

GENERAL BUSINESS RE-OPENING CHECKLIST

This checklist has been prepared to help you implement official Government advice during the staged relaxation of lock down. It is important that you make your premises Covid 19 secure to protect yourself, your staff and anyone entering your premises (e.g. customers, contractors, delivery staff etc).

		Actions / comments
1.	<p>It is your responsibility to carry out a risk assessment for your business so that you protect yourself, your employees and customers from risk of infection. Risk assessment template available on Lambeth Council website.</p> <p>You must keep your staff updated on any changes and train them on any new procedures</p>	
2.	<p>Staff protection and training</p> <p>Check staff are fit for work and <u>not displaying signs/symptoms of Covid 19 which can include:</u></p> <ul style="list-style-type: none"> a. high temperature b. new, continuous cough c. loss or change to sense of smell or taste <p>(https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/)</p>	
3.	<p>Social distancing measures to ensure 2m distance between all staff and customers on premises</p> <ul style="list-style-type: none"> a. Limit the number of customers allowed in your premises at one time. Work out how many people can fit in your premises whilst still maintaining the 2m distance. b. Tape or paint marks on floor 2 m apart to separate customers queuing for the tills c. Put up signage around the premises asking people to keep 2m apart https://www.lambeth.gov.uk/coronavirus-covid-19/information-for-businesses/printable-notice d. Wherever possible put in a one-way system inside the premises – for both customers and staff, and include deliveries. This is especially useful if your aisles are less than 2m wide. e. If you have more than one entrance you should reserve one as an entrance and another as an exit f. If your aisles are less than 2m wide you will need to close or partially close aisles to stack shelves g. Inside the shop, ensure staff tell customers to follow the rules h. Consider erecting a perspex screen to protect counter staff i. If your Risk Assessment shows that your staff cannot avoid working in close proximity, then provide them with face coverings j. Consider accepting contactless payment only 	

	<ul style="list-style-type: none"> k. If customers can't see inside the shop from the entrance, during busy times, you must have a member of staff at the entrance who can tell customers when it is safe to enter l. Outside, mark the floor or wall wherever possible to show a 2m distance for queuing customers m. Think about how your customer queue may overlap with a neighbouring shops' queue and consider ways to avoid this happening 	
4.	Cleaning and disinfection <ul style="list-style-type: none"> a. Check that your staff are washing their hands thoroughly and frequently and that they know how to do this (https://www.youtube.com/watch?v=x3v521MTjio&feature=youtu.be) b. Thoroughly disinfect your hand wash basin throughout the day, provide plenty of soap and paper towels c. Staff must be told to catch sneezes and coughs in disposable tissues and wash hands thoroughly afterwards. d. Whenever provide hand sanitisers (over 60% alcohol) for use by customers and staff at entrances e. Throughout the day, thoroughly disinfect all hand contact surfaces e.g. shopping basket/trolley handles, door handles, entrance doors, credit card readers, light switches etc f. Wherever possible, wedge doors open (except fire doors) to minimise hand contact 	
5.	Safety of your premises <p>If your premises have been closed for some time, you must check that your services and equipment are working correctly:</p> <ul style="list-style-type: none"> a. Your mains gas supply. Check any interlocked equipment and check for gas odour b. Fire exits. Keep exit routes clear, check fire alarms and fire extinguishers c. Pest control. Check for pest activity inside and outside. If there are any signs, you must call a pest contractor. d. Water – run the taps to flush the system 	

I have carried out the above checks to ensure my premises are Covid 19 secure – for myself, my staff and anyone entering my premises

Signed **Position in business**

Date

Further information The Government has produced guidance on working safely:

- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Contact The Food, Health and Safety team at foodhealthandsafety@lambeth.gov.uk