

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 HMG 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 keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**