

COVID-19 RISK ASSESSMENT

HOW ARE YOU PROTECTING YOUR EMPLOYEES?

At The Wedding Shop our staff are everything. During the COVID-19 outbreak we have been continuously working to protect everyone's health, safety and general welfare. In line with Government's guidance, we've introduced new protocols to make sure every member of our family is protected.

Our staff are now working from home where possible and if not, we have put health and safety measures in place in line with the government guidance that our teams are happy and comfortable with.

WHAT SAFETY MEASURES HAVE YOU PUT IN PLACE?

To protect the health of our staff, and our customers, we've introduced the following measures:

- We've ensured that all team members are fully aware of social distancing guidelines and we have adapted and changed our processes to make sure there's plenty of space.
- A robust hygiene plan has been introduced in all locations and our team have been provided with plentiful cleaning and PPE supplies. Any shared workstations and equipment are regularly sanitised, and staff are taking extra precautionary measures when handling equipment from outside contractors (e.g. deliveries).
- Hygiene and protective measures are only effective when people know how to follow them. Which is why we've provided the team with training on how to protect themselves and their colleagues, with any information easily accessible to our staff on an ongoing basis.
- Posters providing staff with reminders of symptoms and tips on how to stop the spread of the virus, including handwashing, are located at key points throughout all locations.
- We're committed to employee wellbeing and are doing everything we can to identify and safeguard any vulnerable employees in line with NHS guidance.

WHAT IF SOMEONE GETS ILL AT WORK?

It's our policy to identify and isolate anybody who has developed symptoms or might have been exposed to COVID-19 in the workplace. Information and training on spotting COVID-19 symptoms, prevention and hygiene is readily available for staff. We're continuously reviewing and adapting any measures that we've put in place in line with the most up to date Government and official healthcare advice.