

Keeping you safe during Covid-19

Risk Assessment

INTRODUCTION

Covid-19 has demanded unprecedented change and the firm and our people have risen to the challenges this global pandemic has presented. The transition from office to home working was successful and teams responded professionally, compassionately and with understanding in the weeks and subsequent months of the unforeseen period of lockdown.

Our values and priorities as a firm have sustained us and we have remained committed to our clients, and to each other throughout. As we enter the next phase of change, our priority remains the health, safety and wellbeing of our people and our clients globally. Accordingly, we are responding with caution, mindful of our obligations in each of the jurisdictions in which we operate.

Following consultation with staff representatives in One Bishops Square, and paying close attention to the government guidance first published on 11 May 2020 '*Working safely during Covid-19 in offices and contact centres*', we have undertaken a further comprehensive risk assessment and taken appropriate actions to minimise identified risks. This document provides full information regarding the details and outcomes of the risk assessment. As government guidance develops and the pandemic evolves, we will continue to review and update this risk assessment as necessary.

Just as we take responsibility for the health, safety and wellbeing of you as individuals, we require you to take personal responsibility and mutual accountability for your safety and that of your colleagues and others. Vigilance, adhering to guidelines, protecting the vulnerable and maintaining good hygiene and social distancing measures, are critical components of our collective responsibility. We all have a vital role to play to stay safe and keep each other safe during this period of uncertainty and whilst the search for a vaccine for the coronavirus continues.

To facilitate this, our return to the office needs to be structured, gradual, phased and exercised with caution. Please continue to stay alert, pay attention to the signage around the office and regularly review our website for further information and updates.

STAY ALERT, STAY SAFE, STOP THE SPREAD

Jason Haines
Finance and Operations Director

RETURNING TO WORK

We understand the challenges, concerns and reservations many of you will inevitably experience when transitioning back to working in the office. At the core of all our actions and initiatives is an intention and desire to control the risk posed by Covid-19. We are proposing to open the office in phases to control occupancy levels and achieve maximum compliance with government guidelines. As we enter the initial phase of this approach, there will be minimal staff returning to the building for business-critical reasons or due to difficult home circumstances and in support of their wellbeing or where it is impossible for them to work effectively from home for certain reasons.

As well as redesigning office space to maintain social distancing, which requires people to remain a specified distance apart (currently two metres, though this may be subject to change), we have overhauled our cleaning processes by increasing the method and frequency of cleaning, the number of hand sanitisers on site and paying close attention to high-contact surfaces or objects. We have taken steps to reduce and manage transmission risk via screens, staggered arrival and departure times and reducing person-to-person contact using split teams.

Full details of our risk management actions and processes are set out below. We have also produced a guidance document which will be provided all those that attend Bishops Square called '*Working in Bishops Square: Guidance on working safely in the office*'. This will be available at reception for all those accessing the building. It includes all you need to know about how to control and mitigate risks when back in the office, from obtaining formal permission to return, to commuting guidelines, entering and exiting the building, moving around the building, using kitchen areas, meeting rooms, washrooms, lifts and how to evacuate in an emergency. Please ensure you refer to this guidance before entering the office.

REMOTE WORKING

During the pandemic and whilst the government continues to advise against the use of public transport, wherever possible, you are not required to attend the office and remote working will remain the default position. All staff are encouraged to continue working remotely from home if you can, and we will continue to support your health and wellbeing as you do so.

To assist with sustained remote working, we are taking all reasonable steps to help you continue working as if you were in the office. From providing additional IT equipment if required, to toolkits, guides and film content which have been created to support you whilst working from home. We refer you to the Covid-19 intranet site for full details of this available content.

Consistent with government recommendations, the firm has afforded specific attention to your mental wellbeing, furthering the support already in place via the firm's Minds Matters programme, with additional internal and external support services available to you all during this period. These include an on-going webinar series on different aspects of wellbeing, self-referral for psychological support via our private medical insurance provider, free subscription to wellbeing apps,

our 24/7 employee advice line, online CBT courses, and free access to the support of many external charities such as This Can Happen, The Mental Health Foundation and Bright Horizons. All of these resources and more can be found under Minds Matter UK on the intranet.

RISK ASSESSMENT RESULTS

Prior to Covid-19 One Bishops Square was open 24 hours/7 days a week with continuous security cover. In light of Covid-19, the UK Government has introduced social distancing at all times to reduce the risk of transmission of the coronavirus. As a result, we have had to introduce some physical changes to enable us to implement a range of social distancing measures, particularly in more confined parts of the building. Some adaptations to spaces and the way the building will be used and operated are required to keep people safe.

