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| --- | --- | --- | --- | --- | --- |
| **Covid Safe application and self –assessment for a retail business.** | | | | | |
| Please complete all applicable sections by ticking yes, no or not applicable (N/A). You may use the comments boxes to provide and extra information you think is relevant.  You may not have to use all the examples listed, but you do have to show you are taking appropriate action in all the main areas: Covid 19 risk assessment, Staff health, Keeping staff safe, keeping customers safe, social distancing, cleaning & hygiene, ventilation and deliveries. | | | | | |
| Date of application | |  | | | |
| Name & address of business | |  | | | |
| Business type | |  | | | |
| Number employed | |  | | | |
| Name of person making the application | |  | | | |
| Telephone number and email. | |  | | | |
| I have reviewed the Covid safe practices the above business and I wish to apply for the business to become part of Islington’s Covid Safe scheme. I understand that by doing this I am pledging to work with Islington council to make Islington Covid secure.  I understand I will receive a verification visit from an Islington Council officer before my award is issued and that this officer will provide proper identification when they visit.  I understand that to maintain my award I must continue to maintain my Covid secure measures and that if the council receives complaints that I am not doing so then these will be fairly investigated.  I understand that either I or the council can withdraw from this scheme without notice and, that if this occurs, my sticker must be removed. | | | | | |
| **Signature of applicant** |  | | | | |
| **Covid 19 Risk assessment** | | | Yes | No | N/A |
| The business has assessed Covid 19 risks in line with government guidance. See <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> for guidance and information if you have not done this already. This may include   * Documenting the process if 5 or more employees * Making staff aware of the risk assessment and what they need to do | | |  |  |  |
| comments | | | | | |
| **Staff health** | | | Yes | No | N/A |
| Our staff have been made aware that the must stay away from work and get tested if they have Covid symptom. We may also protect their health by doing some of the following:   * Have a procedure in place covering what to do if a member of staff develops symptoms at work * Communicate Covid issues with staff via meetings, briefing or a newsletter. * Promoting Lateral Flow Device (LFD) testing for symptom free staff either at home or at a community test centre by sharing Islington’s LFD poster. | | |  |  |  |
| **Comments** | | | | | |
| **Keeping staff safe** | | | Yes | No | N/A |
| We manage our staff wearing additional PPE, E.g. face coverings, when in a public facing area. See <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#face-coverings-at-work>  We do this using some or all of the following:   * Providing extra PPE for staff e.g. face coverings, gloves or aprons where needed. * Managing staff with a face covering exemption e.g. exempt staff deployed to work activities where risks of close contact are reduced such as working behind screens. * Exempt staff are provided with an exemption badge or hidden disability lanyard * Reminding staff about wearing face masks | | |  |  |  |
| comments | | | | | |
| **Keeping Customers safe** | | | Yes | No | N/A |
| We are encouraging customers to wear face coverings and ways to do this may include :   * We are displaying prominent signage near entrances * We have staff in store entrance gently reminding customers to put a mask on.   If larger business,   * we are offering free face coverings to customers * We use tannoy announcements to remind customers throughout their journey. * Our signage is clear, indicating instructions and advice for customers - e.g. face coverings, queueing, social distancing | | |  |  |  |
| **Comments:** | | |  |  |  |
| **Social distancing** | | | Yes | No | N/A |
| We have good social distancing measure in place for both staff and customers. We manage this using some of the following:   * Suitable measures in place for staff e.g. side by side working or screens, staggered start times, one way systems in busy areas. * Customer areas, i.e., till points, shop floor, allow for adequate social distancing or have appropriate screens between staff and customers. * We have measures such as one way systems or limiting customer numbers in place. * Timing of certain work has been considered E.g. shelf restocking/cleaning and happen when customers are limited/no customers or aisle closed. * There are regular checks by manager/security/staff to ensure social distancing is maintained * Toilets are being sufficiently managed to reduce Covid risk. E.g. maximum number of occupants for the space. | | |  |  |  |
| Comments: | | | | | |
| **Cleaning and hygiene- see** [**https://www.hse.gov.uk/coronavirus/cleaning/index.htm**](https://www.hse.gov.uk/coronavirus/cleaning/index.htm) **for guidance** | | | Yes | No | N/A |
| There suitable handwashing facilities or hand sanitiser available throughout the premises for both staff and customers and we have regular refilling of hand sanitisers. | | |  |  |  |
| We have additional cleaning procedures for Covid secure including:   * increased cleaning of hand contact points, e.g. door handles, light switches * Cleaning of new Covid structures e.g. Perspex screens and barriers. * Equipment is available for customer to disinfect trolleys or baskets between uses. | | |  |  |  |
| **Comments:** | | | | | |
| **Ventilation** | | | Yes | No | N/A |
| Our premises is well ventilated and we do that using some of the following:   * We have mechanical ventilation * windows and doors are opened regularly o provide fresh air to all areas | | |  |  |  |
| Comments | | | | | |
| **Deliveries** | | | Yes | No | N/A |
| We have a new delivery service due to Covid. If no, there are no further questions for you. If yes, see below. | | |  |  |  |
| Delivery staff have access to hand wash and toilet facilities and they are they reminded about social distancing while waiting to pick up deliveries. | | |  |  |  |
| **Comments** | | | | | |
| When you have completed the application and self-assessment please send the form to [covidconcerns@islington.gov.uk](mailto:covid.concerns@islington.gov.uk). If you have any questions about completing the application please contact us via same email. | | | | | |