


Staying COVID – 19 Secure in 2020

We confirm we have complied with the governments guidance on managing the risk of COVID – 19

FIVE STEPS TO SAFER WORKING TOGETHER

- 1) We have carried out a **COVID – 19 risk assessment** and shared the results with the people who work here.
- 2) We have **cleaning, handwashing and hygiene procedures** in line with guidance.
- 3) We have taken all reasonable steps to **help people work from home**.
- 4) We have taken all reasonable steps to **maintain a 2m distance** in the workplace.
- 5) Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**.

Director:  Date: 14-05-2020

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(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)