**Staying COVID-19 SECURE in 2020**

We confirm that we have complied to the Government’s guidance on managing the risk of COVID-19

**FIVE STEPS TO SAFER WORKING**

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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 the 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**

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Employer: Date:

Who to contact: (Health and Safety Representative)

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)