

FM Global COVID-19 Risk Assessment 2020

FM Global has published its COVID-19 office risk assessment, demonstrating that its UK subsidiaries (FM Insurance Company Limited and FM Approvals Limited) comply with UK Government guidance on managing the risk of COVID-19.

The risk assessment detailed over the subsequent pages was facilitated by FM Global's Environmental, Health and Safety (EHS) department and reviewed by multiple cross-functional committees in consultation with the UK workforce. This assessment highlighted the need for adaptations within the office environment to protect individuals and ensure safe working during the coronavirus (COVID-19) pandemic.

Risk control measures identified are based on UK Government guidance relevant to the workplace, in addition to FM Global corporate standards. These measures include, but are not limited to:

- protecting vulnerable individuals who are at higher risk
- planning for reduced occupancy levels and density by promoting home working and visits via remote connection for those who can
- maintaining social distancing wherever possible, including access and egress from the premises and while in work
- increasing the frequency of proper hand hygiene and surface cleaning, while also reducing the requirement for communal high-touch items

While robust measures are in place and everything reasonably practicable has been done to mitigate the likelihood of COVID-19 transmission in the workplace, it is recognised that the risk of COVID-19 cannot completely be eliminated.

The risk rating matrix utilised for this assessment is detailed within Appendix 1.

The UK Government 'Staying COVID-19 Secure in 2020' poster is prominently displayed within work premises and also provided within Appendix 2.

COVID-19 Office Risk Assessment

Hazard/task/area affected	Who might be harmed and how?	Risk Initial	Existing control measures and guidance to be taken to reduce risk	Risk Residual	What further action is necessary?	Further actions	
						Action by who and when?	Date action completed
People who are at significant risk from COVID-19 infection in the workplace	Clinically extremely vulnerable' individuals who have specific underlying health conditions that make them susceptible to severe illness from COVID-19.	3 (L) x 10 (S) = 30	To protect 'clinically extremely vulnerable' individuals against COVID-19 transmission, persons within this group as defined by the UK Government will be supported to work from home to safeguard their own health. Employees have been asked to notify the Company if they, anyone in their household, or anyone they are directly caring for are in this category.	2 (L) x 10 (S) = 20	No further action at this stage.	-	-
People who are at higher risk from COVID-19 infection in the workplace	Clinically vulnerable' individuals and those in 'higher risk' groups incl. those aged 70 or over, pregnant women and those with some underlying health conditions such as diabetes may be at increased risk of illness from COVID-19.	3 (L) x 10 (S) = 30	To protect 'clinically vulnerable' individuals and those in 'higher-risk' groups against COVID-19 infection, persons within these categories as defined by the UK Government, should discuss any concerns with line managers and HR as appropriate. Each case is to be reviewed on an individual basis to identify if there is an increased risk to the individual and if additional risk controls are necessary.	2 (L) x 10 (S) = 20	No further action at this stage.	-	-
COVID-19 symptomatic individuals and others who need to self-isolate	Individuals who have symptoms of COVID-19, as well as those who live in a household with someone who has symptoms and those who are advised to self-isolate as part of the government's NHS Test and Trace service risk infecting others within the workplace, including employees, contractors and visitors.	3 (L) x 10 (S) = 30	Daily Health Self-Assessment is mandatory for all persons accessing the work premises to evaluate themselves against for COVID-19 risk prior to arriving at the office. Individuals who have symptoms of COVID-19 as well as those who live in a household or are in a support bubble with someone who has symptoms should follow the more stringent of UK Government or corporate guidance to self-isolate and must not enter the workplace.	2 (L) x 10 (S) = 20	No further action at this stage.	-	-
Unfamiliarity with new site rules, procedures and COVID-19 precautionary measures	All individuals at the work premises, including employees, contractors and visitors could create a greater risk exposure to COVID-19 if site rules and procedures are not known and adhered with.	3 (L) x 10 (S) = 30	Initial and ongoing collaboration with workforce via UK EHS Committee to explain and agree any changes in working arrangements and monitor any unforeseen impacts of changes to working environments. Communication, as necessary, of office re-opening plans and associated induction information. Written instructions, signage, visual aids (incl. floor markings, etc.) and other recurring reminders provided to build and maintain awareness of site procedures upon arrival, incl. social distancing and good hand hygiene practices. Ongoing monitoring of the effectiveness of risk control measures, setting the cadence for reminders and prompting amendments of the infection control strategy as appropriate.	2 (L) x 10 (S) = 20	No further action at this stage.	-	-

