Risk assessment – King & Spalding International LLP / London

*Assessment carried out by: Health & Safety Committee (Giles Kwei, Director of IT – CSS EMEA; Ricia Rogers, HR Manager; Oliver Newman, Facilities & Office Services Manager)*

Date assessment was carried out: June 09, 2020

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| **Spread of Covid-19 Coronavirus** | Employees in London;Visitors to premises, including from other K&S offices;Cleaners;Contractors;Building services personnel;Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | **Enhanced Personal Hygiene &** **Hand Washing*** We have purchased and placed antibacterial soap in our bathrooms to ensure personal hygiene with appropriate materials;
* Encouraging frequent hand wasing
* Drying of hands with disposable paper towels;
* We have purchased a stock of hand sanitizers and placed bottles at reception, LPAs’ stations and in meeting rooms, as well as around the office and next to copiers & printers;
* A personal bottle of hand sanitizer is distributed to everyone who is *required* to come into the office (LPA on call, Office services members)
 | Employees will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. To help reduce the spread of coronavirus (COVID-19) reminding everyone via posters, leaflets and other materials which were displayed around the office.  | All employees and authorized visitors | Regularly | On-going |
| **Spread of Covid-19 Coronavirus** | Employees in London;Visitors to premises, including from other offices in the network;Cleaners;Contractors;Building services personnel;Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | **Cleaning & Disinfecting**London office has been thoroughly cleaned with an emphasis on high-touch surfaces (e.g., door handles, taps, sinks, light switches, keyboards, telephones, mice, etc.) and shared equipment (e.g., Equitrac terminals, storage cabinets, AV touch pads, etc.) | Going forward, and after returning to the office is announced:* We will have our cleaning personnel maintain an enhanced cleaning protocol, coming several times a day to clean frequent touch areas such as door handles, taps, sinks, light switches, etc., with products recommended for use against coronavirus;
* Daily cleaning will include wiping desk surfaces, keyboards, mice, telephones, touch-screens;
* We have purchased a stock of sanitizing wipes/ sprays and arranged for Office services on duty to wipe down the “high-touch” areas such as door handles, copier and printer buttons, light switches, locks on toilet doors, etc., several times a day;
* Shared offices will be cleaned following the enhanced cleaning protocol, keeping in mind that such offices will be used only by one individual at a time (i.e. shared offices will be cleaned between the users on a rotation schedule, one in – one out);
 | Cleaning personnel  | Regularly | On-going |
| **Spread of Covid-19 Coronavirus** | Employees in London;Visitors to premises, including from other offices in the network;Cleaners;Contractors;Building services personnel;Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | **Require Social Distancing & Work from home to the greatest extent possible**We marked stopping points and 2 m distancing around the office, including around the printers and open seats;* We have put signs on the external bathroom doors (engaged/free) to prevent congestion in the toilet area as employees would otherwise be unable to tell if there are other employees in the bathroom given the doors;
* We have placed Anti-bac gel at each door to ensure that those using the door handles use the gel prior to touching the handle;
* We have asked personnel tp stay on their floor and not move around the building;
* We have taken steps to minimize staff on site and allow staggered start and finish times to ensure for less contact and safer traveling times;
* We required that shared offices are used in turns, one person per office on a rotation basis;
* We request that employees do not enter any other office than their assigned room. Short conversations can be held outside the doorway but anything long, stopping movement on the ‘one-way system’ should be conducted by phone and WebEx even with those in the office;
* Work from home is encouraged to the greatest extent possible;
 | Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.Management checks to ensure this is adhered to. | Office management, together with Office services | Regularly | On-going |
| **Spread of Covid-19 Coronavirus** | Office Services team when they handle mail & packages | **Wearing of Gloves & Face shields** Office Services team will be provided with latex gloves on their request when receiving parcels/ mail. Staff was instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.In addition, Office services team is being provided face shields when they go to pick up mail & packages at the building mail deck  | Provide supply of gloves; Ensure proper cleaning of face shields | Office services manager | Regularly | On-going |
| **Spread of Covid-19 Coronavirus** | Employees in London;Visitors to premises, including from other offices in the network;Cleaners;Contractors;Building services personnel;Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | **PPE (personal protective equipment)*** The office has purchased an initial supply of commercial facemasks and will provide them upon request for as long as supplies are available.
 | All individuals must wear facemasks at all times while in any open common areas, elevators, restrooms, pantries (when they open) and hallways. The supply of facemask will be replenished, to be used in the office.  | Office services manager | Regularly | On-going |
| **Early tracking of potential infection** | All Employees in London;Visitors to premises, including from other offices in the network; | **Taking Temperature Measurements**The Firm requires that everyone coming into the office must take their temperature prior to coming to work. By coming to the office, they certify that they have taken their temperature and that it is below 38° Celsius. The building will also screen all visitors with thermal imaging cameras, without recording and/or storing the data  | The office management will not perform random temperature checks, but we reserve the right to ask permission to check the temperature of any individual including employees in our office in case there is a concern about their health statusand in line with the employer’s obligation to provide a safe working environment under Health & Safety at Work Act 1974.  | All employees and authorized visitors | Regularly | On-going |
| **Office member or family member, Visitors, and Services providers who visited becomes infectious**  | All Employees, Visitors and Services providers who visited our office in London  | **Communication of Covid-19 case**If anyone becomes unwell with a new continuous cough or a high temperature in the workplace or after work, they need to follow notification protocol, will be sent home and advised to follow the stay at home guidance.HR manager will maintain regular contact with employees during this time.If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other K&S offices), the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/> | London COVID-19 WP to remind all employees re: communication protocol in cases if K&S personnel (1) tests positive; (2) is symptomatic (3) is not symptomatic but was in close contact with or lives with someone who tested positive and/or is symptomatic.Follow check list worked out by the Firm management in cases of COVID-19 infection.  | Members of London COVID-19 WP | As required | n/a |
| **Lone working during lock down & work from home** | All Employees in London | **Mental Health & Self-isolation consequences** Partners, team leads and Management of the firm promote mental health & wellbeing awareness to employees during the Coronavirus outbreak and will offer whatever support they can to help, including:* We conduct the weekly training for associates;
* We have the weekly check in for trainees;
* LPA coordinator hosts weekly LPA catch up for Virtual Tea;
* We host Town Hall all-office meetings;
* We also arrange for other virtual meetings and phone calls, related to work projects as well as social;
* We arrange for quizzes;
* Distribute watch lists;
* We facilitate pro-bono activity among the office members;
* Facilitate usage of Stay Connected, where materials on home parenting, movie and game channels are available for K&S employees. We arrange for 30 minute “zoom” session with a professional trainer to learn simple movements including activation and stretching to try to help posture and general health for long sitting
 | Regular communication of mental health information and “open door/ a phone call away” policy for those who need additional support.For those who are higher risk/vulnerable and will remain on WFH longer, we will continue the regular communication and inclusion activities.  | Partners, team leads, management | Regularly | On-going |