






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 from home.**
-  We have taken all reasonable steps to **maintain a 2m distance** in the workplace.
-  Where people cannot be 2m apart, we have done everything practical to **manage transmission risk.**

Employer **The Symphony Group PLC**

Date **14th May 2020**

Who to contact: *Brian Goulding (Group H&S Manager)*

Email: brian.goulding@symphony-group.co.uk | Mob: 07971 007336

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

Limiting the spread of coronavirus (COVID-19) at Symphony

We are helping to reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice and by:

- COVID19 risk assessments have been developed and produced for each site. These are displayed on notice boards at each site.
- Everyone who can work from home are still working from home.
- Employees at higher risk have been given protection.
- We have implemented a number of control measures regarding social distancing, including one way systems, additional canteens, restricted access, smoking areas now include personal vehicles etc. We have also produced guidance documents and displayed signs regarding social distancing.
- We have increased hand sanitiser stations. Guidance documents and signs are displayed.
- We have increased cleaning routines and created additional cleaning stations for trolleys etc.
- Contractors and visitors have been given guidance documents for attending sites. Signs are displayed throughout the site.
- We have provided guidance to all employees including hand hygiene, social distancing and PPE.
- We have great ventilation throughout our sites, including well maintained HVAC systems.
- We have provided PPE including face visors and disposable masks for when social distancing is impossible.
- We have systems in place for inbound goods including specific areas and toilets etc. Signs are also displayed in various languages.
- Ongoing reviews are completed in accordance from government guidance and other organisations including the HSE, Public Health England and trade unions.