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| **Example Close Contact Services Risk Assessment for illustrative purposes only** | | | | | | |
| Hertfordshire’s Better Business for All partnership has produced guides, checklists and FAQs as part of a toolkit to support businesses to complete their risk assessment and put new processes and procedures in place to allow you to re-open and trade safely. These documents are all downloadable via:  <https://www.hertfordshirelep.com/what-we-do/priorities/business-support/better-business-for-all/covid-19-advice-and-support/>  **Some Useful Resources:**   * CIEH - Reopening salons and spas following lockdown: reducing risks of COVID-19 and other considerations <https://www.cieh.org/media/4309/salons-reopening-guidance-covid-19.pdf> * HM Government: Keeping workers and clients safe during COVID- 19 in close contact services * BABTAC Back to Work Guidelines – Guidance for preparing Beauty and Hair Salons Post Covid-19 Lockdown * Preparing Your Place of Work – Covid-19 & return to practice – Joint Council for Cosmetic Practitioners | | | | | | |
| **COVID 19 is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.** | | | | | | |
| **Assessment Date**  **By Whom** | **Re-assessment Date**  **By Whom** | **Re-assessment Date**  **By Whom** | **Re-assessment Date**  **By Whom** | **Re-assessment Date**  **By Whom** | **Re-assessment Date**  **By Whom** | **Re-assessment Date**  **By Whom** |

**Contents**

Pre-opening Distancing Cleaning

Trading Physical Ventilation/Air Conditioning

Personnel Social Dealing with Emergencies

Personal Hygiene Hand Contact Points

| **Hazard** | People affected | | | **Numbers Affected** | | **Current control measures in place**  *Consider whether each heading is appropriate and state outcome and what can be immediately achieved* | | **Future controls** | | | **Risk level**  Low  Medium  High | | **Review date target date/by whom** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RE - OPENING** | | | | | | | | | | | | | | |
| Legionellosis  *Low use of water systems due to Lockdown may given rise to an increased risk of conditions in which Legionella bacteria can grow.* | |  | | |  | | * Legionella Control in place   **See Hertfordshire’s Better Business for All partnership ‘s guide**  <https://www.hertfordshirelep.com/media/8180/legionella-advice-overview.pdf>  **Spa/Jacuzzis/hydrotherapy Pools**   * Drain down, clean and disinfect entire system | |  | | |  | |  |
| Gas Leaks | |  | | |  | | * Confirm if gas supplier has closed system – if so notify of intention to re-occupy * Check Gas safe certificate(s) are current * Check for gas odours   **Any other controls?** | |  | | |  | |  |
| Electrocution | |  | | |  | | * Check intake panel for any pest damage * cables for any damage * Switch fuses on slowly and one by one to prevent power surging * Electrical certificates in date * PAT testing for portable electrical equipment up to date   **Any other controls?** | |  | | |  | |  |
| Fire | |  | | |  | | * No faults on panel * Alarm operational * Fire doors operational and not blocked from outside * Fire suppression system – serviced   **Any other controls?**  **See link below for further advice**  [**https://www.hertfordshirelep.com/media/8193/business-re-opening-fire-safety-advice-covid-19-poster.pdf**](https://www.hertfordshirelep.com/media/8193/business-re-opening-fire-safety-advice-covid-19-poster.pdf) | |  | | |  | |  |
| Presence of Pests | |  | | |  | | * No signs or smells of pests * No build up of waste * Traps, baits and sited as per bait plan   **Any other controls?** | | Pest control contractor to undertake pre-opening survey | | |  | |  |
| Spreading and Catching the Corona Virus  Spreading and Catching the Corona Virus | | **Staff**   * Permanent * Part Time * Peripatetic * Furloughed * Agency * Self employed * Head Office or Area Staff   **Vulnerable**  **Groups**   * Elderly * Pregnant workers, * Those with existing underlying health conditions   **Delivery Drivers**  **Clients/customers**  **Visitors**  **Others** Stipulate  **Staff**   * Permanent * Part Time * Peripatetic * Furloughed * Agency * Head Office or Area Staff   **Vulnerable**  **Groups**   * Elderly * Pregnant workers, * Those with existing underlying health conditions   **Delivery Drivers**  **Clients/customers**  **Visitors**  **Others** Stipulate | | |  | | **Review Activities**   * Consider soft opening * Consider reducing services in the short term such as eye lash extensions * Offering certain treatments on different days. * Only hairdressing and barbering allowed * Consider reducing services in the short term such as eye lash extensions * Spas, massage, tattoo and piercing parlours, beauty or nail treatments, tanning services, electrolysis and acupuncture treatments, are not offered. | |  | | |  | |  |
| **Review Trading /Service arrangements**   * Extend opening hours * Reducing opening hours * Remove reading material * No food or drink service other than water from a cooler and dispenser with single use cups and bin provided and sanitised wipes * Keeping activity time as short as possible * Reduce the use of changing facilities to the minimum – such as for tanning | | * Deliveries – to agree timings with suppliers * Customers to be advised of longer opening hours | | |
