

Bridge Insurance Brokers Limited

Covid-19 Customer Site Visit Risk Assessment

Location:	Various customer locations.			
Activity or Equipment Risk Assessed:	Specific Risk Assessment for key customer facing staff at Bridge carrying out essential customer visits during Covid-19.			
Risk Assessor:	Richard Parslow – Head of Risk Management		Date:	16/06/2020
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?
Covid-19 Coronavirus	Spread of Covid-19 Coronavirus through illness.	Customer & Employee	Bridge staff are not to go on site if they or the customer are unwell or have any of the symptoms of Covid-19. If unwell the appointment is to be cancelled.	N/A

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Covid-19 Coronavirus	Spread of Covid-19 Coronavirus by attending a customer site.	Customer & Employee	<p><u>Pre-Meeting Arrangements</u></p> <p>Bridge staff to ring the site contact and discuss and agree how the visit to their premises will be conducted during Covid-19. This to include:</p> <p>PPE arrangements – Bridge staff are required to wear face masks when on a customer's site (A supply of which is available.)</p> <p>All visits to comply with Government advice to maintain a distance of at least 2 meters between persons.</p> <p>Sit down meetings in enclosed offices to be avoided as much as practically possible – any information gathering should be done via phone or Teams in advance of the site visit.</p> <p>Advise the customer that Bridge employees will not be touching any customer equipment, surfaces or handling documents during the visit.</p> <p>Discuss arranging the site visit at a time of the day when the customer has the least staff on site i.e end of shift, early/late in the day.</p> <p>Discuss what Covid-19 requirements the customer has over the visit – do they require a temperature check on arrival, gloves to be worn etc.</p>	N/A

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Covid-19 Coronavirus	Spread of Covid-19 Coronavirus by attending a customer site.	Customer & Employee	<p><u>Whilst on site</u></p> <p>Ensure you always follow all the agreed guidance laid out in the Pre-Meeting Arrangements section of this Risk Assessment when on site.</p> <p>If when you arrive site, should you feel that the customer isn't following the agreed guidance (such as isn't following social distancing or appears unwell) then you should leave the site.</p>	N/A

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Covid-19 Coronavirus	Spread of Covid-19 Coronavirus	Employee	<p>Post meeting</p> <p>Once back at the car dispose of the gloves (if being worn) and remove the facemask. Ensure hands are cleaned with a Hand Sanitizer (supplied by Bridge) which is to be kept in the car.</p> <p>As soon as possible wash hands following below hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	N/A
<p>The assessment is to be reviewed every month during Covid-19 by Richard Parslow – Head of Risk Management.</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>16th June 2020</p> <p>16th June 2020</p>