

Covid 19 All sites Risk assessment May 2020

Company name: Covea Insurance plc

Assessment carried out by: Malcolm Nutton

Date of next review: 15th June 2020

Date assessment was carried out: 28/05/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Travel to offices on Public transport	All staff using this method may come into unknown contact	Encourage WFH	Comms to advise against any public transport, reduce the numbers, stagger start/finish times to miss busy times, advise to follow local transport guidelines. Pulse survey to understand employee concerns and requirements.	Managers, All staff	25/05/2020 25/05/2020	
Car Sharing	All staff who may consider this method	Encourage WFH	Advise against this unless from same household, WFH	All Staff	20/05/2020	
Exposure to Covid -19 from infected person(s) at point of entry to offices	All staff in the offices, Contractors, un-announced Visitors not protected from Virus.	Encourage WFH Controlled numbers of staff on site. Banned travel between sites, Visitors banned to all sites. 2 meter rule system in reception area	As a minimum install Sanitiser stations at Reception entry, Barrier control system will have reduced capacity to limit access, Increased cleaning of touch points, in general every 2 hours. Reception desk Screens fitted Signage installed requiring employees to maintain social distancing rules and a queuing system for entry,	FMs, All staff FMs FMs to arrange FMs	25/05/2020 25/05/2020 05/06/2020 05/07/2020 25/05/2020	

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(Cont) Exposure to Covid-19 from infected person(s) at point of entry to offices			Critical Contractors only at pre- advised appointment and with prior guidance issued Shared office locations to follow Landlord rules and advice. Communicate all new rules from Landlord to affected teams	FMs	01/07/2020 22/05/2020	
Contact at Access points, Lobbies, Lifts, floor entry points with other people	All staff in the offices, Contractors,	Increased sanitisation, including Daily clean of contact areas. reduced numbers of staff, advice on Hand washing	Signage, informing of social distancing, floors marked out where appropriate Lifts will have reduced numbers, mobility and disabled persons only, 1 person at a time. Access for movement of equipment allowed. Stairways to make 1 way only where possible, doors to open plan be held open if safe to do so, Cleaning Frequency increased from daily to a minimum of twice daily Sanitiser stations with wipes and gel for self-cleaning provision Sanitiser to be considered in lifts.	All staff, contractors	01/06/2020 25/05/2020 01/06/2020 01/06/2020	
Confirmed Covid 19 case within the office	All Staff and contractors who enter the offices	Encourage WFH	Isolate area immediately remove all personnel Clean area thoroughly as soon as notified using high Property cleaning solutions Monitor situation and consider further cleaning	FMs Managers	As and if a confirmed case is found in the office.	

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Current Desking layout not appropriate to maintain social distancing	All Staff working in offices	Encourage WFH No Hot desking/desk sharing	Adopt an alternate position desking provision, Share plan with teams/ERT split teams to reduce numbers remove/isolate chairs not in use, increased frequency of cleaning provision from daily to twice daily as a minimum and also provide access to sanitising wipes and Hand gel within the office.	FMs All Staff	Plan available end of May 01/06/2020 01/06/2020 01/06/2020	
Access to Toilets/kitchens for staff use	All staff unable to maintain social distancing in confined areas,	Encourage WFH	Signage around social distancing Introduce a queuing system, 1 in 1 out, single point of access, Increased cleaning provision to provide every 2 hours, Shared facilities to be managed with Landlords	FMs	01/06/2020 01/06/2020 01/06/2020 June 2020	
Access to food and Drink opportunities	All Staff working in offices	Encourage WFH	Encourage only own food brought in no sharing, close all indoor breakout areas, external areas to have strict social distancing rules Hot and Cold drinking water dispensers to be cleaned and sanitising wipes available if required. Encourage hand washing more regularly Split breaks across the teams Access and egress to be controlled	Managers, All Staff	01/06/2020 01/06/2020 June 2020 01/07/2020	

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Meeting room/group stand up area contamination	All Staff	Encourage WFH Use of Virtual conferencing systems	Close off ALL meeting rooms. Agile stand ups must maintain 2 meter distance at all times.		15/05/2020 20/05/2020	
General circulation around building	All Staff, Contractors not maintaining social distancing rules	Encourage WFH	Eliminate travel between floors except in exceptional circumstances, Create one way system where feasible, markers installed to show routes around buildings Shared access' to be reduced or eliminated. In discussions with landlords Landlords Approached for plans	FMs Managers	June 2020 June 2020 01/06/2020	
External areas groups gathering Smoking shelter/cycle storage	Staff/contractors using these areas not maintaining social distancing rules	Encourage WFH	Limit usage of smoking shelters to Max 2 people if viable Regular cleaning/Sanitising twice per day All areas monitored regularly		20/05/2020 20/05/2020 As required	

Assessed by the TRT Covea insurance