

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 from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Workline Date 10/6/2020

Who to contact: _____
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Staying COVID-19 Secure in 2020

We have complied with the Government's guidance on managing the risk of COVID-19

SIX STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the building management team and our service partners
- ✓ We have regular **enhanced cleaning regimes** in place that cover all regularly touched surfaces
- ✓ All members of the building management team and our service partners **observe handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to communicate with and assist our occupiers to implement their own **COVID-19 controls**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the common areas and also within our staff areas
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Building Management _____



Date _____

10/6/2020

Contact
Phone:
workman.co.uk