Your journey around the building will be guided by signage and markers to enable you to remain compliant with social distancing requirements. Please pay attention to the signs and markers at all times to help minimise the risks to you and others.

Prior to returning to attending the office, it is important that you assess and confirm your health status to ensure it is safe for you to do so. If you or anyone in your household is suffering from Covid-19 related symptoms (including fever, high temperature, cough, breathlessness or an altered sense of taste and smell) or if anyone in your household is self-isolating, you should remain away from the office building.

Identified Risks	What we are doing to control these risks	Who is responsible?	When is the action needed by?
<p>Transmission risk due to close contact with others</p>	<p>Who can return to work?</p> <ul style="list-style-type: none"> – All high-risk groups should not return to work during the initial phases of return. This includes: <ul style="list-style-type: none"> a) clinically extremely vulnerable individuals;¹ b) clinically vulnerable individuals;² c) new or expectant mothers – Those staff with pre-existing conditions, pregnant or new mothers and those with disabilities are being consulted individually and appropriate measures or adjustments put in place to assure their safety and wellbeing while they continue to work remotely. – Decisions have been made whether work is business-critical and cannot effectively be done remotely. Staff who do not fall into this category are advised not to return to the office at this time. – Staff who are unwell with symptoms of Covid-19 or who are living with a person who is self-isolating, due to experiencing the symptoms or having tested positive for Covid-19, are advised not to attend the office. – Comprehensive guidance on the NHS Test and Trace process and the steps employees should take has been published on the Covid-19 intranet site. Training regarding this has been provided by HR. – An approval process authorising attendance in the office has been implemented requiring approval of the Practice Group Head or Director via email copied to the relevant Group Manager and HR Head. – A formal approval log template has been created to record who is in the office on which dates and in which precise desk location. 	<p>Partners and Managers, HR, Business Services and all staff</p>	<p>Completed</p>

¹ People at high risk from coronavirus according to the NHS (www.nhs.uk).
² People at moderate risk of coronavirus according to the NHS (www.nhs.uk).

Identified Risks	What we are doing to control these risks	Who is responsible?	When is the action needed by?
	<p>Support to remote workers</p> <ul style="list-style-type: none"> – Equipment is being provided to enable staff to work from home safely and effectively whether or not they are self-isolating. – A series of webinars have been provided to support mental health and wellbeing and other resources via the Minds Matter UK pages on the intranet. <p>Close contact between co-workers</p> <ul style="list-style-type: none"> – Staff have been allocated to split teams on a rota basis so that during the weeks they are working from the office they will only be in socially distanced contact with the same group of people within their split team. – Work activity has been prohibited to take place within the building unless individuals are 2 metres apart. – Some workstations have been marked as unusable (with a red “X”) where they do not permit adequate social distancing and/or could experience high-traffic. – Two and three person offices can only be occupied by one person at this time. – Four to six person offices will be occupied by one person during the initial phase of the office return and any increase in occupancy will need to meet the social distancing criteria. – Back-to-back or side-to-side working is required and face-to-face working is to be avoided. – In PA pods, desks are to be occupied diagonally to ensure the social distancing guidelines are observed. – A clear desk policy has been implemented requiring desks to be de-cluttered and de-personalised to enable effective cleaning and disinfecting of the work space. <p>Close contact between you and visitors</p> <ul style="list-style-type: none"> – No unnecessary visitors are permitted to attend the office during the initial phases of re-opening. – Visitor/Contractor passes will either be disposable or sanitised between uses. – Cloakroom facilities have been removed to avoid unnecessary contact. 		

