

Staying COVID-secure

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 sensible distance** in the workplace. We have taken all the mitigating actions possible to **manage transmission risk**
- ✓ We have taken all reasonable steps to **provide adequate ventilation** in enclosed spaces

Signed on behalf of employer C. Wrighten

Employer Office Depot International (UK) Ltd Date September 2021

Who to contact: Carmen Wrighten
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)