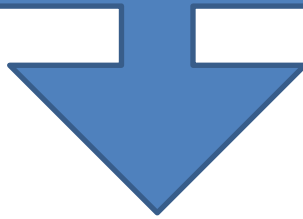


Staying COVID-19 Secure in 2020

Girlings has complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER



1. We have carried out a **COVID-19** risk assessment and shared the results with the staff
2. We have cleaning, **hand washing and hygiene procedures** in line with government guidance
3. We have taken all reasonable steps to **help people work from home**
4. We have taken all reasonable steps to **maintain 2m distance** in the workplace
5. When people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer: Girlings Solicitors

Date: 19 June 2020

In case of query please contact either:

Wayne Rudd, Health and Safety Representative or Judith Neenan, HR Manager.

You can contact the Health and Safety Executive by phone on: 0300 790 6787