



Welcome to dock10

Before you enter the building,
we need to let you know
about the changes we have
made to make the building as
COVID-19 safe as we can.



Safety measures include:

- Temperature checking scanners
- Custom made shields in production galleries
- Two-meter distance markers
- A one-way system
- Extra cleaning
- Hand sanitiser stations
- Extra office space



Do not enter the building if:

- You have any of the symptoms of coronavirus
- You should be in self-isolation



Before you start work:

- On arrival, please take a 'temperature check' at the station provided in the main entrance
- Wash your hands immediately and wash them again regularly
- Clean any equipment you are using before and after use with the materials provided

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While at work: (1/2)

- Cover coughs and sneezes with your arm or a tissue
- Dispose of tissues into a closed bin
- Wash your hands
- You are responsible to wash all cups plates and cutlery you use
- Observe social distancing and stay at least 2m from anyone else



While at work: (2/2)

- You might be asked to wait outside the room to allow our engineering team to work
- Clean down the surfaces and equipment you have touched before leaving
- Tell us if you feel unwell and go home immediately
- Tell us if you feel unwell within 7 days of your visit



Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

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Employer: dock10 Date: 27/05/2020

Who to contact: Paul Houghton 07590 416 081

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



One Way System

- To enable social distancing some corridors are one way
- Please take a map of the new one way system



dock10 building induction

dock10

Thank you

Download our COVID-19 policy, risk assessments and building maps from our website

dock10.co.uk/covid19

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