

Bridge Insurance Brokers Limited

Covid-19 Key Workers 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 Manchester office during COVID-19.			
Risk Assessor:	Richard Parslow – Head of Risk Management		Date:	08/09/2020 & updated 1/10/2020, 30/04/21
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?
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>If working from the office for three or more days a week staff to take twice weekly lateral flow tests. This is in line with Government recommendations. If they are attending the office for an occasional meeting, then they will be required to take a test 24 hours before the visit.</p> <p>If Public Transport is to be used, then a facemask must be worn in line with government guidance.</p> <p>Car sharing is not permitted between Bridge Staff.</p> <p>Limited car parking at Chorlton Street NCP is available and booking of this is covered in the 'Return to the Office Policy'</p>	None

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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>Office Cleaning</u> All office areas being used by staff will be professional cleaned by our cleaning contractor – this includes all touch points, door handles, desks & plastic protection screens, keyboards, computer mice, kitchen areas & the meeting rooms.</p> <p>In addition to the normal evening professional cleaning of the office additional cleaning of the main touch points will be undertaken during lunchtime.</p> <p>During office hours, staff should undertake a self-clean of their desk & chair arms before they start work. There are anti-bacterial sprays (Microscan) and disposable paper cloths on the various office floors for this use.</p> <p>Staff are required to keep to workstations clear in line with the clear desk policy, which will allow the surfaces to be easily cleaned.</p>	<p>Check sanitizer supplies 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><u>Thermal Camera, Hand Washing, Sanitizer Stations & Facemasks</u></p> <p>Hand washing facilities with soap and water is in place in all toilets within the office building.</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>A Hand Sanitizer Stations are positioned on each floor and bottles of sanitizer provided in the office to allow staff to clean hands regularly.</p> <p>Staff must hand sanitize on arrival in the ground floor lobby. Then they must have their temperature taken by standing in front of the fixed thermal camera and follow the instructions if a high reading is taken.</p> <p>Face masks are to be worn by staff on arrival until at their desks. During the day if staff move from their desk then a face mask is to be worn at all times.</p>	<p>Check sanitizer supplies 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 Government advice is to maintain a distance of at least 2 meters or 1 meter with risk mitigation in place.</p> <p>Staff are to adhere to these Social Distancing rules when working from the office. If staff aren't sat at their desks with plastic protection screens, then they must sit at least 2m apart.</p> <p>Care to be taken when on the central staircase to ensure the stairs are clear before use.</p> <p>Posters & floor stickers are on display around the office to remind all staff of the messages around Hand Washing, Social Distancing, Facemasks and '1 in 1 out' for the Lift, Kitchens and toilets.</p> <p>Any breaches in staff not following Social Distancing can be reported to line managers, R. Parslow or S. Harrop.</p> <p>Access to ground floor IT/Post room is limited to those persons working in this area.</p>	None

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Covid-19 Coronavirus	Spread of Covid-19 Coronavirus between staff in the office	Any employee working in the office.	<p>Ventilation</p> <p>Government guidance is that ventilation and natural airflow is key to mitigating the transmission rate of Covid-19.</p> <p>Ventilation within Cobac House will require the opening of any working windows at suitable points throughout the day.</p> <p>Therefore, office windows should be opened during the lunchtime period (12-2pm when the office capacity is reduced) for at least 10 minutes to allow the air within the office floors to change.</p> <p>Weather permitting staff should ensure that windows on their floors are opened briefly whenever possible.</p> <p>Desk fans are allowed <u>providing that</u> there is good ventilation from opening of the windows.</p> <p>Meeting rooms which benefit from air conditioning should be used with system operating to ensure a good airflow.</p>	None

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Covid-19 Coronavirus	Spread of Covid-19 Coronavirus between staff in the office	Any employee or Visitor working in the office.	<p><u>Meeting Rooms & Kitchens</u></p> <p>Meeting rooms & boardroom capacity is restricted to achieve suitable social distancing when in use.</p> <p>Each room has signage on display to advise the room capacity and to remind users that social distancing must be maintained.</p> <p>All rooms have been equipped with anti-bacterial sprays (Microscan) and disposable paper cloths with staff required to clean the table and chair arms before use.</p> <p>The kitchen areas are now a <u>1 out 1 in policy</u>. Staff are to await to ensure the kitchen is clear before proceeding and should wipe down touch points such as the kettle, tap & fridge door before use. Signage to advise is on display.</p>	None
Covid-19 Coronavirus	Spread of Covid-19 Coronavirus between staff who use the pool car.	Any employee using the company pool car for business.	<p><u>Company Pool Car</u></p> <p>The company pool car is equipped with anti-bacterial spray & wipes.</p> <p>Before an employee uses the pool car, they are to wipe down all the touch points in the vehicle. They must also wipe down the same touch points once they have finished using the car.</p> <p>Car sharing is <u>not</u> permitted between Bridge Staff and as such only 1 employee can travel in the pool car.</p>	Check supplies weekly in the car and refill when required. J. Tattersall ongoing weekly

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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 Visitors and contractors are to only be authorised access for essential jobs.</p> <p>Contractors must be by appointment only and only arranged by J. Tattersall 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 complete a copy of the 'Health Screening form for visitors' before arriving at the office.</p> <p>They must observe the hand washing, use of hand sanitizers, wear a facemask, social distancing measures and 1 in 1 out for the toilets and lift in the building. In additional to ensuring they don't have any of the symptoms of Covid-19 or feel unwell.</p>	To be reviewed monthly 2020 by R. Parslow & J. Tattersall.
The assessment is to be reviewed every month during Covid-19.				
Signed: R. Parslow C. Moss		Name & Position: Richard Parslow – Head of Risk Management, Bridge Insurance Brokers Limited Catherine Moss – Finance Director, Bridge Insurance Brokers Limited		Date: 30 th April 2021 30 th April 2021