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	<ul style="list-style-type: none"> – Clients/visitors/contractors will be advised to keep their coats, bags and luggage with them at all times – Non-essential items have been removed from meeting rooms. – A maximum of two people can use an internal meeting room at any one time during the initial phases of re-opening. – Smaller meeting rooms where social distancing is not possible are closed. – Meeting room etiquette instructions will be located on each meeting room table. – Condeco booking panels outside meeting rooms have been switched off temporarily to reduce touchpoints. – All other internal meetings should be conducted by WebEx. <p>Other contact reducing measures</p> <ul style="list-style-type: none"> – When entering and leaving the building using speed lanes, staff are advised to follow the instructions when swiping through the speed lanes so as not to make physical contact with the reader. – Signage within lifts suggests using sleeves or elbows to push buttons to operate the lift. – Signage in the library recommends to wear gloves/use wipes when using books and to wash hands after contact. <p>Facilities management (during initial phases of re-opening)</p> <ul style="list-style-type: none"> – Office restaurants and coffee bars will remain closed until further notice. – Kitchen areas on floors will be open with a limited service in the initial phases of opening. – Personal utensils such as mugs, plates or cutlery are not to be left in the sink or on countertops. Any items left behind will be removed. – Trolleys have been removed from kitchens so people cannot leave items for washing up as this service will not operate until catering service is restored. – Printers that are not required will be switched off and marked as out of use. Remaining printers will be checked by IT for faults. 		

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	<ul style="list-style-type: none"> – Disinfectant wipes will be provided at each printer in the building to be used before and after using the printers. – Rest pods will remain closed until further notice, including the adjacent shower facilities. – The ground floor cyclist and runner’s changing rooms will remain closed until further notice. Limited showers are available on the Car Park level. – Training floor rooms (including IT training rooms) will remain closed and locked until further notice. – Client dining rooms will remain closed and locked until further notice. – The auditorium will remain closed until further notice. – Lavanda and Level 6 Terrace will remain closed until further notice. – The Lobby Coffee Pod will remain closed until further notice. – The Health & Wellbeing Centre will remain closed until further notice. A GP service is available via telephone appointment. – Uniformed staff changing rooms will remain closed until further notice. – Front of House changing rooms will be unavailable and FOH staff are advised to travel to and from work in their uniforms until further notice. – Music rooms will remain closed until further notice. – AV will continue to support client meetings and seminars remotely. – The Bridge will continue to operate remotely. – There will be very limited print support from the Print Room. – A skeleton Mail Room team will operate for business essential processing of mail and couriers. – Central Records will have no onsite presence. – Document Production will continue to operate remotely. – Document Checking will continue to operate remotely. – Creative Services and Presentations will continue to operate remotely. 		

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	<ul style="list-style-type: none"> – Business Services have developed a detailed signage pack to ensure clarity for building users on: social distancing measures in place; how to move around the building; enhanced hygiene measures and requirements and any other important information building users need to be aware of e.g. which facilities are closed. – The prayer room remains available for use, but is limited to an occupancy of three people at any one time. 		
<p>Non-compliance with social distancing requirements</p>	<p>Helping staff to understand social distancing</p> <ul style="list-style-type: none"> – Staff training has been developed on what social distancing in the office means and how to maintain this when in the office. – Routes around office areas have been marked to reduce close contact which includes one-way corridor and segregated corridor routes indicated by floor markings and directional signage. – A one-way system at entrances and exits to the building is in place. – Chairs that are not being used have been removed to reduce the likelihood inadvertently breaching the two metre requirement. – Stairwells have been marked one-way in a downwards direction. 		
	<p>Using lifts</p> <ul style="list-style-type: none"> – Lift use is restricted to ensure social distancing guidance can be followed and restrictions regarding the number of passengers per lift is clearly indicated in the lift lobbies. – Goods lifts 1, 2 and 3 can carry only two passengers at a time. – Firemen’s lifts between the car park and office floors are limited to one passenger at a time. – Express lift between carpark and levels A, 0, 1, 6, 10 and 11 are limited to one passenger at a time. – It has been determined that up to four people at a time could be accommodated in the main passenger lifts if capacity and queuing times requires numbers to be increased. In this case signage will be updated in all lift lobbies and lifts to indicate the increase in lift passenger numbers. 	<p>Partners, Managers, Business Services, Procurement and all staff</p>	<p>Completed</p>

