



Working Safely During Coronavirus – Risk Assessment

As the lockdown starts to ease, we are gradually starting to reopen our offices, and in doing so, ensuring that we comply with the latest Government guidance in respect of “Working Safely During Coronavirus – Offices and Contact Centres”

Detailed Risk Assessments and Back to Work plans have been created for each office as part of this process to ensure the safety of our partners and staff, our clients and all other visitors to our offices.

In each office the required notice has been displayed to show that we have followed the Government guidance on managing the risk of Covid-19 and in particular the five steps to safer working together.

- We have carried out a Covid -19 risk assessment and shared the results with the people who work in each office.
- 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 2 metre distance in each office, including the introduction of one way systems where required, team working, maximum staffing levels and keeping visitor numbers to an absolute minimum.
- Where people cannot be 2 metres apart, we have done everything practical to manage transmission risk, including the use of screens, back to back or side to side seating arrangements.

Any problems highlighted in any office by the completion of these checklists and plans have been addressed to ensure the safety of all.