Branch covid-19 checklist:

General social distancing:

Counter occupancy clearly signed for use/ to remain vacant

Functional perspex screens in place

Sufficient internal/external queuing floor markers/queue management systems

Visible social distancing guidance displayed

Customer flow being managed

Staff only areas adhering to social distancing guidance

Staffing numbers managed and/or rotas in place to maintain distancing

Management of both staff and customer occupancy in stairwells and lifts

Clear signage for usage and distancing in toilets, kitchens and dining areas

Occupancy of interview rooms being managed

Arrangements in place for deliveries and cash handling

Did you observe any breaches of social distancing?   **Yes**   **No**

If yes, ensure that this observation is included in the risk assessment conclusions.

Have you checked:

Customer waiting areas & banking hall

Counters & welcome desks

Staff only areas & back rooms

Interview & other rooms

Kitchen/dining areas

Stairwells & walkways

Toilet and hand washing facilities

Entrance ways & external queuing

Cleaning schedules

Entrances:

Clear signage of social distancing

Information given to external visitors on safety and hand washing facilities on arrival

Hand sanitizer available on entrance/exit

Are there any problems with availability of PPE:

Face masks/visors	**Yes**	**No**
Hand sanitizer	**Yes**	**No**
Hand soap (in wash facilities)	**Yes**	**No**
Suitable hand drying facilities	**Yes**	**No**
Cleaning products & wipes	**Yes**	**No**
Floor markers	**Yes**	**No**
Signage in any areas	**Yes**	**No**

If yes to any, where?

Did you agree with the risk assessment conclusions?   Yes   No