

NEED SPACE?

OUR RETURN TO WORK SAFETY STRATEGY

Following the Government's easing of the recent lockdown restrictions for office-based businesses we have prepared the following safety strategy. This sets out our policies and procedures for the safe return to and continued use of your workplace.

As recommended by the Government's briefing note Working safely during coronavirus (COVID-19) issued on 11 May we have carried out a COVID-19 risk assessment and have been working hard to prepare our buildings accordingly. We want to ensure that your return to work is safe, efficient and meets the needs of both your business and your staff.

We have identified **five core areas of focus** which apply to all our buildings and those that operate from them. The following objectives will be continually monitored as we go forward. This will ensure that they evolve in line with any future Government guidelines and the results of any feedback we receive or any practical experience we gain in implementing them.

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FIVE AREAS OF FOCUS

Our core objectives are:

- To implement and maintain **social distancing** in accordance with Government guidelines
- To ensure that all necessary **cleaning and hygiene measures** are implemented and observed
- To promote **courtesy and respect** for each other at all times
- To **implement and maintain our policies and procedures** relating to the use of the building
- To **liaise with our customers** to jointly create and maintain a safe working environment.

RISK ASSESSMENT AND ACTIONS IMPLEMENTED

We have already carried out a COVID-19 Risk Assessment for each building, the results of which are available on request. The signed confirmation notice to this effect is attached as [Appendix 1](#) and will also be displayed in the relevant building. Based upon these findings and recommendations we have already implemented the following actions ahead of re-opening:

- Carried out a deep clean of the premises
- Formulated an ongoing enhanced cleaning regime to satisfy the new requirements
- Checked that all M&E services are fully operational
- Formulated an ongoing service regime to satisfy the new requirements
- Carried out a full H&S check
- Formulated ongoing checks to ensure buildings remain compliant under the new guidelines
- Installed hand sanitisers at all key locations
- Installed safety signage to communicate and reassure clients and visitors
- Installed fire-door holders enabling doors to be kept open during usual office hours to provide improved visibility and reduce congestion and touch hotspots
- Altered furniture layouts in common areas
- Instigated a new signing-in procedure for visitors
- Indicated, where necessary, directions of flow and distancing restrictions
- Instigated new procedures for deliveries.

POLICIES AND PROCEDURES

Set out below are the policies and procedures that will be applicable to the use of the building going forward. Not all of them will apply directly to every Centre but it will be made clear from on-site signage which ones to observe within your particular building and your Centre Manager will be there to deal with any queries.

These are formulated in response to the Government guidelines referred to earlier with which we would strongly recommend you familiarise yourselves. This will ensure that you are fully aware of your own responsibilities and obligations in respect of the offices you occupy and your staff who work there. The section below which sets out in more detail what we would ask of you in this respect and we would welcome any feedback.

Please note, however, that people should still work from home wherever possible or if they are particularly vulnerable. Under no circumstances should anyone come to work / enter the building if they exhibit any of the recognised symptoms of COVID-19.

Please ensure that your staff are fully aware of the policies and procedures set out here:

- Use the hand sanitisers provided regularly, in particular at touch hot-spots such as the main entrances, kitchens and toilets
- Wash hands for a minimum of 20 seconds in kitchens and toilets
- Maintain 2m social distancing wherever practical
- Where the 2m rule is not possible use common sense and be considerate of others especially on stairs or in corridors and other confined spaces
- Where there are lifts these will be limited to one person at a time and only for those travelling to the top floor unless disabled access is required
- Keep visitors to a minimum and advise your Centre Manager when you are expecting either visitors or deliveries
- Wear face masks within common areas.



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LICENSEE OBLIGATIONS

As the licensee you have certain responsibilities in respect of your unit and your staff, and we would therefore ask you to please:

- Ensure that your office space is re-configured if necessary, subject to staff numbers
- Restrict staff to essential personnel only or work in teams
- Stagger working hours and breaks
- Discourage non-essential trips through the common areas
- Advise your Centre Manager immediately if a member of staff should exhibit any COVID-19 symptoms.

OUR PROCEDURES

- We will increase the frequency of surface cleaning of touch hot-spots
- We have provided signage and demarcation lines to assist with social distancing and have introduced one-way routes where practical
- We have kept certain doors open to increase visibility and reduce touch points
- Access to toilet and kitchen areas will be limited and signed accordingly subject to size
- Meeting room numbers will be restricted in line with the 2m rule subject to the size.
- Gloves will be provided in reception for collecting deliveries / post
- We will be reviewing our fire alarm drills and will notify you accordingly.

“We thank you for your co-operation during these difficult times...”

Our aim is to work together to create and maintain a safe working environment for you to return to and carry on your business. We thank you in advance for your co-operation during these difficult times and look forward to welcoming you back to work.

RICHARD TRIMMING AND CHARLIE WATES
(Joint Managing Directors)

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