Back Safely Checklist 2021

Start by reviewing your workplace environment and update your risk assessment to manage the risk of Covid-19 in your business.

Review your current social distancing measures and ensure you have the correct signage you need.

Order the right amount of hygiene supplies including hand sanitiser, soap and equipment wipes to continue to keep your business safe and covid secure.

Provide good ventilation and air-care systems to keep your workplace clean, fresh and reduce the risk of airborne transmissions.

Display notices round your workplace informing people of the latest hygiene measures being taken to follow social distancing and safe hygiene.

Display guidance posters around the workplace to remind staff and encourage good hygiene practices as recommended by the UK government.

Order Perspex screens and directional tape for areas where required.

Check everything is in working order including internet connections and phone lines to reduce issues when you return.

Review current hand sanitiser placement and ensure it is located strategically in areas such as lift points, meeting rooms, entry and exit points.

Review your premises and make arrangements for professional deep cleaning to be carried out on a regular basis.

Provide hygienic waste bins for the safe disposal of PPE as recommended by the World Health Organisation.

Review your washrooms and see where additional changes can be made to fit touch-free accessories. Use our free washroom checklist to improve the hygiene in your facilities.

Communicate to employees and provide information on the hygiene measures that will be taken and take the time to re-iterate sickness policies. It's important employees feel safe, so consider using BPS's informed guidance to reduce Covid related anxieties and create a workplace employees can thrive in.

Consider and protect vulnerable workers in your organisation and put controls in place as recommended by UK government to minimise the health risks.

Remember to engage with your customers and employees with content via email and social channels to inform them of the measures you have in place to keep your business covid-secure.