

## Business reopening checklist

	<b>Actions / comments</b>
<b>1. Social distancing measures</b>	
Ensure measures are in place to allow 2m distance between all staff and customers on premises	
Determine a maximum number of customers permitted in the premises at any one time	
Ensure measures are in place to allow 2m distance between all persons queueing to enter premises	
<b>2. Policies / procedures</b>	
Update your risk assessment / health and safety policies and risk assessments / documented food safety management system	
Ensure food packaging for takeaways and delivery is food grade	
<b>3. Staff protection &amp; training</b>	
<p>Check staff are fit for work and not displaying signs of COVID-19 symptoms</p> <ul style="list-style-type: none"> <li>• high temperature</li> <li>• new, continuous cough</li> <li>• loss or change to your sense of smell or taste</li> </ul> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">(https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/)</a></p>	
Consider the use of personal protective equipment (PPE) for your staff (masks, sanitiser, gloves, till screens etc)	
Staff will require updating on all new procedures	
	<b>Actions / comments</b>
Staff must wash their hands frequently throughout the day for at least 20 seconds.	

<b>4. Site checks</b>	
Water – Consider Legionella risks and take action in line with <a href="https://www.hse.gov.uk/legionnaires/">Legionella</a> guidance from the Health and Safety Executive to reduce risks ( <a href="https://www.hse.gov.uk/legionnaires/">https://www.hse.gov.uk/legionnaires/</a> )	
Gas – switch on mains gas, check the interlock is operational and no sign of odour. Inspect any gas cylinders.	
Fire exits – check routes are clear and any fire alarms are operational	
Pest control – undertake internal and external premises inspection for any signs of pests.	
Waste bins – ensure these are clean and in good repair	
Toilets – ensure staff toilets are suitably clean and in working order	
<b>5. Equipment checks</b>	
E.g. Check fridges, chill displays, freezers and cooking equipment are in good working order and any other equipment	
Check monitoring equipment is working and calibrated e.g. check the probe thermometer is working	
Run dishwashers and glass washers empty on a hot cycle before use	
	<b>Actions / comments</b>
Empty ice machines, clean and refill	
<b>6. Cleaning and disinfection</b>	
The entire premises and all equipment must undergo deep cleaning and disinfection prior to opening	
The existing cleaning schedule must be altered to reflect more frequent cleaning particularly of high contact surfaces (eg door handles, tables)	

<b>7. Food Safety checks (if you run a food business)</b>	
Check the use by and best before dates on existing stock	
Check foods frozen by you prior to closure are within shelf life	
Check allergen information is accurate for all items on sale	
Ensure allergen information is available to customers on ordering	

Completed by:

Date:

**Any other comments**