

COVID-19: Health and safety checklist



Assess the risks

Complete a risk assessment of your premises before you reopen for business or your employees return. FSB members can log into the [Legal Hub](#) and download a full template for completing your assessment.



Review your opening times

You may wish to operate on reduced hours or separate shifts to allow regular cleaning to occur and for employees to travel safely to and from work if they have to use public transport. Remember, the government is advising those using public transport to wear a face covering.



Keep your distance

Ensure that you're adhering to the [government's guidelines on social distancing](#). For example, you could place arrows on the floor to mark distances or implement a one-way system to allow employees to keep 2 metres away from each other. This includes communal areas such as toilets, canteens and corridors. In an office setting, this may mean taping off desks and suspending hotdesking.



Consider your standard operating procedures

With the best of intentions, it may not be possible to socially distance (for example during lifting or manual handling). Use barriers or machinery to help with these tasks where appropriate, and consider buddy working to reduce the number of people working together. The government has released [guidance for specific sectors](#).



Wash your hands

Ensure that employees can wash their hands and are reminded to do so. [Our hand washing guide](#) can be printed and displayed in your premises. If hand washing facilities are not available, ensure employees have a supply of hand sanitiser which is accessible. You may also wish to supply wipes for areas where employees may have to share equipment if there is no other alternative.



Think about your customers

As well as employees social distancing, your customers need to keep their distance. If possible, use a one-way system and separate entrance and exit doors. You may need to limit customer numbers and ask them to wait outside while an order is prepared. Alternatively, you could operate a kiosk style system to serve customers at the door.



Offer alternative purchase methods

If you're able to, accepting orders over the phone for delivery or designated pick up slots can allow you to trade whilst limiting visits to your shop.



Communicate

If you have a social media presence, use this to let your customers know you're open and advise them of the steps you're taking to protect everyone. Ensure signs are displayed in your premises to advise people of your social distancing measures.



For the latest news, advice and guidance on coronavirus for small businesses and the self-employed, visit [fsb.org.uk/coronavirus](https://www.fsb.org.uk/coronavirus)