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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