| **Review Cash Management arrangements**   * Encourage cashless payments * Online payments | | * Customers be advised of new ordering arrangements * Consider tipping arrangements | | |
| **Services**  ***Hot and Cold Running Water***   * Running satisfactorily *– supervised by Lockdown Team* * Boilers – working or serviced   ***Washing Machine and Dryer***   * equipment checked including operating temperatures, correct * sufficient cleaning and disinfecting chemicals available and/or ordered   ***Registered Waste Carriers***   * Notify of re-opening and agree collection days and frequencies   ***Laundry Service***  Advise or reopening date  Is a more frequent service required | |  | | |
| **Cleaning Suppliers**   * Orders placed with suppliers for chemicals and equipment | | Confirm with suppliers if chemicals are suitable for soft fabrics | | |
| **Review Design and Layout – to achieve social distancing (inside and outside)**  **See Hertfordshire’s Better Business for All partnership ‘s Visitors guide for example of a Floor Plan** | | Obtain Layout plans for inside and outside | | |
| **Outside Areas**   * Maximise and organise in line with social distancing requirements * Consider if any treatments can be undertaken outside   + Outside gyms   + Outside massages | |  | | |  | |  |
| **TRADING** | | | | |  | |  |
| **PERSONNEL** | | | | |  | |  |
| ***Clients - generally***   * Space appointments * Operating an appointments system * Avoid over running appointments * Reduce waiting time by notifying client by phone/text when they can enter premises * **COVID-19 related screening questions** to be asked of clients ahead of their appointment, (via telephone or email) including:   + Have you had the recent onset of a new continuous cough?   + Do you have a high temperature?   + Have you noticed a loss of, or change in, normal sense of taste or smell? * If the client has any of these symptoms, however mild, they must be requested to stay at home and reschedule their appointment. * Clients encouraged to wash hands when entering * Request client to arrive alone (unless not possible) with as little personal property as possible e.g. leave handbags/scarves jewellery etc at home/ in room * Encouraging clients to arrive at the time of their scheduled appointment. * Providing clients access to tissues and remind them that if they do need to sneeze or cough, they should do so into the tissue, which should be discarded appropriately and wash their hands thoroughly or use hand sanitiser. * Encourage clients to keep hands away from the eyes, mouth and nose. * Consider changing any cancellation payments to discourage clients from attending if unwell * Use electronic next appointment cards * Record names and contact details (name, email and telephone number) for contact tracing purposes * Remind clients their responsibilty for their children’s social distancing | | * A review to take place regarding maximum numbers of clients in areas * Consider zoning areas | | |
| ***Client Welfare for Beauty Treatments***   * Appointment scheduling to take account of enhanced cleaning and the need to ventilation treatment rooms between clients * Pre-visit health questionnaires * Pre – visit assessment – virtual if possible * Decide whether the salon will provide client PPE or whether they will request the client to (if necessary) – charge if appropriate * Ensure the client is aware of all salon’s safety/hygiene expectations before entering– confirm this via email/text prior to appointment (and ask them to send acknowledge back) | |  | | |
| ***Visitors***   * Avoid where possible * Visitors requested to wash hands when entering and frequently during visit   **See Hertfordshire’s Better Business for All partnership ‘s Visitors guide for further advice**  **Any other controls?** | |  | | |
| ***Contractors***   * Statutory inspections for lifts, treatment tables etc up to date | | A review to take place to identify :   * All essential contractors * Determine if any work can be postponed | | |
| ***Staff welfare***   * All staff to complete pre return to work questionnaire – declaring fit to work * The business follows the Government Guidance for unwell staff with COVID symptoms   + Isolation – 7 days for positive case or contacts 14 days * Have readily available contact details of any unwell member of staff * Have reviewed what staff are needed – who is essential and when * Have in place remote working when appropriate * Staggered break times * Staff to bring own food and drink   **Any other controls?** | |  | | |
