

# Staying COVID-19 Secure in 2021



We confirm we have complied with the government guidance on managing the risk of COVID-19

## EIGHT 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 the 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**
- ✓ Our systems and control measures are **audited by an independent third party** on a regular basis.
- ✓ We periodically review our control measures to ensure they **remain effective and up to date** with government guidance.
- ✓ We comply with **NHS Test & Trace** and will insist on collecting personal data from one member of each household whilst not knowingly admitting groups of more than six. Data will be stored securely for 21 days then destroyed.

Who to contact: [Vesna@vgtechnical.co.uk](mailto:Vesna@vgtechnical.co.uk)  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

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