

Staying COVID-secure

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 safely from a **COVID-19 Secure workplace** or work from home
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace. Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**
- ✓ We have taken all reasonable steps to **provide adequate ventilation** in enclosed spaces

Signed on behalf of employer  Keith Forster

Employer Boughey Distribution Limited Date 10/05/2021

Mark Batch (Head of Health & Safety)
Owen Harding (Health and Safety Partner)

Who to contact: Keith Martin (Health and Safety Partner)
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)