| ***Unwell Staff***   * Staff must follow the [stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) if they have any of the symptoms below   + a new continuous cough   + a high temperature   + a loss of, or change in, your normal sense of taste or smell (anosmia) * Comply with all requests for testing * Staff who have been notified through the [NHS test and trace](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works) or other national contact tracing service that they are a contact of a confirmed case of COVID-19 in the community they must inform their line manager and self-isolate for 14 days, in line with the [NHS test and trace guidance.](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works) * Staff must isolate for at least 7 days if positive.   **Any other controls?** | |  | | |
| ***PPE/Protective Clothing***   * **Cleaning staff** trained on the use of and provided with:   + Gloves   + Disposable gowns/aprons   + Closed shoes   + Cleaning that generate splashes (e.g. while washing surfaces), add facial protection with a face shield (a visor) and impermeable aprons * Uniforms for staff are provided – bare below elbows   **See Hertfordshire’s Better Business for All partnership ‘s guide on PPE**  <https://www.hertfordshirelep.com/media/8183/ppe-overview.pdf>   * Consider and state relevant protective clothing for reception staff   Use of PPE by **Hairdressers, barbers, tattooists, therapists**   * Clear visor covering the face providing a barrier between the wearer and the client if a risk of droplet transmission has been identified. * Visors must fit and worn properly. It should cover the forehead, extend below the chin, and wrap around the side of the face. * Use of PPE must be (relevant to treatment and risk assessed). * Can include: * Apron (disposable) * Surgical Mask (disposable) * Visor (reusable) – if a risk of droplet transmission has been identified. * Gloves (disposable) * Waste bin for disposable PPE * PPE equipment must be removed safely and in accordance with HSE guidance after each treatment, and disposed of in line with HSE requirements – washing hands thoroughly before and after.   **Clients**   * Using disposable gowns for each client. Where not possible, use separate gowns (and towels in the normal way) for each client, washing between use and disposing appropriately as required.   **Any other controls?** | | * Bins to collect worn PPE/protective clothing to be provided with liners | | |
| ***Delivery Drivers***   * They will be asked if they are well. * If they use the business toilets or wash hand basins their contact details will be recorded and held for 21 days.   **Any other controls?** | | * More detailed policy to be developed | | |
| ***Working Across sites for those businesses with more than one salon***   * No Working across sites * Virtual meetings or telephone calls held between sites   **Any other controls?** | |  | | |
| ***Shifts/Teams***   * Use defined pairing system * Encourage staff to remain on site for shift | | * Review staff bubbles | | |
| **PERSONAL HYGIENE** | | | | |
| * Staff advised to cough into tissues * Increased hand washing   **Any other controls?** | | * Staff to be reminded of COVID Personal Hygiene Rules | | |
| **Personal Hygiene for staff**  **The following COVID Personal Hygiene Rules are in Place**   * Staff are not to wear uniforms at home or to and from work, * Uniforms changed on a daily basis and washed immediately after use (withy detergent and on highest temperature possible) * Where possible a change of footwear would be good practice when working in treatment areas * All hand and wrist jewellery should be removed, barring a single band plain ring which should be navigated during hand hygiene moments. * Fingernails should be clean, short and free of artificial nails or adhesive nail products. * Breaks in skin should be covered with a waterproof visible dressing * Hair tied back to avoid unnecessary touching. * Avoid touching face and hair, or other areas on the body, * Staff to wash hands immediately after “signing in” and before changing into their work clothes * Hand washing thoroughly following NHS guidelines * Staff advised to avoid touching face, eyes and nose * Staff reminded that gloves are not a substitute for hand washing * Staff should sneeze into tissues, and use disposable tissues when coughing or blowing the nose which are binned immediately (in lidded lined bins and foot operated) and hands are washed thoroughly afterwards. * No reusable cups or bottles on site   **Any other controls?** | |  | | |
| ***Hand washing staff***  ***There will be enhanced hand washing***   * Arriving at work * Frequently during the day * After BLOWING NOSE, coughing or sneezing * Visiting the toilet * Before putting on gloves * Paper towels provided   **See link below for further guidance**  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | | * Washing hands | | |
| **Hand Sanitiser Units**  **Identify locations** | |  | | |
| ***Provision of face covering*** | | * Identify when required | | |
| **Hand Drying**   * Hot air dryers are provided * Disposable paper towels * Single use towels * Waste receptacles for single use or disposable towels.   **Any other controls?** | |  | | |
| **DISTANCING** | | | | |
| ***Physical*** | | | | |
| **Floor plan** implemented  With routes, barriers, signage, hand sanitising dispensers etc identified. | | |  | |
