

APPLIES TO:

Branch Managers

You may wish to give a copy of this checklist to every member of your team, and use it to support your team briefings or your existing site operating procedures. Repetition will help ensure compliance.

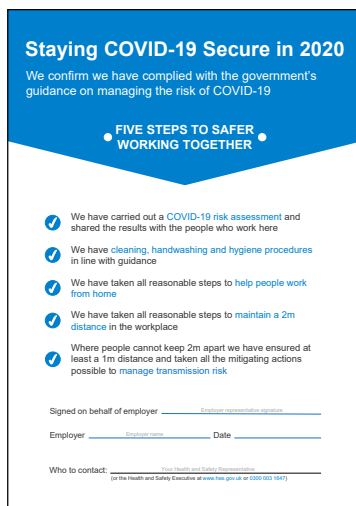
You may find it useful to keep a log of who attends each Daily Briefing.

NEW

Risk Assessments

You must ensure that the risk assessment for your business addresses the risks of COVID-19. If you are not able to work whilst maintaining a 2 metre distance, or 1 metre with risk mitigation where 2 metres is not viable, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance. You may find the 'Hierarchy of Controls' section helpful on page 5 of the CLC's Site Operating Procedures, v5 and also in Appendix 1 on page 22 of this document.

Employers have a duty to consult their people on health and safety. Your team should be involved in helping to assess workplace risks through collaboration, trust and joint problem solving. You'll find more information on 'Thinking about risk' on p. 7 of '[Keeping workers and customers safe during COVID-19 in shops and branches](#)', and you may wish to consult the [Health and Safety Executive website](#).



You should share the results of your risk assessment with your workforce and, where possible, publish on your website. The Government is expecting all employers with over 50 workers to do so (p. 11, '[Keeping workers and customers safe during COVID-19 in shops and branches](#)'), but it is good practice for every size of business.

You may also wish to display this Government notice in your workplace to show that you have followed the guidance. [Click here to download a copy](#).

On arrival

On entering the branch every member of staff must wash their hands immediately with soap and hot water for at least 20 seconds, or use hand sanitiser (minimum 60% alcohol based) before going to their workstation. Staff must do this before touching any work surfaces.

Manager briefing / Tool Box Talk (Before staff start their work).

Remind all staff of the importance of an open and collaborative approach and for taking responsibility for their own actions and behaviours, including:

NEW

■ Maintain a distance of 2 metres, or 1 metre with risk mitigation where 2 metres is not viable.

■ Wash hands on arrival at work and before leaving. Throughout the day – ideally once every hour – wash hands with soap and hot water for 20 seconds or use hand sanitiser (minimum 60% alcohol based).

NEW

■ Wearing a face covering is optional and is not required by law, including in the workplace. If you or your team chooses to wear one there are some important hygiene points to note and these are explained further on pages 30 & 31 in the government's '[Keeping workers and customers safe during COVID-19 in shops and branches](#)'.

■ Not to rush or cut corners, and that safety must be at the forefront of their minds.

■ Washing hands before they use ANY kitchen equipment or surfaces.

■ Thoroughly clean any items they intend to leave in the fridge during the day or overnight.

■ Washing and sanitising hands after using toilet facilities.

■ Restrictions on the number of people using toilet facilities at any one time to ensure 2 metres distance is maintained between people. If there are urinals, it may be that only one person can use the bathroom at a time.

■ Not to touch their face if they have not recently washed their hands.

NEW

■ Mobile phone should not be shared.

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**Attendance register**

Assess who is and isn't at work and report any COVID-19 absences immediately.

Carry out "Return to Work" interviews (at 2 metres distance) and ensure they are now feeling well and have self-isolated for the relevant period.

**NEW****Throughout the day**

Regularly wipe down all desks, work surfaces, door handles, handrails, and equipment particularly all "high traffic" areas and items that are regularly used, such as keyboards, calculators, staplers, paperwork trays and surrounding areas.

Ensure kitchen work surfaces are cleaned, including coffee and tea jars, kettle, cupboards, microwave, and fridge.

Managers may wish to establish a rota for cleaning throughout the day, or appoint one person for each task.

As often as is practical, the manager to walk the branch to ensure social distancing protocol is being maintained.

**End of the day**

All touch points in the branch to be sanitised including, but not limited to, door handles, desks, work stations, packing benches, phones, keyboards, forklift/vehicle controls and access handles, and inside driver cabs.

Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.

All desks must be clear of any items other than keyboard, computer, screen and phone. All other items should be placed in a box under the desk or in a drawer.

All crockery and cutlery must be washed up in hot soapy water or a dishwasher overnight.

Rubbish collection and storage points should be increased and emptied regularly and at the end of each day.

**Before staff leave****NEW**

All staff to wash hands before leaving for the day.

Remind all staff to continue to stay safe once they have left work and to continue to follow the 2 metre and handwashing routines at home.

Thank your teams for their efforts and compliance.

Remind staff to come forward with any queries or concerns so any issues can be dealt with. Be alert to feelings of anxiety or potential mental health issues in your team - you will find links to useful resources on the back page of this document.

**Contract cleaners**

If you employ a cleaning firm, ask for their COVID-19 risk assessment, and discuss an enhanced work schedule.