

Cleaning and Personal Hygiene Checklist

START-UP CHECKLIST	YES	NO	N/A	CORRECTIVE ACTION/COMMENTS
<p>CLEANING-WHAT/HOW/WHEN/WHO</p> <p>Decide:</p> <ul style="list-style-type: none"> What you are going to clean. Extra attention to be given to shared equipment and hand contact surfaces including work surfaces, tables, chairs, switches, door handles, push plates on doors, toilets, hand towel dispensers, taps etc. How you are going to clean, what chemicals and equipment are going to be used and specific instructions for equipment where this may not be obvious. Check that you are using sanitiser's cleaners that comply with BS EN 1276 and that staff are adhering to the correct contact time and dilution rates. When you need to clean, the work area, equipment and vehicles and decide how frequently you clean them; for example cleaning at the end of each use if equipment is shared between people or between shift changeovers. Frequent cleaning and disinfection is required for all of shared touch points including door handles, keyboards, hand held checkout devices, keypads at check out, fridge/freezer handles, escalator and staircase handrails, on site ATMs etc. Who will do the cleaning 				

<p>CLEANING CHEMICALS</p> <p>Are sufficient stocks of cleaning materials/ PPE available for full premises deep clean before re-start of the business operations?</p> <p>Are sufficient stocks of cleaning chemicals available for the immediate and on-going hygiene regimes of the business? *please consider increased quantity in use due to additional hygiene practices surrounding Covid-19 heightened controls.</p> <p>If applicable inform CONTRACT CLEANERS regarding pre operational start dates.</p>				
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START-UP CHECKLIST	YES	NO	N/A	CORRECTIVE ACTION/COMMENTS
<p>PERSONAL HYGIENE</p> <p>All staff to wash their hands regularly using soap and water for at least 20 seconds, particularly after blowing their nose, sneezing or coughing, before/after using shared equipment and prior to eating. Where facilities to wash hands are not available, hand sanitiser should be used (over 60% alcohol recommended). Workers should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands. Anyone with a persistent cough should not be at work.</p>				
<p>TRAINING</p> <p>Staff have been trained on new procedures for cleaning and personal hygiene.</p> <p>Communicate with staff on a regular basis to remind them to follow social distancing advice and wash their hands regularly.</p>				

Signature:		Date:	
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*This document is guidance for good practice, it does not constitute legal advice. You should undertake your own risk assessment before adopting or applying any of this guidance and, if necessary, seek your own legal opinion.