

Staying COVID-19 Secure in 2021

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 Jackie Woodall, Managing Director Date 2021.01.04

Who to contact: Jackie Woodall, 01454 416900 actiondesk@bespokecleaning.co.uk
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)