Checks are to be completed at a frequency determined by the business based on shift patterns and number of staff. This is to ensure reasonable measures are in place, controls are being implemented.
[Click here for updates.](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

|  |  |
| --- | --- |
| Business: Click here to enter text. | Check completed by: Click here to enter text. |
| Date: Click here to enter text. | Time: Click here to enter text. |
| [Click here for source](https://www.heartofswgrowthhub.co.uk/wp-content/uploads/2020/05/BBFA-Covid-19-Toolkit.pdf) |  |  |  |
| Record the time of the check and answer questions Yes/No/N/A, any comments record on the reverse | Yes | No | N/A |
| Start of shift * Staff fit and well no covid-19 symptoms reported?
* Any briefs or updates from the company or government guidelines required?
* Any feedback from previous day e.g. complaints measure not being followed?
* Social distancing adhered to?
* Handwashing adhered to?
 | [ ] **s:** |[ ] [ ]
| Area – Changing Area * Signage in area explaining social distancing rules and maximum capacity allowed, is it being followed?
* Clean uniforms available (where required)?
 | [ ] **s:** |[ ] [ ]
| Area – Corridors* Signage in staff areas – keep 2-metre social distancing no stopping to chat?
* Where possible doors kept open to prevent touching of door handles? (n.b. security, fire safety and pest access must be considered)
 | [ ] **s:** |[ ] [ ]
| Area – Canteen/Lunch Breakout area* Breaks staggered, to prevent over capacity?
* Tables laid out to allow 2-metre social distancing? Alternative areas available one way in and one way out labelled, if possible?
* Signage on display – keep 2-metre social distancing?
* Tables being cleaned after use (using disposable cloths and BSEN 1276 sanitiser?
 | [ ] **s:** |[ ] [ ]
| Area – Handwashing* Signage on display – keep 2-metre social distancing 1 in, 1 out of area?
* Warm water, hand wash, paper towel, and sanitiser available?
* Signage on display – correct handwashing technique
* Hand sanitiser
 | [ ] **s:** |[ ] [ ]
| Area – Work Areas* Organised allowing 2-metre social distancing, side to side working etc.
* Floor markings in place
* Signage on display – keep 2-metre social distancing?
* Cleaning schedules being completed (Surfaces cleaned regularly using BSEN 1276 sanitiser?)
* Staff following procedures
 | [ ] **s:** |[ ] [ ]
| Area- Customer access* Queuing
* Social distancing messages in place/Signage clear
* 1 way system
* Staff making sure customers are following the guidelines
 | [ ] **s:** |[ ] [ ]
| Area-Visitors* Advised on company’s risk assessment and controls before entering site
 | [ ] **s:** |[ ] [ ]
| Comments | Action taken, completed by, time and date |
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