

COVID-19 SAFETY MEASURES CHECK LIST

Safer Business Network has put together this useful checklist to help you make sure you, your business, your employees, and your customers are safe, following the government advice to fight the spread of the virus.

Your Local BCRP Team

If you have any questions or want to contact your local BCRP team, you can do so via the details below.

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Links

Safer Business Network COVID-19 Portal	www.saferbusiness.org.uk/covid-19-portal
Secure Intelligence System	Log into your local site at www.saferbusiness.org.uk/members
Metropolitan Police Service	www.met.police.uk/advice/advice-and-information/c19/coronavirus-covid-19/
Mayor of London's Website	www.london.gov.uk/coronavirus

NHS COVID-19 App

The NHS COVID-19 app, now available to download in England and Wales, it's the fastest way to see if you are at risk from Coronavirus. The faster you know, the quicker you can alert and protect your loved ones and community.

The app has several tools to protect you, including contact tracing, local area alerts and venue check-in. It uses technology from Apple and Google, designed to protect every user's privacy.

Disclaimer This best practice is for information purposes and aims to increase your general knowledge in a particular subject area. Safer Business Network accepts no responsibility for how you use this information or actions taken by yourself based on your interpretation of this information

From December 2nd a new set of regulations are in force in England. You should ensure you always adhere to local restrictions. You can check your local tier and restrictions at www.gov.uk/find-coronavirus-local-restrictions



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Business Crime Reduction Partnership Support

Safer Business Network and our local partnerships are here to support our members to re-open, recover and stay safe. Our support is targeted to your business needs and we provide you with tools to keep you, your staff, and your customers safe.

	<p>Online Training & Webinars Consider attending online training available to your staff, managers, and security. www.saferbusiness.org.uk/wedswebinar</p>
	<p>Fact Sheets & Resources Take note of our official Fact Sheets and resources available on our COVID-19 Portal www.saferbusiness.org.uk/covid-19-portal</p>
	<p>Incident Reporting Report any incidents that occur in your business via our secure intelligence system or contact your local BCRP team.</p>
	<p>Report Crime to Police</p> <ul style="list-style-type: none"> • Emergency – dial 999 • Non-emergency – dial 101 • Report Online - www.met.police.uk/report/
	<p>Use your BCRP Radio Use your BCRP radio to communicate with other local businesses/security teams/CCTV. <i>Please note your radio does not replace calling the Police in an emergency. (subject to borough operation)</i></p>

Protecting Your Business

Before opening, you must ensure that your business is compliant with the most recent COVID-19 regulations which are available at www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

	<p>Social Distancing Prepare and post reminders of social distancing and cleaning protocols.</p>
	<p>Queue Management Develop a queuing system, remembering to liaise with neighbouring businesses about the direction of queues.</p>
	<p>Communicate Safety Measures Clearly communicate new protocols to encourage customers to respect social distancing through signage and floor markings.</p>
	<p>One-way Systems, Entrances & Exits You may wish to control all your entry and exit points (including deliveries) and consider the implementation of a one-way system.</p> <p>You may need put in place a designated route around your premises and this should be communicated clearly to ensure maximum compliance.</p>
	<p>Sanitising & PPE Provide sanitizer, wipes, PPE as appropriate – it is worth considering where this is located and any sanitising stations or PPE provision should form part of your COVID-19 risk assessment.</p>
	<p>Doors To reduce cross contamination consider leaving the doors open, unless you have automatic doors. You should consider any implications on your fire safety procedures when considering which doors should remain open.</p>

Protecting Your Employees

Businesses should put in place a *COVID-19 Workplace Policy* which is kept under constant review and regularly communicated to employees. It should include information and advice, as well as making sure that any member of staff who has symptoms, however mild, or is in a household where someone has symptoms, must not come into the workplace.