<p>Arrival and departure from the office building</p>	<p>Anyone arriving or departing from the workplace (i.e., employees, contractors, visitors, etc.) could transmit or be exposed to COVID-19.</p>	<p>3 (L) x 10 (S) = 30</p>	<p>Maintain social distancing (per the more stringent of UK Government and corporate guidance) between all persons from those they do not live with wherever possible.</p> <p>Handwashing facilities provided throughout the building (soap, water and disposable hand towels). Hand washing encouraged upon arrival and departure through training and signage. Hand sanitiser (minimum 60% ethanol or 70% isopropanol) provided at entry and exit points.</p> <p>Arrival and departure times at the office staggered as necessary to reduce crowding. Wherever possible, persons accessing the office should travel alone or within their household group, using their own transport and not rely upon public transport or taxi services.</p> <p>Provision of facilities to help individuals walk, run and cycle to work (pedestrian route, cycle racks, lockers for personal items, etc).</p> <p>Non-touch solutions for vehicle barrier entry button. Car park spaces restricted to promote social distancing.</p> <p>Revolving door restricted in favour of non-touch open method for side door.</p> <p>Protective screen installed at reception.</p> <p>Congestion and on-coming pedestrian traffic potential controlled by having one-way systems with clear signage and dedicated access and egress points (floor markings and signs).</p>	<p>2 (L) x 10 (S) = 20</p>	<p>No further action at this stage.</p>	<p>-</p>	<p>-</p>
<p>Individuals moving between office floors</p>	<p>Anyone could be exposed to COVID-19 while moving between floors within the workplace (i.e., employees, contractors, visitors, etc.)</p>	<p>3 (L) x 10 (S) = 30</p>	<p>Enhanced cleaning regime for regular contact points, e.g., door handles, door push plates, door release buttons, handrails, etc.).</p> <p>Hand sanitiser provided within lift lobbies for use following moving between floors (e.g., following operation of the lifts and/or contact with stair handrails, etc.).</p> <p>Use of stairs encouraged wherever possible. Pedestrian traffic on stairs regulated by introducing one-way flow and clear signage.</p> <p>Maximum occupancy for lifts to be no more than 1 person at a time in Maidenhead if social distancing requirements cannot be met.</p>	<p>2 (L) x 10 (S) = 20</p>	<p>No further action at this stage.</p>	<p>-</p>	<p>-</p>

<p>Individuals moving around inside the office</p>	<p>Anyone could be exposed to COVID-19 while moving around within the workplace (i.e., employees, contractors, visitors, etc.)</p>	<p>3 (L) x 10 (S) = 30</p>	<p>Planning for the minimum number of people needed on site to operate safely (i.e., reducing capacity and promoting homeworking for those who can). Ensuring sufficient social distancing between employees inside the workplace from those they do not live with. Use of face coverings where social distancing is not possible.</p> <p>Reducing movement by discouraging non-essential trips between floors/areas by using phones and video conferencing.</p> <p>Introduced item drop-off points/transfer zones (incl. mail and IT equipment) to eliminate avoidable physical interaction.</p> <p>Reduce inter-person contact by operating 'fixed teams, partnering or rotational split-teams' to remain within distinct groups and keeping records of shift patterns for 21 days minimum to support NHS Test and Trace.</p> <p>Regulating use of higher traffic areas including corridors and one-way flow where social distancing cannot be maintained by two-way traffic with clear signage.</p> <p>Reduced need for door handle contact (incl. door hold open devices and alternatives to relying upon hand contact). Non-touch light switches. Enhanced cleaning regime for regular contact points, e.g., door handles, push plates, door release buttons, handrails, etc.).</p> <p>Increased frequency of handwashing (soap and water for 20 seconds). Provision of hand sanitiser in multiple locations.</p>	<p>2 (L) x 10 (S) = 20</p>	<p>No further action at this stage.</p>	<p>-</p>	<p>-</p>
<p>Individuals working at desks / workstations</p>	<p>Employees and contractors could be exposed to COVID-19 while at their individual desk/workstations.</p>	<p>3 (L) x 10 (S) = 30</p>	<p>Managing occupancy levels to enable social distancing in accordance with UK Government and corporate guidelines.</p> <p>Floorplan layouts reviewed to ensure social distancing between workstations. Fortnightly seating plan submitted to Facilities Department to enable office organisation.</p> <p>Workstations assigned to an individual and not shared. Use of hot desks restricted. Workers prohibited from using other workers' phones, desks, offices, or other work tools and equipment.</p> <p>Frequent cleaning of work areas and equipment incl., keyboards and mouses (incl. provision of spray disinfectant and disinfectant wipes for use by individuals and enhanced professional cleaning).</p>	<p>2 (L) x 10 (S) = 20</p>	<p>No further action at this stage.</p>	<p>-</p>	<p>-</p>

