



## 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 our Staff.

We have **cleaning, handwashing and hygiene procedures** in line with guidance.

We have taken all reasonable steps to **help Staff work from home**.

We have taken all reasonable steps to **maintain a 2m distance** in our Office.

Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**.

Employer: Christopher Welford

Date

31 May 2020