| **Doors**   * Doors will be kept open where possible * Door guards or magnetic closers on fire doors, otherwise remain shut. * Remove touch pads * Provision of sensor doors * Brackets on base of doors for foot opening * Self sanitising door handles on high traffic routes   **Any other controls?** | | |  | |
| **Work Stations**   * Allocated to one member of staff for the duration of shift * Barrier arrangements on client chairs such as disposable paper drapes or similar * Provision of screens – and if so where. - consider whether client will be sitting or standing * Leaving Fallow to allow for enhanced cleaning | | |  | |
| **Secure area**   * Provided where social distancing can be maintained for a client when services or treatments require development or recovery time, for example hair colouring**.** | | |  | |
| **Travel Routes**   * Inside and outside * Marked on entrance door * Floor arrows * Reminder signs * Barriers in place for no entry points   **Any other controls?** | | |  | |
| **Treatment Rooms**   * Enhanced cleaning regime * See ventilation section * See tools, equipment and supplies section * Barrier arrangements on chairs or couches such as disposable paper drapes or similar * Sanitised/sterilised equipment held in closed containers * Leaving Fallow for enhanced cleaning * Practice treatments prior to re-opening * Provision of screens – and if so where consider whether client will be sitting or standing | | |  | |
| **Fitting Rooms**   * Closed to general customers except for key workers purchasing PPE, cleaned between use * Suspend fitting assistance * Returned clothes separated for 72 hours before redisplaying   **Any other controls?** | | |  | |
| **Gyms**   * Clients requested to wash hands on entry * Spacing of equipment or use of every other machine * Reduce the equipment * Provide clients with sanistiser wipes or trigger spray bottles and paper towels for equipment and surfaces * Waste bins for paper towels * Limit or stop locker room use * No drinking water fountains * Water bottle filling stations used with appropriate cleaning and disinfection * Use of virtual gym sessions/classes * No food or drink service | | |  | |
| **Physical Barriers**   * Screens place – decide location – this could be between cients * Barriers – decide location – to assist one way systems * Provision of floor markers to remind clients and staff   **Any other controls?** | | | * To be marked on layout plans * Barriers to be placed at reception and till areas * Screens between clients * To consider using planters or tables as barriers to assist social distancing | |
| **Saunas**  Remain closed | | |  | |
| **Steam Rooms**  Remain closed | | |  | |
| **Outside areas**   * Maximise and organise in line with social distancing requirements * Use for staff breaks * Consider if any treatments can be undertaken outside   + Outside gyms   + Outside massages   **Any other controls?** | | | * Can any services be provided outside? | |
| **Toilets**   * Consider limited entry arrangements * Additional bins for paper towels | | | * Consider how to discourage clients from loitering in the toilets such as removing mirrors | |
| **Smoking Areas**   * Social distancing signage to be displayed * No seating   **Any other controls?** | | | * Smoking areas and location of signage to be placed on layout plans * Seating to be removed * Review extending or staggering staff smoking breaks | |
| **Sharing Equipment**   * All hairdressers and barbers to have own equipment * All therapists to have own equipment   **Any other controls?** | | | * Assess extent of sharing tools and equipment for maintenance staff | |
| ***Social Distancing - Clients*** | | | * A maximum number of clients allowed inside and inside will be set | |
| **Waiting Seats/Waiting Rooms**   * Only provide where social distancing can be achieved * Where clients are requested to wait; waiting seats will be spaced taking account of social distancing advice, positioned back to back or side by side.   **Any other controls?** | | |  | |
| **Treatments**   * Equipment and tools prepared and laid out before client arrives * Limit contact time between therapist and client * Reduce times of treatment to 15 minutes?? * No thoracic treatments * No strong smelling massage oils * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.   **Any other controls?** | | |  | |
| **Salons**   * Clients encouraged to pre book * Clients will be advised not to arrive more than 5 minutes before appointment * Equipment and tools prepared and laid out before client arrives to reduce movement in communal areas * Alternate wash stations and alternate chairs closed off to ensure required social distancing * Only one person cleaning the tables and cleaning chairs * Till areas to be screened   **Any other controls?** | | |  | |
