

## Bridge Insurance Brokers Limited

### Covid-19 Risk Assessment London Office

<b>Location:</b>	London Office, 65 Leadenhall Street, London, EC3A 2AD			
<b>Activity or Equipment Risk Assessed:</b>	Bridge staff carrying out essential functions in the London office during COVID-19.			
<b>Risk Assessor:</b>	Richard Parslow – Head of Risk Management		<b>Date:</b>	10/08/2020
<b>What are the Hazards?</b> (Things likely to cause harm)	<b>What are the Risks?</b> (What type of injury or harm)	<b>Who is at risk?</b> (Employee, Customer, Visitor, Contractor)	<b>What are the Existing Control Measures?</b> (Precautions to control or reduce the risk)	<b>What Further Control Measures are Required, by Whom and by When?</b>
Covid-19 Coronavirus	Spread of Covid-19 Coronavirus between staff in the office	Any employee working in the office.	<p><b><u>Before going to the office</u></b> Staff are not to go the office if they are unwell or have any of the symptoms of Covid-19.</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 <b><u>not</u></b> permitted between Bridge Staff.</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><b><u>Office Cleaning</u></b> All office areas being used by staff will be professional cleaned by our cleaning contractor – this includes all touch points, door handles, desks, keyboards, computer mice, kitchen areas &amp; the meeting room.</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 in the office for this use.</p> <p>Staff are required to maintain a tidy &amp; clear workstation. This allows 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>
Covid-19 Coronavirus	Spread of Covid-19 Coronavirus between staff in the office	Any employee working in the office.	<p><b><u>Hand Washing &amp; Sanitizer Stations</u></b></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: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>.</p> <p>A fixed Hand Sanitizer Station is positioned in the reception area and bottles of sanitizer provided in the office to allow staff to clean hands regularly.</p> <p>Staff are to hand sanitize on arrival.</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><b>Social Distancing</b></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. Desks have been reallocated where required to achieve this distance without the need for plastic desk screens in the London office.</p> <p>Any breaches in staff not following Social Distancing can be reported to R. Parslow or S. Harrop.</p> <p>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 the Kitchen area.</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><b>Meeting Room &amp; Kitchen</b></p> <p>The meeting room is restricted capacity to achieve suitable social distancing.</p> <p>The room has signage on display to advise the room capacity is 3 persons and to remind users that social distancing must be maintained.</p> <p>The meeting room has 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 area is now a <u>1 out 1 in policy</u>. Staff are to await to ensure the kitchen is clear before proceeding. Signage to advise is on display.</p>	None

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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><b>Visitors &amp; Contractors</b> 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 (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 &amp; Visitors in advance laying our rules and procedures. They must complete a copy of the <b>'Health Screening form for visitors'</b> before arriving at the office.</p> <p>They must observe the hand washing, use of hand sanitizers, social distancing measures and 1 in 1 out for the toilets and lift in the building. In addition 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.
<b>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.</b>				
<b>Signed:</b>  R. Parslow  C. Moss		<b>Name &amp; Position:</b>  Richard Parslow – Head of Risk Management, Bridge Insurance Brokers Limited  Catherine Moss – Finance Director, Bridge Insurance Brokers Limited		Date: 10 <sup>th</sup> August 2020  10 <sup>th</sup> August 2020

