="list-style-type: none"> <li>1. high risk (clinically extremely vulnerable)</li> <li>2. moderate risk (clinically vulnerable), including those pregnant, have a body mass index of 40 or over, aged 70 or over</li> <li>3. being from a Black, Asian or minority ethnic background</li> </ol> <p>Full details of those at higher risk, can be found at <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a></p>	<p>Continually review the latest NHS/Government/WHO guidance and advice and update as required.</p> <p>Put systems in place so staff know when to notify us that they fall into one of these categories, e.g. pregnant.</p>		<b>Contact your Partner, Manager/Supervisor, Sandra Felmingham or Michelle Keene.</b>
<b>Bathrooms/ Showering facilities</b>	Staff, visitors, customers and third parties	<p>Occupied/Vacant signs are in place on the entrance door to the toilets/bathrooms to ensure only one person can enter at any given time.</p> <p>No congregating or queuing outside the bathrooms.</p> <p>Posters are in place to remind people to wash their hands.</p> <p>Shower facilities. Staff are required to book a shower slot in advance. No personal belongings can be left within the shower rooms.</p> <p>Hand paper towels provided in each bathroom.</p> <p>Hand sanitiser dispensers available in each bathroom.</p>	Cleaners will be onsite to clean after every use.	<p>✓</p> <p>✓</p> <p>✓</p>	<a href="#">Fahima Ferdaus</a>
<b>Tower 42</b>	Staff, visitors, customers and third parties	<p>Whilst Tower 42 have their own Risk Assessment for the building and an Occupiers Charter (which will be circulated shortly), this is what has been put in place for entry to the building:</p> <ul style="list-style-type: none"> <li>- Social spacing.</li> <li>- Hand sanitiser units available upon entry to the building.</li> <li>- Furniture removed from the podium level to allow for social spacing and queuing for the lift.</li> <li>- Lifts marked to carry only four people at a time - footplates facing in to the corner and masks to be worn in the lift.</li> <li>- Zoono cleaning in lifts and high frequency areas.</li> <li>- Tissues available at the lift point to 'push' the lift buttons.</li> <li>- Access gates operated by Security - passes required.</li> </ul>		✓	

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Training	Staff	Training arrangements have been developed including mandatory return to the office awareness video to ensure staff are trained before returning to work on social distancing, hygiene, other new office protocols and procedures. Staff must acknowledge that they have viewed the video by following the instructions in the email.		✓	<a href="#">LD Orange</a>
		All staff are required to complete the return-to-the-office protocols, appropriate to the office phases.		✓	
Travel to Work	Staff	Two car parking spaces have been leased from T42 to allow for staff to drive to work. These are allocated on a first come first served basis.	Communicate changes and updates.	✓	<a href="#">Fahima Ferdaus</a>
		Where practical staff are encouraged to use the Cycle Scheme at work. Information has been circulated and added to the Intranet.		✓	<a href="#">Juliet Huntington</a>
		Shower facilities to be cleaned between each use.	Employees will be required to book a shower slot in advance. Cleaners will be onsite to clean after every use. All personal belongings must be removed - nothing to be left in the shower rooms or bathrooms.	✓	<a href="#">Fahima Ferdaus</a>
Visitors / Meetings (internal and external)	Staff, visitors, customers and third parties	For travelling by public transport please refer to the latest government guidance and your local travel guidance.			
		All conference rooms (external and internal) are closed until further notice. <i>Note</i> - When the conference rooms are reopened they have been reconfigured to comply with social distancing guidelines meaning the seating capacity is reduced. As long as social distancing is in place, masks are not mandatory. At all times you need to be respectful of others.	"closed" signage is in place.	✓	<a href="#">LD Reception</a>
		Meetings should be conducted by web/phone calls where possible.			<a href="#">LD Help Desk</a>
		Meetings may be held outdoors if possible, following government social distancing guidelines.			
		Visitors to the office are forbidden without prior authorisation and must be for an essential business reason. Where this is absolutely necessary, face to face meetings must follow government social distancing guidelines.	Visitors must be registered via LD Reception at least one day in advance to the visit. The visitors full names and email addresses are required within the email LD Reception. A <i>Visitor Access</i> form will be emailed to the individuals for completion.		<a href="#">LD Reception</a>

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		<p>No catering will be provided in any conference room - by order only.</p> <p>No stationery will be provided in any conference room - by order only.</p> <p>Rooms will be sanitised between use.</p> <p>Hand sanitiser pumps are provided in all conference rooms.</p>	<p>Information sheets will be provided in each conference room.</p> <p>Information sheets will be provided in each conference room.</p>	<p>✓</p>	<p><a href="#">LD Catering</a></p> <p><a href="#">LD Reception</a></p>
<b>Working patterns</b>	Staff	<p>Reduced number of persons working in the office at any one time, while others work from home.</p> <p>Review of work schedules including start and finish times, lunch breaks.</p> <p>Shared office occupiers are required to work on a rota basis.</p>	<p>Communicate changes and updates to staff.</p> <p>Communicate changes and updates to staff.</p> <p>Shared office workers will be reminded of this change.</p>		<p><a href="#">Kathleen Harris</a></p> <p><a href="#">LD Admin</a></p> <p><a href="#">Sandra Felmingham</a></p>

Signed by Sandra Felmingham  
 on behalf of Arnold & Porter Kaye  
 Scholer (UK) LLP

