

Staying COVID-19 Secure in 2020

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**

Signed on behalf of employer _____



Employer VALE GARDEN HOUSES LTD

Date 24/07/2020

Who to contact: Steven Hall. M.Sc – Prop Dip (SHEM) – CMIOSH AEIMA

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

VALE GARDEN HOUSES

The COVID- 19 Risk Assessment Summary Statement

At Vale, 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 the 2-metre social distancing rule to be observed. This has involved re-designing the workspaces, pathways, office spaces and all working areas, including the creation of some one-way systems. 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.

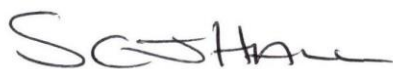
All hand tools, factory tools, computers and other office equipment will, wherever possible, be assigned to an individual and not shared. For operations that requires people to work together in pairs, the pairings will remain fixed to minimise the number of people each person has contact with.

To reduce 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.

We are planning the phased safe return for all staff including the installation teams and, on return, all staff undergo a Coronavirus -COVID-19 training session, 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



Steven Hall M.Sc – Prof Dip (SHEM) – CMIOSH AIEMA