

Bridge Insurance Brokers Limited

Covid-19 Risk Assessment Cobac House, Manchester

Location:	Cobac House, 14-16 Charlotte Street, Manchester, M1 4FL			
Activity or Equipment Risk Assessed:	Bridge staff carrying out essential functions in the office during COVID-19.			
Risk Assessor:	Richard Parslow – Head of Risk Management		Date:	Original 11/05/2020, Updated 10/06/2020 & 29/06/2020
What are the Hazards? (Things likely to cause harm)	What are the Risks? (What type of injury or harm)	Who is at risk? (Employee, Customer, Visitor, Contractor)	What are the Existing Control Measures? (Precautions to control or reduce the risk)	What Further Control Measures are Required, by Whom and by When?
Lone Working in the office.	Slips, Trips, injuries on site, risk of disturbing an intruder	Lone Key Worker employee.	New 'Working in Cobac House during Covid-19' policy has been created Stored under: H:\Health and Safety\Covid-19 Essential Worker Policy for Cobac House First in and last out will ring Business Support each day to ensure safe arrival and departure.	Follow up with Business Support on weekly basis to ensure in/out logging system is working – R. Parslow responsible.

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Covid-19 Coronavirus	Spread of Covid-19 Coronavirus between staff in the office	Any employee working in the office	<p><u>1-2-1 H&S Briefings.</u> The staff who may occasionally work from the office have received a 1-2-1 H&S phone call briefing from Richard Parslow – Head of Risk Management on the new 'Covid-19 Essential Worker Policy for Cobac House' policy.</p>	<p>Any new staff who the business requires to work occasionally from the office will need to be briefed on the policy. R. Parslow to action as & when required</p>
Covid-19 Coronavirus	Spread of Covid-19 Coronavirus between staff in the office	Any employee working in the office.	<p><u>Before going to the office</u> Staff are not to go the office if they are unwell or have any of the symptoms of Covid-19.</p> <p>Any Bridge member of staff must notify Business Support before they go into the office. Business Support will ensure a car park space is available at City Tower.</p> <p>If Public Transport is to be used, then a facemask must be worn.</p> <p>Car sharing is not permitted between Bridge Staff.</p>	<p>'Covid-19 Essential Worker Policy for Cobac House' policy to be reviewed monthly 2020 by R. Parslow & S. Harrop with Business Support to ensure it works effectively.</p>

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Covid-19 Coronavirus	Spread of Covid-19 Coronavirus between staff in the office	Any employee working in the office.	<p>Office Cleaning</p> <p>The office areas being used by staff will be professional cleaned by our cleaning contractor – this includes all touch points, door handles, desks, keyboards, computer mouses, toilets and kitchen areas.</p> <p>During office hours, staff should undertake a self-clean of their desk and kitchen area before they start work. There are anti-bacterial sprays (Microscan) and disposable paper cloths on every floor for this use.</p> <p>Staff are required to tidy & clear their workstations when they first go to the office. This allows the surfaces to be easily cleaned.</p>	<p>Check sprays and cleaning stock weekly to ensure all work areas have a good supply. J. Tattersall ongoing weekly</p> <p>Check that workstations have been tidied and cleared. R. Parslow ongoing weekly checks to be undertaken.</p>
Covid-19 Coronavirus	Spread of Covid-19 Coronavirus between staff in the office	Any employee working in the office.	<p>Hand Washing & Sanitizer Stations</p> <p>Hand washing facilities with soap and water is in place in all toilets.</p> <p>Staff to follow stringent hand washing following below hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels provided in all toilets.</p> <p>Fixed Hand Sanitizer Stations positioned in reception and on all floors to allow staff to clean hands when on the move.</p>	<p>Check sanitizer stations weekly to ensure in working order and refill when required. J. Tattersall ongoing weekly</p>

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Covid-19 Coronavirus	Spread of Covid-19 Coronavirus between staff in the office	Any employee working in the office.	<p>Social Distancing</p> <p>Government advice is to the maintain a distance of at least 2 meters between persons.</p> <p>Staff are to adhere to Social Distancing rules when working from the office. Maximum number of staff in the office will not exceed 10 on any one day; which will enable them to be well spread out.</p> <p>Only the Ground, First and Second floor areas are to be used for working. The Third & Fourth floors are currently out of bounds for working.</p> <p>Any breeches in staff not following the written policy will be reported to R. Parslow or S. Harrop.</p> <p>J. Tattersall is to relocate from the ground floor meeting room in reception to the vacant 2nd floor management office to allow Laura McCloskey to occupy the reception desk. This will ensure the IT/Post room & reception areas on the ground floor aren't overcrowded.</p> <p>All toilets, kitchen, ground floor meetings rooms, post room & passenger lift within Cobac House are now a <u>1 out 1 in policy</u>. Staff are to await and check the staircase is clear before proceeding.</p> <p>Government Covid-19 posters are on display in the office to remind all staff of the messages around Hand Washing, Social Distancing and 1 in 1 out for all toilets & Kitchens.</p>	<p>This a temporary relocation for J.Tattersall to be reviewed monthly as part of this RA review by RP/SH</p>

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Covid-19 Coronavirus	Spread of Covid-19 Coronavirus in the office	Any employee working in the office or Visitor/Contractor.	<p>Visitors & Contractors</p> <p>Visitors and contractors are to only be authorised access for essential jobs only such as lift inspection, emergency lighting testing and other facility functions.</p> <p>Contractors must be by appointment only and only arranged by J. Tattersall (Bridge Key Worker) who will contact the company to find out their Covid-19 policy and then refer this to R. Parslow – Head of Risk Management for approval.</p> <p>All visitor must be by appointment only with the staff member who is organising responsible for ensuring they follow our Covid-19 policy.</p> <p>An e-mail to be sent to all Contractors & Visitors in advance laying our rules and procedures - They must observe the hand washing, use of hand sanitizers, social distancing measures and 1 in 1 out for the toilets and lift. In addition to ensuring they don't have any of the symptoms of Covid-19 or feel unwell.</p>	<p>To be reviewed monthly 2020 by R. Parslow & J. Tattersall.</p>
<p>The assessment is to be reviewed every month during Covid-19 <u>Or</u> in the event of additional Key Workers working from the offices.</p>				
<p>Signed:</p> <p>R. Parslow</p> <p>C. Moss</p>		<p>Name & Position:</p> <p>Richard Parslow – Head of Risk Management, Bridge Insurance Brokers Limited</p> <p>Catherine Moss – Finance Director, Bridge Insurance Brokers Limited</p>		<p>Date:</p> <p>21st June 2020</p> <p>21st June 2020</p>