

<b>Employee safety</b>	Done?
<p>Have you completed a COVID-19 risk assessment?</p> <p>Risk assessment help can be <a href="#">found here</a></p>	Yes/No
<p>Businesses and workplaces should encourage their employees to work at home. Where staff are required to be at work 2 metre social distancing guidance needs be adhered to.</p> <p>You must assess the steps needed to reduce the risk of transmission between staff and any customers who may be in the premises. You must put these steps in place.</p>	Yes/No
<p>To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.</p>	Yes/No
<p>Identify employees who are at increased risk of severe illness from coronavirus (COVID-19).</p>	Yes/No
<p>Specific individuals who are at severe risk are to be 'shielded' and will have received a medical letter informing them to isolate themselves. It is important that these employees stay at home.</p>	Yes/No
<p>Try to maintain dedicated work teams (cohorting) and keep the number of members as small as possible.</p>	Yes/No
<p>Provide handwashing stations with soap, water and a hygienic means to dry hands - encourage staff to use them. All staff to wash their hands regularly using soap and water for at least 20 seconds,</p>	Yes/No

<p>particularly after blowing their nose, sneezing or coughing, before/after using shared equipment and prior to eating. Anyone with a persistent cough should not be at work.</p>	
<p>Communicate with staff on a regular basis to remind them to follow social distancing advice and wash their hands regularly.</p>	<p>Yes/No</p>
<p>Where possible use digital and remote transfers of material rather than paper format, such as using e-forms, emails and e-banking.</p>	<p>Yes/No</p>
<p>Allocate work spaces to employees that are at least 2 meters apart, these can be marked out with tape. Equipment and fittings could be re-arranged to accommodate social distancing.</p>	<p>Yes/No</p>
<p>Where it is not possible to remain 2 meters apart, staff should work side by side or facing away from each other, rather than face to face.</p>	<p>Yes/No</p>
<p>Increase the ventilation within the premises by opening doors and windows.</p>	<p>Yes/No</p>
<p>Increase the frequency of cleaning and disinfection. Attention to be given to shared equipment</p> <p>Check that you are using sanitisers that comply with BS EN 1276 and that staff are adhering to the correct contact time and dilution rates.</p>	<p>Yes/No</p>

<p>Have staff been trained Contact tracing data collections</p> <p>Digital and non-digital</p>	Yes/No
<b>Public safety</b>	Done?
Introduce telephone, email and internet ordering to limit public access to the premises.	Yes/No
Provide a delivery service to the public to limit access to the premises.	Yes/No
If a click and collect service is offered, provide a designated collection time.	Yes/No
Display a sign/poster at the entrance to remind customers not to enter the premises if they have symptoms.	Yes/No
Provide sanitiser with an alcohol content of at least 60% for customers/staff to clean the basket/trolley handle and to sanitise hands.	Yes/No
<p>Where the public access the premises introduce control measures to implement the 2 meter social distancing</p> <ul style="list-style-type: none"> <li>• Limit the number of people in the shop and control entry so that the premises do not become overcrowded.</li> <li>• Maintain queue control outside of shops and other essential premises so that the 2metre rule is observed by those waiting in the queue –</li> </ul>	Yes/No

<p>customers must not be allowed to congregate or loiter.</p> <ul style="list-style-type: none"> <li>• Use signage and floor markings to direct people around the premises and maintaining a 2 meter distance.</li> <li>• Create a 'one way' system, by closing off aisles and using signage to direct customers to move in the same continuous direction.</li> <li>• Close the premises if it becomes too busy.</li> <li>• Staff may need to act as stewards to advise customers on social distancing.</li> </ul>	
<p>Customers should not be directly in front of the till operator. Options to control risk include:</p> <p>Provide a 'sneeze screen' barrier to protect both customers and the till operative.</p> <p>Alternatively, create an exclusion zone around the till area with a customer notice 'Please stand behind the line while being served'</p>	<p>Yes/No</p>
<p>Contactless payments are encouraged. Place a sign at the till 'Please use contactless payment if you are able to do so. Contactless payment is available for purchases up to £45'</p>	<p>Yes/No</p>
<p>Frequent cleaning and disinfection of shared customer touch points including hand held checkout devices, keypads at check</p>	<p>Yes/No</p>

out, fridge/freezer handles, escalator and staircase handrails, on site ATMs etc.

