**COVID Secure**

**Risk Assessment and Operating Plan**

**For**

**B Simmons**

**Date of issue – 24th September 2020**

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The principal objective of this assessment and plan is to take all reasonable steps to prevent the risk of spreading the COVID-19 virus to:

* Our employees and their families
* Our customers and their families
* Visitors and contractors who visit our premises or properties we are selling or managing

The senior person responsible for COVID-19 Management is Phil Howman

**OUR STATEMENT**

1. Where possible, we will take all reasonable steps to enable our teams to work from home and only come into the office where we have identified that there is a business need to do so.
2. We will complete a risk assessment and agree on an operating plan to manage our risks. This document will be shared with all of our team and reviewed on a regular basis.
3. Where we operate in the office or where we visit people in their homes, we will maintain social distancing, where possible.
4. We will use technology where we can for valuations, viewings and property management responsibilities in order to reduce the need for face-to-face contact.
5. We will have strict processes for cleaning and hygiene and make PPE available for our teams.
6. We will not undertake any face-to-face meeting or allow any employee to attend the office where they or a member of their household is self-isolating, showing symptoms of COVID-19 or has travelled outside the UK within the last 14 days and where that country is not on our quarantine exemption list.

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| **Wash HANDS** | **Cover FACE** | **Make SPACE** |

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| **Risk Area** |  | *Issues identified*  |
| **Our Office** | *We have taken the following actions you have taken to make your office COVID-Secure – we operate a locked door policy; visitors by appointment only; hand sanitiser stations; team briefings; regular monitored increase level of cleaning, dividing screens between work stations, masks to be worn when face to face meeting with public, clothes and shoe protectors to be worn when in clients properties.*  |  |
| **Our People** | *We support our teams by checking daily with them whether they have any COVID issues; take into account anyone who may be more vulnerable; regular updates on keeping all staff updated on changes to legislation.* |  |
| **PPE** | *High level of PPE to include face coverings will be worn whenever a member of the public enters the office and by the team on all face to face meetings; gloves provided where surfaces are touch, shoe coverings to be worn at clients properties.* |  |
| **Test and Trace** | *We record contact details of everyone we have an appointment with and would ‘trace’ anyone who your team would have come into contact with, in the case of a positive COVID test.* |  |
| **Our Customers** | *Locked door policy to ensure it is strictly by appointment only and in a marked desiccated marked area with in the office to ensure our customers are protected from coming into contact with someone who has COVID.* |  |

**Confirmation Statement:** I confirm that on behalf of B Simmons I have thoroughly reviewed the content of our COVID-Secure operating plan and that this represents an accurate position in our aim to prevent COVID-19 being transmitted.

Signed………………………………………………………………… Name……………………………………………………………………………

Position………………………………………………………………. Date……………………………………………………………………………..