|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Premises/Business/Group** | | |  | | | | |
| **Checklist Completed By** | | |  | | | | |
|  | **PROCEDURE** | | | | **DATE COMPLETED** | **SIGNED** | |
| **STAFF** | Confirm all staff on site have completed training and that everyone knows the plan of the area and their specific role | | | |  |  | |
| Check that each member of staff has correct Personal Protective Equipment (PPE) | | | |  |  | |
| Gloves | | | |  |  | |
| Mask | | | |  |  | |
| Goggles | | | |  |  | |
| Confirm that all staff have sufficient PPE replacements before commencing work | | | |  |  | |
|  | | | | | | | |
| **EQUIPMENT** | **Check that all required equipment is present and fit for purpose** | | | | | | |
| PPE - gloves, mask, goggles | | | |  |  | |
| Waste bags/labels | | | |  |  | |
| Disposable cloths/paper towels | | | |  |  | |
| Laminated procedure instructions | | | |  |  | |
| Buckets/basins | | | |  |  | |
| Cleaning in progress signs | | | |  |  | |
| Pressure sprayer/knapsack sprayer | | | |  |  | |
|  | | | | | | | |
| **PRODUCTS**  Tick products are available | **Check you have the required cleaning products available and in place** | | | | | | |
| Detergent |  | | Virucidal disinfectant | | |  |
| Disinfectant |  | | Hand wash | | |  |
| Hand sanitiser |  | |  | | |  |