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	<ul style="list-style-type: none"> – Clear floor signage is provided to advise where to stand whilst waiting for lifts to maintain social distancing including queuing on the other side of the glass doors at the entrances to office floors. – The lift lobby has been assessed as able to safely accommodate three to four people. <p>Split teams</p> <ul style="list-style-type: none"> – Split teams are identified by blue or yellow lanyards to denote their allocated team and to reduce the number of people staff have regular contact with. – Line Manager training has been developed regarding how to manage split teams. <p>Other social distancing measures</p> <ul style="list-style-type: none"> – Office opening hours have been changed from 24/7 to 6am to 7pm weekdays (the office is closed on weekends) to allow for deep cleaning and disinfecting each evening and during weekends. – Perspex barriers have been fitted as required at reception desks where face-to-face contact is required. – Certain facilities remain closed including changing rooms and the fitness centre where it is not possible to implement social distancing. – Staff are requested to maintain a two metre social distance when using washrooms, hand basins and/or urinals. – Cubicles are ventilated and self-contained and safe for single occupation. – Limits have been applied to washroom occupancy of three people in female washrooms and three to four people in male washrooms. – Social distancing guidelines are displayed outside all washroom and other facilities to whom the guidelines apply. 		
<p>Transmission risk when travelling to and from the office</p>	<ul style="list-style-type: none"> – An approval process has been implemented which all staff must comply with before coming into the office. – Staff whose attendance at the office has been approved are advised not to use public transport wherever possible but if necessary to avoid peak times when social distancing is unlikely to be possible. 	<p>Partners, Managers and all staff</p>	<p>Completed</p>

Identified Risks	What we are doing to control these risks	Who is responsible?	When is the action needed by?
	<ul style="list-style-type: none"> – Staggered start and end times for working days are encouraged and should be discussed with the relevant line manager or partner. – Staff are advised to maintain social distancing during any journey via any means of transport including walking. – Staff are encouraged to walk/cycle to office. – Staff are advised to travel using their own vehicle if possible (parking spaces can be booked in advance due to limited availability of spaces). – If travelling by taxi staff should use the Firm’s approved provider and be aware that face coverings will be required for all journeys. – Staff are advised to wash their hands for at least 20 seconds or sanitise them before and after each journey. 		
<p>Non- compliance with cleaning and hygiene procedures in office areas</p>	<p>Reinforced hygiene habits</p> <ul style="list-style-type: none"> – Staff will be reminded by signage positioned all around the office and via published guidance that hand washing remains the most effective way of helping to prevent the spread of Covid-19. – Staff should cover coughs or sneezes with a tissue, then throw the tissue in the bin. – Staff should use the hand sanitiser provided when entering and leaving the building and in the lift lobbies when moving between floors. – Hand sanitiser is also available in meeting rooms and kitchen areas. – Handwashing is prohibited in the kitchen sinks, only washrooms are to be used. <p>Disposing of face coverings</p> <ul style="list-style-type: none"> – Face coverings should not be worn when entering the building. – Face coverings and gloves used during the commute to work should be disposed of in the bins provided at the entrances for safe disposal of face coverings and gloves. – Reusable cloth face coverings should be stored in the member of staff’s own bag and taken home for cleaning. – Should staff wish to wear a face covering in the building they should put on a new one once at their work station. Any disposable face coverings worn in the building must be 	<p>Business Services, Procurement and all staff</p>	<p>Completed</p>

Identified Risks	What we are doing to control these risks	Who is responsible?	When is the action needed by?
	<p>disposed of in the white bin in the office or next to the desk only, to allow for its safe disposal.</p> <p>Desks and other equipment</p> <ul style="list-style-type: none"> – Desks which have been occupied will be cleaned at the end of each working day and cleaners will be notified by marking the desk as “used”. At the end of the working day the red and green tent card on each desk should be turned to red to indicate to the cleaners that the desk needs to be disinfected. – A mandatory clear desk policy is in place to facilitate thorough cleaning of workspaces, including desks and has been communicated to staff. – Desks must be kept free of personal items which are required to be removed from office areas where possible and staff can only use personal storage spaces where necessary. – Disinfectant wipes should be used to clean the workstation and equipment used and when touching buttons on printers, coffee machines, water taps or microwave ovens. – Staff should use only a personal cup or glass for drinking. Disposable cutlery is available in the kitchens and it should be disposed of in the food composting waste stream (large white bin with green lid). <p>Public areas</p> <ul style="list-style-type: none"> – Enhanced cleaning will be undertaken in public and high-use areas throughout the times of occupation. – A public areas cleaner will be present in the lobby and lift lobbies to ensure sanitiser dispensers are replenished, and to ensure the regular disinfection of high-contact touchpoints. – Regular cleaning of all high-contact touchpoints such as speed lanes, card readers, door handles, keyboards, lift buttons, door release buttons, microwave buttons, taps etc. will occur frequently throughout the day. – The bins provided for the disposal of face coverings and gloves on entering the building will be emptied regularly throughout the day. 		

