

# Daily Safety Checklist



Site: .....

Date: .....

Manager conducting the check: .....

We recommend that this site list is completed daily. If the answer to any of the questions below is no, please make sure you note corrective action at the end of this document.

Number	Check/Action	Yes	No	N/A
1	Are hand wash facilities clean, with soap, warm water and a hygienic method of drying hands provided?			
2	Have you got hand sanitiser, masks (for staff and/or customers), cleaning products and PPE on site?			
3	Have staff been reminded to wash hands upon arrival for at least 20 seconds with warm water and soap? This should be done prior to touching surfaces or their workstation			
4	Have staff been reminded about daily hygiene routines? This should cover: <ul style="list-style-type: none"> <li>- 2m social distancing rule (wherever possible)</li> <li>- Ensure all staff on site are aware of COVID-19 symptoms</li> <li>- The risk of staff touching their face in terms of spreading the virus</li> <li>- Cleaning mugs and other kitchen utensils after use</li> <li>- Regular hand washing and sanitizer use</li> <li>- To raise any concerns that they may have</li> </ul>			
5	Are all posters and social distancing barriers/tape in place?			
6	Are perspex screens in place at paying areas where appropriate and are card only payments encouraged with card machines suitable located away from the cashier and cleaned regularly?			
7	Is everyone at work fit to work, ie. is not showing any symptoms and should not be self-isolating? Complete a return to work interview at 2m distance (where possible).			

8	<p>Throughout the day, will you check that the following are ongoing?</p> <ul style="list-style-type: none"> <li>- Ensure touch points in high use areas such as workstation, staplers, calculators are wiped down</li> <li>- Ensure rest room and kitchen surfaces and touch points such as kettles, microwaves, tea and coffee jars are wiped down</li> <li>- Ensure manager is walking the site to enforce social distancing (NB later in the afternoon staff may experience social distancing 'fatigue' and be more likely not to maintain the rule, so please be particularly vigilant)</li> <li>- Ensure tables and chairs are situated 2m apart and have not been moved together.</li> </ul>			
9	<p>At the end of the day, before leaving, have you ensured that the below takes place?</p> <ul style="list-style-type: none"> <li>- All touch points in the branch to be sanitised including door handles, desks, phones, keyboards, forklift and vehicle controls &amp; access handles and inside driver cabs</li> <li>- All shared 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.</li> <li>- Where possible no items to be left in the fridge overnight, other than milk. The milk bottles &amp; cartons should also be cleaned.</li> <li>- All cups should be washed up in hot soapy water or put into the dishwasher after every use.</li> <li>- Contaminated cleaning products to be disposed of</li> </ul>			
10	<p>Have you reminded staff to maintain social distancing on their way home and continue with hygiene practices such as hand washing?</p>			

<b>Number</b>	<b>Corrective Action</b>	<b>Completed? Yes/No and Date</b>