



<b>Head Office Troy Mills &amp; Helena House</b>	
<b>Name of person completing the audit</b>	Paula Ingham
<b>Date</b>	26/05/2021

<b>Audit Item</b>	<b>Response</b>
<b>Are you clearly displaying the Company policy poster on the outer door?</b>	YES
<b>Can you clearly define a visitor waiting area in reception using 2m distancing?</b>	YES
<b>Is there hand sanitiser clearly available for staff and visitors on entering the premises</b>	YES
<b>Can you seat all staff 2m apart and not directly facing each other?</b>	No therefore hybrid working from home and working from office in place for department heads to manage
<b>Do you have sanitizer and wipes in prominent positions for both staff and visitors at entrance points to all floors?</b>	Yes
<b>Have you checked with HR that all your returning staff, including Managers, have completed and returned the Health Declaration before starting work in the office?</b>	Yes
<b>Are all managers trained and aware of what to do in the instance of staff members displaying symptoms or being tested positive?</b>	Yes document circulated to all managers with option to contact HR if required
<b>Have you briefed your team on hygiene and distancing rules in the kitchen and break-out areas and are there sufficient notices to remind people</b>	Yes all briefed and notices displayed
<b>Do you have stocks of gloves, face coverings, sanitizer and wipes ready for external work?</b>	Yes but little external work carried out from HO
<b>Is there sufficient ventilation in all areas?</b>	Ground Floor Troy Mills Heppa filtration system and windows 1 <sup>st</sup> Floor Troy Mills and Helena House both have windows