



## **Uniquecapture Ltd - COVID-19 Policy Statement 01 July 2020**

This document sets out the steps Uniquecapture Ltd has taken in order to comply with the Government's guidance on managing the risks of COVID-19.

Our main priority has been, and continues to be, the safety and welfare of our colleagues, our clients and our communities.

We are taking a conservative, risk-based approach, in accordance with all guidance provided by the UK Governments and Public Health Authorities, ensuring a safe operating environment, for all.

We have undertaken thorough risk assessments for all parts of our business in order to manage and mitigate our risks in response to the COVID-19 pandemic. Copies of these risk assessments are available on request.

This work has allowed us to continue to support our clients throughout the lockdown with the majority of our workforce being based at home, facilitated by our digital platforms.

As the lockdown eases, we are now able to resume physical attendance at the studio in accordance with Government and industry-body guidelines and our own risk assessments. We have also implemented a phased and gradual return to the workplace but, adopting a new way of working to maintain social distancing.

Visitors travelling to the studio are required to adhere to all Government advice and guidelines applicable on the day of visit. These practical steps have been taken to make sure we can continue to work with you as we have done throughout this pandemic.

The guidelines will be rigorously applied at all times. We expect adaptations to these arrangements will be made as Government guidance develops and we will constantly evaluate the effectiveness of our policies and procedures.

The appropriate signage, cleaning and sanitisation procedures have been implemented in the studio to assist staff and visitors to remain safe.

Chris King  
Creative Director  
Uniquecapture Ltd