

Name:

Date:



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

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.

Please click on the link below and read the following information;

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Your workstation must be wiped down before and after completing your shift with the clinell wipes provided.

You must make you own drinks and not make any for others.

You must wear a mask when in communal areas such as kitchen/walkways.