<p>Kitchenettes, common areas and other welfare facilities</p>	<p>Anyone could be exposed to COVID-19 while using common areas and break out spaces (i.e., employees, contractors, visitors, etc.)</p>	<p>3 (L) x 10 (S) = 30</p>	<p>Encouraging storage of personal items and clothing in personal storage spaces, e.g., desk storage and lockers.</p> <p>Non-essential frequently touched items removed from common areas (incl. newspapers and magazines).</p> <p>Stagger break times to reduce pressure on break spaces. Utilisation of safe outdoor space encouraged. Restrict use of communal indoor break out furniture.</p> <p>All personal food stored in the refrigerators or cabinets to be in bags marked with the owner's name and removed every evening.</p> <p>Use of kitchenette tea points limited to 2 persons at a time and social distancing requirements to be followed (clear signage incl. floor signage provided. Cleaning products (incl. hand sanitiser, anti-bacterial sprays, etc.) provided at kitchenettes for use by individuals.</p> <p>Shared eating and drinking utensils washed with detergent between uses in dishwashers on a hot wash (70°C minimum) and sanitise cycles used where available. Washing hands before handling eating and drinking utensils. Disposable eating and drinking utensils to be promptly disposed of in waste.</p> <p>Enhanced cleaning regimes including periodic cleaning during the day and deep cleaning at the end of the day of kitchenette surfaces and equipment.</p> <p>Smoking shelter signage provided, such that persons adhere to social distancing requirements.</p>	<p>2 (L) x 10 (S) = 20</p>	<p>No further action at this stage.</p>	<p>-</p>	<p>-</p>
---	---	----------------------------	---	----------------------------	---	----------	----------

<p>Welfare areas incl. washrooms, toilets, showers & changing facilities</p>	<p>COVID-19 virus transmission occurring between any individuals using the washroom and toilet facilities, including employees, contractors and visitors.</p>	<p>3 (L) x 10 (S) = 30</p>	<p>Providing hand washing (soap and water) and drying facilities (disposable hand towels). Non-touch taps and soap dispensing. Hand sanitiser provided within washrooms.</p> <p>Displaying clear signage to remind of the importance of good hand hygiene and discourage touching of face (incl. mouth, nose and eyes).</p> <p>Washroom occupancy limited (max 2 people), restricting toilet cubicle availability, and clear signage (incl. floor signage) provided to ensure social distancing is achieved as much as possible.</p> <p>Encouraging storage of personal items and clothing in personal storage spaces, for example, desk storage and lockers.</p> <p>Enhanced cleaning regimes including periodic cleaning during the day and deep cleaning at the end of the day.</p> <p>Shower rooms remain closed.</p>	<p>2 (L) x 10 (S) = 20</p>	<p>Evaluate and set use and cleaning guidance for showers and changing facilities.</p>	<p>Facilities</p>	<p>Prior to re-opening shower rooms</p>
<p>Face-to-face meetings</p>	<p>COVID-19 virus transmission occurring between any individuals involved in face-to-face meetings, including employees, contractors and visitors.</p>	<p>3 (L) x 10 (S) = 30</p>	<p>Meeting rooms and collaboration spaces closed. Use remote working tools to avoid in-person meetings.</p> <p>Only business essential face-to-face meetings should go ahead, only absolutely necessary participants should attend and should maintain social distancing per the more stringent of UK Government and corporate guidelines throughout. Hold meetings outdoors wherever possible.</p>	<p>2 (L) x 10 (S) = 20</p>	<p>Implement an authorisation process for face-to-face meetings.</p> <p>Reconfigure meeting room furniture and provide clear signage to remind of social distancing requirements (consider floor markings).</p> <p>Implement occupancy restrictions for each meeting room (not to exceed 10 as the corporate maximum).</p> <p>Restrict the use of high-touch items (incl. whiteboards, markers, TV remotes, HVAC controls). Instruct against sharing pens and other objects during meetings.</p> <p>Provide hand sanitiser in meeting rooms.</p> <p>Implement an enhanced post-meeting cleaning process for all meeting rooms.</p>	<p>Facilities / IS</p>	<p>Prior to re-opening meeting rooms</p>

