

## COVID – 19 Risk Assessment

Golden Tours has taken the following steps to manage the risk of Covid-19 across the business:

1. Our COVID – 19 policies and Risk Assessment are implemented in line with existing government guidelines.
2. Employee are working from home wherever possible - only employees where remote working is not possible for operational reasons or home circumstances are working on company premises.
3. Workplace is organised to support social distancing – workstations are arranged so that social distancing can be adhered to. Posters displayed to remind employees, customers etc. of social distancing.
4. Appropriate PPE and face covering are provided.
5. Increased cleaning frequency throughout all our premises and buses using appropriate disinfectant in line with the COSHH assessment.
6. Ventilation on site and buses increased as much as possible.
7. Information and training provided to employees on risks and controls in the workplace through training courses, posters, signs, announcements, and Risk Assessment.
8. Pro-active monitoring in place to ensure that employees are adhering to controls and that control measures are adequate and effective.

We are continually reviewing our risk assessments and policies on Covid-19 to ensure they reflect our working practices and government guidance.