	<p>Close Contact & Social Distancing Employees should avoid physical contact with other people and adhere to current social distancing guidance. At present this distance is 2 metres or 1 metre+ with sufficient mitigation measures in place.</p>
	<p>Handwashing & Sanitising Employees should wash their hands regularly using hot water and soap for at least 20 seconds. When sanitising, you should use a sanitiser with at least 60% alcohol content for 20 seconds.</p>
	<p>Eyes, Nose & Mouth Employees should also avoid touching their eye, nose and mouth to prevent potential spread. If they cough or sneeze, employees should cover their nose and mouth with a tissue, dispose of the tissue in a suitable bin (not recycling) and then wash or sanitise their hands.</p>
	<p>Travelling to Work Employees should be encouraged to consider avoiding public transport where possible by walking or cycling to work. If employees use public transport, they should be advised to avoid peak periods (https://tfl.gov.uk/status-updates/busiest-times-to-travel) and always wear a face covering.</p>
	<p>Communication & Support Communicate with your employees, even those on furlough, on a regular basis to provide regular updates on their working arrangements and to check in on their wellbeing. www.nhs.uk/oneyou/every-mind-matters</p>
	<p>Employee Changing & Storage Consider having a designated employee changing area and/or a designated store area with a sanitising station for employees.</p>
	<p>Physical Protections Consider the installation of screens or shields at customer service areas to protect employees and to help to stop the spread of the virus.</p>

Personal Protective Equipment (PPE)

Your COVID-19 risk assessment should examine the specific risks in your business and the mitigation you will put in place to deal with those risks. Part of your risk assessment should consider the use of PPE. The level of PPE used by employees should be specifically addressed in any risk assessment you produce. As an example, frontline employees with more frequent contact with customers may be issued with more PPE.

	<p>Update your First Aid Kit Ensure that first aid kits in your business are regularly checked and stocked appropriately. You may wish to consider adding additional items such as more gloves, aprons, face masks, resuscitation shields and eye protection.</p>
	<p>Access to PPE You should consider providing appropriate PPE to your employees which may include:</p> <ul style="list-style-type: none"> • Face Masks • Gloves • Aprons • Hand Sanitiser

Protecting Your Customers

It is essential that customers are kept safe but also feel safe. If your safety measures are highly visible, customers are more likely to feel safer coming into your premises. It is advised you regularly review your measures to keep customers safe – you should treat your risk assessment as a dynamic document which is regularly reviewed in line with any changes to your premises, procedures or regulations.

	<p>Promote Your Safety Measures Online and in the Premises Promote the safety measures, policies and procedures that are being implemented in your business to your customers. This ensures that customers are aware of what is expected from them and they can understand how you are trying to keep them safe.</p>
	<p>COVID-19 Capacity You should consider what the “COVID Secure” capacity of your venue is to ensure that you can maintain social distancing. You may need to have procedures in place to limit the number of customers in your premises.</p>
	<p>Assess the Services you Offer You may wish to assess the services that you offer and consider reducing or suspending certain to make them safer. You should base this on your risk assessment.</p>
	<p>COVID Safety Officers/Champions You may wish to designate certain employees as “COVID Safety Officers or Champions”. These employees could receive additional training and information to ensure that employees and customers are educated in the safety measures in place in your business.</p>
	<p>Refuse Provision You may need to consider your refuse arrangements – looking at how many bins you have and how regularly your refuse is collected.</p>
	<p>Sanitising Stations You may wish to consider creating <i>Sanitising Stations</i> within your premises which provide hand sanitiser, paper towels and cleaning spray.</p>
	<p>NHS Test & Trace You may wish to consider displaying the NHS Test & Trace poster in your premises. This is law for certain premises like hospitality venues. www.gov.uk/create-coronavirus-qr-poster</p>
	<p>Face Coverings It is a legal requirement to wear a face covering in most businesses in England, unless someone is exempt. You should consider displaying posters to inform customers of this. Both businesses and individuals can be fined for not adhering to this rule. www.london.gov.uk/coronavirus/face-covering-guidance</p>