<p>Canteen (The Hub)</p>	<p>COVID-19 virus transmission occurring between any individuals using the canteen facilities, including employees, contractors and visitors.</p>	<p>3 (L) x 10 (S) = 30</p>	<p>Site-specific COVID-19 risk assessment completed by Genuine Dining for the canteen (back of house and front of house).</p> <p>Floor markings for cafeteria serving area and protective screens for till area. Contactless payment transactions only.</p> <p>Options limited to packaged take-away meals or similar and drinks to avoid fully opening the canteen. No self-service options.</p> <p>Internal seating area closed. Food and drink consumption at individual workstations or utilise outdoor dining space when weather permits.</p> <p>Enhanced cleaning regimes for water station and microwave point. Cleaning products (incl. hand sanitiser, anti-bacterial sprays, etc.) provided at kitchenette for use by individuals.</p>	<p>2 (L) x 10 (S) = 20</p>	<p>Review area-specific COVID-19 risk assessment.</p> <p>Reconfigure canteen furniture to control occupancy and allow for social distancing.</p>	<p>Facilities</p>	<p>Prior to re-opening dine in services within the canteen</p>
<p>Post, parcels and the Mail Room</p>	<p>COVID-19 virus transmission occurring between any individuals entering the Mail Room or handling post/parcels, including employees and contractors.</p>	<p>3 (L) x 10 (S) = 30</p>	<p>Prohibiting non-business deliveries (e.g., personal deliveries to workers) and reducing the frequency of business-related deliveries (e.g., by placing bulk orders where possible). All business-related deliveries to the facility will only be taken at the rear of the site.</p> <p>Delivery persons are required to drop off items outside within the external post cabinet to minimise person-to-person contact. Minimise the exchange of mail/courier documentation, e.g., by relying upon electronic documents where possible. Any items designated for third party collection will be taken outside to the receiving person (observing social distancing).</p> <p>Mail Room personnel disinfect the exterior of packages entering the site using alcohol-based cleaning products.</p> <p>Mail Room access restricted to Mail Room employees and single occupancy only, with signage installed to communicate these requirements. A safe area is designated for outgoing parcels to be left outside the Mail Room.</p> <p>Greater frequency of handwashing for workers handling goods and merchandise. Provision of hand sanitiser within the Mail Room.</p> <p>The use of mail trays for the internal distribution of mail to reduce person to person contact.</p> <p>Provision of dedicated welfare arrangements for delivery drivers.</p>	<p>2 (L) x 10 (S) = 20</p>	<p>No further action at this stage.</p>	<p>-</p>	<p>-</p>

