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: [Signature] 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)