



BMG

OFFICE EQUIPMENT

151 Dalry Road
Edinburgh EH11 2EA
Tel: 0131 346 1494



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, hand-washing 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 be 2m apart, we have done everything practical to **manage transmission risk**.

Employer: **BMG Office Equipment** Date: **15th June 2020**

Contact: **Tony McGinley - 07740 987120**

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