Identified Risks	What we are doing to control these risks	Who is responsible?	When is the action needed by?
	<p>Washrooms</p> <ul style="list-style-type: none"> – Particular care to be taken when using toilets and entering and leaving these areas adhering to the washroom etiquette guidance and instructions on the visible signage. – Staff are advised to use paper towels where possible. <p>Cleaning and disinfectant processes</p> <ul style="list-style-type: none"> – Cleaning and disinfection activities have been fully risk-assessed and appropriate methods will be used to undertake the activity. This includes knowing whether the environment being cleaned has been occupied by an individual possibly exposed to the Covid-19 virus, or confirmed as having the virus. – The Personal Protective Equipment (PPE) required to be worn for disinfecting an area where an individual with possible or confirmed Covid-19 has been will be used by cleaning staff. – A member of the Resilience Team must be contacted to arrange disinfection if a member of staff has been sent home to self-isolate as a result of displaying symptoms or being diagnosed with Covid-19 or having been in close contact with somebody known or suspected of having Covid-19. – Where possible, areas will be kept closed and secure for 72 hours before disinfecting as the amount of virus contamination will then have decreased significantly. – Disposable cloths or paper roll and disposable mop heads will be used to clean and disinfect hard surfaces, floors, chairs, door handles, sanitary fittings etc. and appropriate cleaning guidance adhered to. – Such items will be disposed of into waste bags marked with “Waste – possible cases” and disposed of according to the appropriate waste guidance. – When items cannot be cleaned either by using detergents or by laundering, for example upholstered furniture and mattresses, steam cleaning may be used. – The names and contact details of those carrying out cleaning of an area that an individual with possible Covid-19 has been in should be recorded by the person responsible for that setting. 		

Identified Risks	What we are doing to control these risks	Who is responsible?	When is the action needed by?
	<ul style="list-style-type: none"> – As part of the contact tracing process for a confirmed case, the local Health Protection Team or similar authority will advise on arrangements for follow up required for 14 days after the cleaning process took place. – Procurement are supplying; disinfectant wipes; telephone wipes; disinfectant sprays and bottles; Tork paper; waste bins for entrances; hand sanitiser; fogging machines; reception screens; tensabarriers; external signage stands; and internal signage stands. 		
<p>Transmission risk from inbound and outbound goods and services</p>	<ul style="list-style-type: none"> – Limited re-opening of the loading bay and goods-in room with suggested hours of 7am to 2pm from September. Security will manage deliveries from June - August, which should be minimal. – Only business essential deliveries are permitted. – Larger deliveries of cardboard packages will be quarantined and where appropriate treated with UV light sanitiser. – During the initial phases of re-opening, there will be limited re-opening of the waste room with collections of confidential waste to resume. – No personal couriers are to be delivered to the office, including but not limited to Amazon deliveries. – No personal outbound mail will be handled at this time. – No food deliveries can be brought to reception. – No florist service until September. 	<p>Business Services and all staff</p>	<p>Completed</p>
<p>Transmission risk from use of Vending and Seating Areas</p>	<ul style="list-style-type: none"> – Staff are only permitted to enter vending areas when social distancing protocols can be followed while using the area. – All staff are required to follow good hygiene practises while using the facilities. – Social distancing markings have been applied in large seating areas where required. – Staff are encouraged to use safe outside areas for breaks where possible. – Staff must bring in their own food or purchase food from the takeaways services available around One Bishops Square. – Staff should maintain social distancing whilst seated in rest areas. – Only two people at a time will be permitted in kitchen areas. 	<p>All staff</p>	<p>Completed</p>

