

# 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: Carol Frost, Director of Facilities and Operations

Employer: Slaughter and May  
Slaughter and May Services Company

Date: 7 August 2020

Who to contact: Bobby Heath, Head of Facilities  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)