<p>Visitors</p>	<p>Visitors entering the premises could transmit or contract COVID-19 at the workplace.</p>	<p>3 (L) x 10 (S) = 30</p>	<p>Visits via remote connection/working where this is a viable option.</p> <p>Essential only visitors permitted. Process to approve the essential nature of any visitor before such visitor is permitted to access the property. Number of visitors at any one time restricted to 4 individuals.</p> <p>Where site visits are essential, site guidance on social distancing and other COVID-19 safety protocols communicated to visitors in advance (phone, email, website) and upon arrival (posters, leaflets).</p> <p>Maintaining a record of all visitors and providing non-touch alternatives to reception sign-in procedures for visitors.</p> <p>COVID-19 Visitor Confirmation Form for visitors arriving at the office to evaluate themselves against for COVID-19 risk prior to accessing the office.</p>	<p>2 (L) x 10 (S) = 20</p>	<p>No further action at this stage.</p>	<p>-</p>	<p>-</p>
<p>Maintenance and service contractors</p>	<p>Contractors entering the premises could transmit or contract COVID-19 at the workplace.</p>	<p>3 (L) x 10 (S) = 30</p>	<p>Essential maintenance works moved to outside of operational hours where possible (e.g. emergency light testing and water hygiene testing).</p> <p>Authorisation process to approve the essential nature of any contractor before such contractor is permitted to access the property. Number of contractors at any one time restricted to 4 individuals.</p> <p>Where site visits are essential, site guidance on social distancing and other COVID-19 safety protocols communicated to contractors in advance (phone, email, website) and upon arrival (posters, leaflets).</p> <p>COVID-19 Visitor Confirmation Form for contractors arriving at the office to evaluate themselves against for COVID-19 risk prior to accessing the office.</p> <p>Maintaining a record of all contractors and providing non-touch alternatives to reception sign-in procedures for contractors.</p> <p>Task-specific risk assessments and method statements reviewed, including thoroughness of COVID-19 protection measures in advance of work being undertaken.</p>	<p>2 (L) x 10 (S) = 20</p>	<p>No further action at this stage.</p>	<p>-</p>	<p>-</p>

Heating, Ventilation & Air Conditioning (HVAC)	HVAC system adversely impacting COVID-19 virus transmission between any individuals within the building, including employees, contractors and visitors.	3 (L) x 10 (S) = 30	Ventilation fresh air intake increased to 100% (i.e., no recirculation) and 24/7 operation. HVAC systems serviced and adjusted to ensure ventilation levels do not automatically reduce due to lower than normal occupancy levels. Air handling unit (AHU) filters replaced with a higher grade filter material. Toilet extracts adjusted to maximum ventilation.	2 (L) x 10 (S) = 20	No further action at this stage.	-	-
Tenant/landlord areas (London)	Anyone could be exposed to COVID-19 while transitioning through tenant/landlord areas (i.e., employees, visitors and contractors, etc.).	3 (L) x 10 (S) = 30	Collaboratively working with landlords and other tenants as necessary to ensure suitable and sufficient COVID-19 precautionary control measures across common areas, e.g., receptions, lobbies, lifts, staircases.	2 (L) x 10 (S) = 20	No further action at this stage.	-	-
Responding to a suspected case of COVID-19 within the workplace	COVID-19 transmission occurring between employees, contractors or and/or visitors following a suspected case of COVID-19 inside the building.	3 (L) x 10 (S) = 30	<p>For contact tracing purposes, employees are encouraged to download the NHS COVID-19 app and also maintain a private list of employees with whom they have come into contact during the day.</p> <p>In the event of an individual developing suspected COVID-19 symptoms whilst attending the office, they should leave the premises as soon as safely possible via an isolated exit route and self-isolate in line with the more stringent of UK Government or corporate guidance.</p> <p>COVID-19 EMEA Case Reporting process and corporate Contact Tracing Policy developed and communicated.</p> <p>The area is to be vacated and thoroughly cleaned per the more stringent of UK Government or corporate guidance. Cleaning to take place immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.</p> <p>Segregate and dispose of waste (used cloths or wipes, PPE, etc.) per UK Government guidance if an individual shows symptoms of or tests positive for COVID-19.</p>	2 (L) x 10 (S) = 20	No further action at this stage.	-	-