| **Gyms**   * Clients encouraged to pre book * Clients will be advised not to arrive more than 5 minutes before appointment * Clients requested to wash hands on entry * Spacing of equipment or use of every other machine * Reduce the equipment * Provide clients with sanistiser wipes or trigger spray bottles and paper towels for equipment and surfaces * Waste bins for paper towels * Group class size reduced and clients 2 meters apart * Limit or stop locker room use * No drinking water fountains * Water bottle filling stations used with appropriate cleaning and disinfection * Group class size reduced and clients to achieve current social distancing requirements * Use of virtual gym sessions/classes   **Any other controls?** | | |  | |
| **Queuing**  **See Hertfordshire’s Better Business for All partnership ‘s**  <https://www.hertfordshirelep.com/media/8181/managing-queues-at-business-premises.pdf> | | |  | |
| **Social Distancing - Staff** | | |  | |
| **Start Times for Staff** | | | * Consider whether start times for staff can be staggered | |
| **Staggered Break Times**   * Introduced   **Any other controls?** | | |  | |
| **Staff Meetings**   * Where possible meetings will be held virtually   **Any other controls?** | | |  | |
| **Working From Home**   * This will be kept under review and undertaken where possible   **Any other controls?** | | |  | |
| **HAND CONTACT POINTS** | | | | |
| **Under constant review to reduce**   * Remove touch pads touch pads to doors * Propping open doors * Motion sensor soap dispensers * Pens and pencils * Shared tools - provide individuals’ tools * Shared equipment for staff * Photocopier * Microwave ovens * Oven control knobs * Slicers – temporarily removed and purchase of pre-sliced products * Fridge/freezer doors * Taps * Remote Controls   + TV * Lift Call Buttons * Lotions removed from toilets * Tills * Keyboards * Towel drops in WCs * Touch screen s- remove or enhanced cleaning regimes   **Any other hand contact points?** | | | * Consider motion sensor doors * Identify all hand contact points in rooms to identify: * which could be removed or changed * those remaining added to cleaning schedule * Finalise optional Housekeeping Programme for Bedrooms * Add to Cleaning Schedule | |
| **Tools, Supplies and Equipment – general**   * No shared implements between staff and clients unless sterilised between uses. * Non disposables always thoroughly cleaned, then sterilised after each client, ensuring contact for immersion is correct and sterilisation used, is a suitable method * Reusable towels changed after every use and washed at a temperature of at least 60⁰C or above * Clean and disinfect all towel/linen hampers and bins and only use those that can be closed and use with liners that can be removed and discarded * If possible, a UV cabinet should be used * All equipment used during treatment- thoroughly cleaned (in line with manufacturers guidelines), before and after each use, using appropriate disinfectant/cleaner * Confirmed with equipment suppliers the effective cleaning/disinfecting methods or updated * Touch screens, phones, iPads, tills, card machines cleaned and disinfected after each use * Wash basins, taps, soap and sanitiser dispensers, toilets etc should be cleaned and disinfected after every use with appropriate cleaner disinfectant. * Ideally disposable towels used * Sterilise implements and keep hygienic after cleaning.   **Any other controls?** | | |  | |
| **Tools, Supplies and Equipment – Spas**   * Use disposable single use tools and supplies wherever possible and dispose in line with safe waste disposal * Empty wax pots and disinfect before refilling or use disposable pots. * Disposable spatulas not reused during waxing procedure and not double dipped back into wax after being in contact with client. * Spatulas deposed of in foot operated lidded bin and lined with a disposable plastic bag. * Waxing waste treated as contaminated waste and disposed of accordingly. * Consider single-use, disposable equipment, such as nail files etc * All products such as lotions, creams, waxes, scrubs etc. have always been in a closed container, if not you must discard and replace   **Any other controls?** | | | * If purchasing autoclaves ensure it reaches the correct temperature to kill all viruses and bacteria * Consider additional sterilising equipment | |
| **Clients handling Merchandise**   * Minimising client contact with testers, staff to demonstrate testers from a distance or facilitating the use of testers.   **Any other controls?** | | | * Displays discourage Client handling * Rotation of high touch stock * Staff not serving by hand to hand – use a place pick-up and drop-off point. * Returned or extensively handled stock stored or separated for 72 hours or cleaned * Items which require client testing are covered or frequently cleaned | |
| **CLEANING** | | | | |
