



OUR COMMITMENT TO STAYING COVID-19 SECURE IN 2020

Aim:

- To protect those at work.
- To protect visitors to our site.
- To enhance cleaning of premises including regular cleaning of frequently touched areas on a rolling program throughout the day.
- To facilitate social distancing in line with government guidance including where possible making use of outdoor spaces. We actively encourage 2M social distance.
- To facilitate effective hand hygiene through the provision of hand washing and hand sanitising facilities.
- To provide individual work stations and individual resources.
- To provide safe meeting areas.
- To facilitate the use of face coverings for transition where necessary.

Steps we have taken to make our offices COVID-19 Secure:

We confirm we have complied with the Government's guidance on managing the risk of COVID-19 as follows:

- We have carried out a COVID-19 Risk Assessment.
- The steps required to keep our offices COVID-19 Secure are shared staff and visitors.
- We have stringent cleaning procedures in place in line with Government guidance including ensuring the area is cleaned thoroughly each day and frequently throughout the day.
- We have stringent hand hygiene procedures in place in line with Government guidance through the provision of sufficient hand hygiene resources in terms of soap and paper towels in the toilets and hand sanitiser elsewhere.
- We have taken all reasonable steps to maintain 2M social distance.
- We have taken all reasonable steps to reduce the risk of cross-contamination.
- We have reorganised the site to facilitate 2m social distancing and one-way systems.
- We will limit the number of visitors on site at any one time.

Visitors:

By entering our offices, you are agreeing to follow these steps to protect your health and ensure the environment remains COVID-19 Secure for everyone.

- Visits are by appointment only.
- On arrival at reception you will be expected to undergo a temperature check. Refusal of this will result in denial of entry.
- You should not visit our building if you are displaying COVID-19 symptoms or have been in contact with someone known to have COVID-19.
- You will be instructed to sanitise your hands at reception.
- You will be escorted to relevant area.
- You will be expected to follow the one-way system and other signage throughout the site.
- Use only the allocated visitor's toilet. Please follow the signage regarding cleaning and hand hygiene.
- If the purpose of your visit is for service or maintenance of equipment you will be expected to thoroughly wipe down on completion, all areas of equipment/machinery you have touched in the course of your work.