<p>First aid administration</p>	<p>COVID-19 transmission occurring between a first aider (employee) and other employees, contractors or and/or visitors during the administration of first aid treatment.</p>	<p>3 (L) x 10 (S) = 30</p>	<p>Only qualified first-aiders to administer first aid. External first aid training covers general personal hygiene and blood-borne pathogen precautionary guidance.</p> <p>First aider staffing throughout periods of reduced occupancy levels. First Aiders consulted regarding factors that might result in greater vulnerability to illness from COVID-19 and assessed on an individual basis.</p> <p>First Aiders, wherever possible, to support injured parties to self-administer basic first aid and maintain 2m social distancing. Where breaching 2m social distancing between the first aider and the recipient is unavoidable, surgical masks are to be worn by both parties. Additionally, the first aider is to wear nitrile gloves and a disposable apron.</p> <p>A face shield must be worn by the first aider if the person receiving treatment is coughing or unable to wear a mask, or if there is any anticipated risk of contamination with splashes, droplets of blood or body fluids.</p> <p>Only deliver CPR by chest compressions and use a defibrillator - don't do rescue breaths in accordance with Resuscitation Council UK guidelines. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield.</p>	<p>2 (L) x 10 (S) = 20</p>	<p>No further action at this stage.</p>	<p>-</p>	<p>-</p>
<p>Emergencies, accidents, security and other such unplanned incidents</p>	<p>Anyone at the work premises (incl. employees, contractors and visitors) could be harmed by being unsure of exit measures in the event of an emergency (e.g., fire) due to new COVID-19 related controls (i.e., one way routes) being implemented.</p>	<p>2 (L) x 6 (S) = 12</p>	<p>In an emergency, (e.g., a fire), those in the work premises do not have to adhere with social distancing guidance if it would be unsafe to do so, one-way routes do not apply, and all emergency exit routes are open.</p> <p>Process implemented to ensure sufficient First Aider and Fire Marshal staffing throughout period of reduced occupancy levels.</p> <p>Workers involved in the provision of assistance to others to pay particular attention to sanitation measures immediately before and after treating a casualty, including hand hygiene (e.g., First Aiders and Fire Marshals).</p> <p>Personal Emergency Evacuation Plans (PEEPs) reviewed prior to the return of any impacted individuals, incl. suitability assessment and availability of assistance.</p>	<p>1 (L) x 6 (S) = 6</p>	<p>No further action at this stage.</p>	<p>-</p>	<p>-</p>

<p>Stress, mental health and wellbeing adversely impacted, initiated or exacerbated by the COVID-19 pandemic and due to changes on site</p>	<p>Workers (employees and contractors) could be affected by factors such as isolation and health concerns, resulting in a broad range of symptoms such as anxiety, difficulty sleeping, chest pain, elevated blood pressure, headaches and other symptoms associated with stress and poor mental health.</p>	<p>3 (L) x 6 (S) = 18</p>	<p>Management, HR, UK EHS Committee, Employee Group and other stakeholders promoting good mental health and overall wellbeing awareness to workers during the COVID-19 pandemic and advising of support available.</p> <p>Providing support for workers around mental health and wellbeing. This includes but is not limited to, employee assistance programme, health services, training, mindfulness sessions and organised virtual group activities.</p> <p>Line managers keeping in touch with staff who are working from home, and checking on their working arrangements including their welfare, mental and physical health. Particular emphasis is placed on those who live in single-person households.</p> <p>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</p>	<p>2 (L) x 6 (S) = 12</p>	<p>No further action at this stage.</p>	<p>-</p>	<p>-</p>
--	--	---------------------------	--	---------------------------	---	----------	----------

Appendix 1 – Risk Rating Matrix

		RISK RATING			
		High	Medium	Low	Insignificant
Increasing Severity ↑	10 = Grievous bodily injury, permanent disability(s) or fatality(s)	Important (10)	Significant (20)	Significant (30)	Major (40)
	6 = Injury or illness requiring off-site medical treatment and worker unable to perform normal job duties (lost time or job restrictions) for several days	Important (6)	Important (12)	Significant (18)	Significant (24)
	3 = Injury or illness requiring off-site medical treatment with worker able to perform most normal job duties or with minimal days away from work	Minor (3)	Important (6)	Important (9)	Important (12)
	1 = Insignificant or minor injury or illness requiring only on-site first aid treatment	Negligible (1)	Negligible (2)	Minor (3)	Important (4)
		Remote	Possible	Likely	Imminent
		1 = Unlikely to occur, though possible	2 = May occur at some time, previous audit reports indicate non-compliance	3 = Expected to occur at some time	4 = Expected to occur regularly, possibly many times, consequence will be experienced unless action is taken
		Increasing Probability →			

Appendix 2 – Staying COVID-19 Secure in 2020

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a **COVID-19 Secure workplace** or work from home
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Signed on behalf of employer



Employer FM Insurance Co Ltd & FM Approvals Ltd Date 26th October 2020

Who to contact: Matthew Cokeham (07788257551) or UKEHSCommittee@fmglobal.com
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1847)