

**COVID Secure**

**Risk Assessment and Operating Plan**

**For**

**Bennett Walden**

**(Updated) Date of issue 19<sup>th</sup> January 2021**

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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 **Mark Brinkley**

#### **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.

<b>Wash HANDS</b>	<b>Cover FACE</b>	<b>Make SPACE</b>
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Risk Area	<i>Actions taken</i>	<i>Issues identified</i>
<b>Our Office</b>	<i>We have a locked door policy; visitors by appointment only; hand sanitiser stations; Screens, team briefings; Desks cleaned,</i>	
<b>Our People</b>	<i>Minimal team in office- socially distanced. Daily briefings seeing that everyone has no symptom of Covid teams updated on changes to legislation.</i>	
<b>PPE</b>	<i>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 touched. Visors taken on viewings with face masks.</i>	
<b>Test and Trace</b>	<i>We register applicants and send out health questionnaires which ask the questions regarding covid 19 – symptoms , self-isolating etc.</i>	
<b>Our Customers</b>	<i>We protect customers by ensuring social distancing measures, ppe in place, and restrict non-essential viewiwngs /works in the current climate.</i>	

**Confirmation Statement:** I confirm that on behalf of Bennett Walden 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.....