



COVID-19 update

The health and safety of staff and clients is our top priority

Tuesday 22 September 2020

AGILE WEEK – BLUE TEAM

[Staff updates page](#) | [Health and Wellbeing Team initiatives](#)

Dish wishes

If you're working onsite, please try to bring personal cutlery and crockery as needed. The communal dishes can be used if you forget your own, but when you're finished, make sure you run them through the dishwasher, and empty it once it's done. Gloves are available to wear when stacking and unstacking, and Facilities have attached instructions for the required wash settings to each dishwasher.

Risk assessment reminders

Risk assessments are required for all activities that involve:

- staff from multiple teams, and/or
- contractors and members of the public.

Risk assessments must be completed at least three days before the activity takes place or commences.

If you are responsible for writing risk assessments, please watch the how-to videos in [this ELMO learning module](#) first to help you complete the documentation properly.

Chit chat with the CEO

Feel free to drop in and chat with me [via Teams](#) on Thursday 24 September from 2.30–3pm. You are welcome to ask me about anything. Hopefully I will have a ready response — if not, I will follow up for you.

Vicki