

# Bibby Line Group Covid-19 Secure Risk Assessment



Bibby Line Group is a diverse, £800 million global business, operating in 14 countries, employing around 4,000 people in sectors including retail, financial services, distribution, marine and infrastructure.

One of the UK's oldest family owned businesses, we have over 200 years' experience of providing personal, responsive and flexible customer solutions.

Our Group's headquarters is in Liverpool, UK and is responsible for directing the overall Group strategy as well as providing support to our subsidiaries

Our approach to Covid-19 risk assessment and controls has Our Values at its core: Do the right thing; Work together; Trust each other; Be better; and Be innovative.

Our commitment to Doing the Right Thing is central to our approach to the current pandemic in order to protect our colleagues and their families, as well as our customers, suppliers and the wider community.

Our offices in Liverpool have been closed since 18 March 2020 with access restricted to essential activities, by prior arrangement, only.

Our message to colleagues has been to work at home and plans have been implemented to ensure our colleagues can do so safely.

Over the last few months our Coming Back Stronger team have been implementing plans to ensure that colleagues can return to the office, when safe to do so, liaising with subsidiary companies and the landlord of Walker House.

Our colleagues have been kept informed of our plans, including social distancing measures implemented and we have completed and continue to assess and update our risk assessment as guidance evolves.

## 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**

Employer: Jaquin Baker Date 30<sup>th</sup> September 2020

**Darren Glover**

**Head of Internal Audit**

Who to contact: \_\_\_\_\_  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

## Covid-19 Risk Assessments

Our colleagues are continuing to work from home however our office is available for those that require access for business critical activities or to manage well-being matters	<input checked="" type="checkbox"/>
Our office has significant social distancing in place	<input checked="" type="checkbox"/>
Our office space has multiple hand sanitising stations located in and around our office space	<input checked="" type="checkbox"/>
We have identified and assessed colleagues who are at higher risk and plans are in place to protect these colleagues	<input checked="" type="checkbox"/>
We have taken active steps to make sure our colleagues understand what they need to do to maintain safety with respect to Covid-19.	<input checked="" type="checkbox"/>
We are working closely with our Landlord to maintain a safe working environment	<input checked="" type="checkbox"/>
Our HVAC systems are maintained in accordance with Covid requirements	<input checked="" type="checkbox"/>

## Contact Us

If you have any queries regarding our Covid-19 risk assessment or the controls we have in place at our offices please feel free to contact us [here](#).