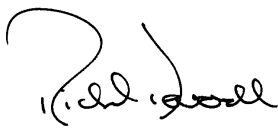


Staying COVID-19 Secure in 2020

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 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  Richard Deverell

Employer Royal Botanic Gardens, Kew Date 10/07/20 (version 4)

Who to contact: Health and Safety Dept (healthandsafety@kew.org or 0208 332 5198)
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)