Identified Risks	What we are doing to control these risks	Who is responsible?	When is the action needed by?
<p>Non-compliant behaviour</p>	<ul style="list-style-type: none"> – Appropriate behaviours will be reinforced via regular comms and role modelling. – Monitoring of areas that are occupied to ensure social distancing is being followed. – Security guards located at the speed lanes will be monitoring social distancing and managing any queuing as far as reasonably practicable whilst maintaining vigilance on who is entering and leaving the building. – Use GM and BS Forums to update advice and guidance. – Training regarding how to manage split teams effectively; including scenario based guidance and how to address non-compliant behaviour. 	<p>Comms, Business Services and all staff</p>	<p>Completed</p>
<p>Air Quality</p>	<ul style="list-style-type: none"> – Assurity Consulting advice confirms the current system provides adequate provision during Covid-19. – Air conditioning fully functional throughout the year. – Fresh air supply maintained to building regulation requirements. – Suitable air changes in office spaces. – Filters provided on air intakes are maintained and changed as required. – Filters provided on local fan coil units and systems maintained as normal. – Encouraging open office doors to encourage ventilation where possible. – Planned preventative maintenance undertaken on all air conditioning and associated plant and equipment. – Environmental checks on air quality periodically throughout the year to ensure that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. – Business Services Helpdesk to be notified of any problems on 3400. 	<p>Business Services</p>	<p>Completed</p>
<p>Fire</p>	<ul style="list-style-type: none"> – Staff trained in fire precautions in place (e.g. alarm system etc.) and actions required. – Fire notices displayed. – Social distancing protocols do not need to be followed when evacuating the building. – Temporary Dispersal Procedure in place while building has low occupation. Assembly areas not to be used. Once outside the building, disperse to any safe distance from the building but maintain the current social distancing advice. 	<p>Business Services</p>	<p>Completed</p>

Identified Risks	What we are doing to control these risks	Who is responsible?	When is the action needed by?
	<ul style="list-style-type: none"> – Fire alarm system is maintained in accordance with BS5839 and competent maintainers on site at all times. – Practice fire evacuation undertaken each year. – Weekly fire alarm audibility testing undertaken. – Fire Wardens in place in order to evacuate floors effectively. – Personal Evacuation Egress Plan (PEEP) in place for persons requiring assistance to leave the building. – Additional training being provided to ensure there are sufficient Fire Wardens whilst operating split teams. 		
Emergency Situation	<ul style="list-style-type: none"> – Emergency procedure and actions required are published on the intranet. – Specific information on the action to take depending on the emergency will be communicated to occupants via the PA system. – PA system is maintained in accordance with BS5839 and competent maintainers on site at all times. – Weekly PA audibility testing undertaken. – Personal Evacuation Egress Plan (PEEP) in place for persons requiring assistance to leave the building. 	Business Services	Completed
First Aid Provision	<ul style="list-style-type: none"> – At least one First Aider in security will be present while staff are in the building. – First Aiders must wash their hands or use sanitising gel before and after treating a casualty. – First Aiders trained not to cough or sneeze over first aiders when treating them. – Updated information from British Red Cross will be provided to First Aiders when received. – Disposable gloves will be provided to be worn by First Aiders. – Disposable face masks and aprons will be provided to First Aiders. – First aiders will cover their own cuts and grazes with waterproof dressings. – All first aid related waste will be disposed of safely. – Temporary extension of First Aider Certification. 	Business Services	Completed

Identified Risks	What we are doing to control these risks	Who is responsible?	When is the action needed by?
Managing infectious diseases (other than Covid-19)	<ul style="list-style-type: none"> – Management of infectious disease is undertaken in accordance with guidance provided by professional medical staff and relevant government bodies. – RIDDOR regulations will be followed in relation to reportable diseases. 	Business Services	Completed
Infection Control	<ul style="list-style-type: none"> – Staff have been notified via posters and digitalised artwork of the NHS Test and Trace scheme and its importance. – A Test and Trace guidance and FAQ document has been created, outlining the principles that staff should adhere to in order to help the firm facilitate test and trace, by: <ul style="list-style-type: none"> a) Outlining the steps to follow should someone fall ill with Covid-19 symptoms whilst attending the office or within the preceding 48 hours, including alerting HR and the Health and Safety team so that extensive cleaning of their office environment can be carried out and a list of their direct contacts can be established b) Outlining the steps to follow should an individual have had close contact with someone (either internal or external to the firm) with symptoms of Covid-19 c) All those who have had close contact with someone with Covid-19 symptoms will be asked to self-isolate, not attend the office and to work remotely if possible for 14 days, unless a negative test result for the person with suspect Covid-19 is received in the interim – Escalation Plan following Covid-19 Flowchart updated by Government Test and Trace Guidance. 	Business Services	Completed

At A&O, we recognise that our greatest asset is our people and your health and safety is our primary concern. In addition to the risk assessments we undertake which are unrelated to infectious diseases (which assess other risks associated with working in an office), this risk assessment provides a practical framework which enables us to demonstrate our commitment to you and to your safety. Further non Covid-19 risk assessments are available on request.

If you have any questions regarding this risk assessment or require any further information or guidance, please contact to our Health, Safety and Environment Manager, [Paul Crawley](#), or [Sasha Hardman](#), our Global HR Director.

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