

# VALE GARDEN HOUSES

## **The COVID- 19 Risk Assessment Summary Statement**

At Vale Garden Houses, the safety of our workforce, their families and our clients are of paramount importance. We have carried out a COVID-19 risk assessment and, with the help of the Workplace Health & Safety representative, we have put together a plan which allows us to adhere to the current government guidelines. This has involved re-designing the workspaces, pathways, office spaces and all working areas. In addition, we will continue to allow some staff to work from home and others to attend the offices on a rota basis. We have also implemented staggered start and finish times in order to avoid congestion at particular times of day. Access to kitchens and meeting rooms has been restricted in order to avoid congestion in those areas; wherever possible, meetings will be conducted remotely, including internal meetings.

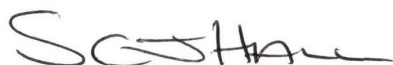
All hand tools, factory tools, computers and other office equipment will, wherever possible, be assigned to an individual and not shared. For operations that requires people to work together in pairs, the pairings will remain fixed to minimise the number of people each person has contact with.

To eliminate virus transmission, we have provided external sanitising stations outside the building so everyone can clean their hands both before entering and after leaving the building. Hand sanitiser stations are also situated throughout the building, along with relevant personal protective equipment, if required. All surfaces are cleaned regularly, including light switches and door handles, and cleaning of all communal areas has been increased. Cleaning materials are provided in all vehicles so vehicle users can clean surfaces in a vehicle both before and after use. Hand sanitisers are also provided in all vehicles.

All staff are given the relevant information, designed to assist them with vital information and to facilitate their safe return to work.

We will update customers when further measures are in place.

Signed



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