



PORTMAN PM LIMITED

PROPERTY & ASSET MANAGERS

Covid – 19 Information for Clients and Visitors

There will be no entry to our office unless you have a pre-arranged appointment. Appointments can be made by telephoning 020 8209 9663.

If you have an appointment with us, you must wear a face covering within the office grounds unless you are exempt on medical grounds. Upon entering the office, a member of staff will take your temperature. If your temperature reads as high you will be asked to leave the office and reschedule your appointment for a later date. Your rescheduled appointment must be at least 10 days later.

Hand sanitiser is readily available throughout the office and we kindly ask that you use these upon entering the premises.

We are aware that these restrictions can be frustrating however we ask that you please respect our strict policy on hygiene during these unprecedented times and take note of all signs on and around the office. Our top priority is always the safety of our staff and clients.

Staying COVID-19 Secure in 2020

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 2m distance** in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Signed on behalf of employer

 Employer representative signature

Employer PORTMAN PM LIMITED Date 15/09/2020

Who to contact:

Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Information for our Staff

COVID-19 RISK ASSESSMENT

1. Entry of persons into the office is major risk area for cause of transmission of the virus.
2. Persons at high risk are Richard Hughes, Candice Chapman, and Tom Wellings.
3. Other Persons at general risk are Dena Bennett, Kay Bennett, and Ben Bennett.
4. Areas within the office with higher risk of transmitting the virus between staff are Filing Area, Passing Dena's Desk, Kitchen and Toilet.

Working Safely During Covid-19 Pandemic

Please note a bubble has already been formed between Candice Chapman, Dena Bennett, Kay Bennett, and Ben Bennett.

1. Hand sanitiser, bleach spray cleaner, paper towels and waste bin to be placed at front reception.
2. Sign to be placed on the door for staff only to enter the office without prior appointment.
3. When staff enter the office hand sanitizer must be used and then door handles and frame must be wiped with paper towel sprayed with the bleach cleaner which must be immediately placed in the bin at the door.
4. All staff to wear face masks if not exempt from wearing them or if it is just the above staff mentioned bubble working together.
5. Hand sanitiser, tissues, Paper towels and bleach spray cleaner to be placed every desk.
6. 1 to 2-meter distancing must be maintained where possible.
7. Do not share stationary equipment where possible.
8. If using shared equipment use hand sanitiser before and after use. When you have finished using the item wipe with paper towel sprayed with the bleach cleaner from your desk.
9. When using the shared filing cabinets use hand sanitiser before you open the cupboard, when you have finished with the file wipe it with paper towel sprayed with the bleach cleaner from your desk, place the file back in the cabinet and wipe the cupboard doors.
10. When you need to pass the pinch point at Dena's desk please ask Dena to step to the front of the office before you get up from your desk.
11. Only one person in the kitchen and any time.
12. Before using the kitchen, you must use your hand sanitiser.
13. When you have finished using the kitchen you must clean the area completely with paper towel sprayed with the bleach cleaner, remember to make sure you thoroughly clean every area THIS IS VERY IMPORTANT!
14. Before using the toilet, you must use your hand sanitiser.
15. Please put the lid down on the toilet before flushing. After you have used and flushed the toilet please clean the toilet bowl with toilet cleaner and the brush provided. Wipe the toilet, toilet seat and lid with paper towel sprayed with the bleach cleaner, place these in the bin. Wipe the door handles and area around the handles with paper towel sprayed with the bleach cleaner on leaving the toilet. Then wash your hands with soap and water.