

Staying COVID-19 Secure in 2020

STEPS TO SAFER WORKING TOGETHER

WE CONFIRM WE HAVE COMPLIED WITH THE GOVERNMENT'S GUIDANCE ON MANAGING THE RISK OF COVID-19:

- ✓ 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**

WHEN COMING TO THE WORKPLACE, YOUR COLLEAGUES NEED YOU TO:

- ✓ **Stay at home if you have any symptoms**
- ✓ **Keep your distance**
- ✓ **Wash your hands and clean your desk**
- ✓ **Make meetings virtual**
- ✓ **Say if it's not Okay**

Employer: *Matt Williams* Date: 29/07/2020

Your Health & Safety Officer: Carl Bishop Corporate Health & Safety Team ext. 4720

Site: Halesowen Leisure Centre