| * Sufficient and suitable cleaning products and equipment in place   BSEN 1276 – for bacteria  BSEN 14476 – for viruses   * Any alcohol-based solutions used must be at least 60% * Enhanced cleaning regime for touchpoints * Provide sanitising wipes or paper towels and sanitiser trigger sprays adjacent to hand touch screens * Setting clear use and cleaning guidance for toilets   NOTE: the use of alcohol solutions at 70% or sodium hypochlorite solutions at 0.1%. Sodium hypochlorite 0.1% may be obtained by diluting household bleach, which is typically at concentrations of 5%. Therefore, a solution of 1:50 will provide 0.1%. However confirm the initial concentration of the product as it may vary across brands.  **Any other controls?** | | | Cleaning Schedules to be updated for:   * All areas   To include :   * frequency and timings, chemicals and method of cleaning * Cleaning protocols for canteen and client bedrooms   Will cover ,   * structure * surfaces * equipment, * soft furnishings * hand contact points * screens * PPE, protective clothing, visors * all identified hand contact points – see elsewhere * Cleaning equipment * Hand sanitises to be positioned in strategic areas inside and outside and details recorded on floor plans | |
| **INFORMATION AND SIGNAGE** | | | | |
| ***We are aware of signage fatigue and so only necessary signage will be provided*** | | | | |
| **Staff Entrance** | | | * Sign to be placed at staff entrance explaining that by “signing in” they confirm they and their household are well. | |
| **Information for Clients**   * Explain when opening * Covid controls in place * Cash management arrangements * Any pre ordering requirements * Treatment menus and prices – disposable/chalk boards/ wipe able * What can clients expect i.e. when no gloves/face covering used and why * Any client behaviour expected * Signage behind toilet doors   **Any other information?** | | | * Emails to be sent * Social Media account updated * Information sticker for the doors to be ordered * Keep under review how best to make clients feel safe | |
| **Social Distancing – inside and outside**   * Provision of signage to remind staff and clients of social distancing * Signage at entrance to pinch points/narrow corridors, staircases, small Client WCs reminding them to socially distance * Discouraging people lingering in WC areas by removing unnecessary products   **Any other controls?** | | | * Consider inclement weather options | |
| **Contact Tracing**   * Information of when staff worked is in place * Clients contact details for next 21 days will be sought   **Any other information required?** | | | * Consider any GDPR issues | |
| **Training and information for staff**   * Information is provided and covers:   + What Covid 19 is   + Key controls and why * Use and storage of chemicals and cleaning equipment for housekeepers and maintenance * Staff shown how staff put on and take off PPE/Protective clothing   **Any other training or information?** | | | * Enhanced cleaning and disinfection procedures for housekeeping and cleaning staff. * If necessary update emergency evacuation training * Set up Comms strategy for staff – weekly, allow to ask anonymous questions, WhatsApp group * Consider thank you letters to staff and sent to home address for those working and/or setting up for reopening * Consider survey as to how staff are feeling | |
| I**nformation for Suppliers**  **Consider and state relevant controls** | | | * Suppliers to be notified of intended reopening date | |
| **Delivery of foods and other goods - Arrangements**  One member of staff responsible for goods in.  **Any other controls?** | | |  | |
| **Ventilation/Air Conditioning** | | | | |
| NOTE: A single air change is estimated to remove 63% of airborne contaminants; after 5 air changes, less than 1% of airborne contamination is thought to remain.   * Keep areas well ventilated * Ensure that air changes do not reduce during low occupancy levels * Mechanical ventilation/air condition serviced and operational * Check dehumidifiers * Duct cleaning certificates in date * Windows openable * Doors openable * Toilets and lobby areas suitably ventilated   NOTE: Document below provides advice on ventilation  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/881489/COVID-19_Infection_prevention_and_control_guidance_complete.pdf>  **Any other controls?** | | | * Check whether mechanical ventilation will not reduce during low occupancy levels | |
|  | |  | | |  | | **Dealing with Emergencies** | | | | |  | |  |
|  | |  | | |  | | **Evacuation**     * All staff, clients and visitors must be familiar with the evacuation plan (including all temporary and agency staff). * There will be the minimum staffing levels available to undertake the businesses’ evacuation plan * Where appropriate, PEEPS must continue to be conducted and reviewed.   **Any other controls?** | | | * To review and amend evacuation procedures and muster stations. * Update, if necessary fire risk assessment * Update staff fire training if necessary | |  | |  |
| **First Aiders** | | | Review First Aid Risk Assessment taking account of St John’s Ambulance advice  <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>  and HSE advice  <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/> | |
| * **Positive COVID case** | | | * To put in place a procedure for dealing with client or staff with suspected or positive COVID and enhance cleaning procedure | |
|  | |  | | |  | |  | | |  | |  | |  |
| Completed By | | |  | | | | | | | | | | | |