



COVID-19 update

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

Tuesday 8 September 2020

AGILE WEEK – BLUE TEAM

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

Sanitising your station

Springmount are regularly sanitising surfaces through the South Bank building, but staff have always been primarily responsible for sanitising our desks day-to-day (see the cleaning strategy in Appendix 4 of our [COVID-Safe Site Plan](#)). You can pick up sanitising products from the staff kitchens to sanitise your workstation before and after use. You should also sanitise meeting rooms before and after use.

New risk assessment templates

The [risk assessment template](#) has recently been updated, with further detail in the instructions (including risk assessment review dates) and some additional control measures. Please download and use this template to complete **all future risk assessments**.

If you need help completing the document, watch some short but handy how-to videos presented by the very dependable Damien De Groot in [this ELMO learning module](#).

Chit chat with the CEO

Feel free to drop in and chat with me [via Teams](#) (for the first time!) on Wednesday 9 September from 2–2.30pm. You are welcome to ask me about anything. Hopefully I will have a ready response — if not, I will follow up for you.

Vicki