

# 5 steps to working safely in RETAIL

There are five steps you can follow in order to safely return to work in a retail setting.

Thinking of solutions can be daunting, so we've broken down the five steps and recommended examples of what you can do.



1

## Carry out a COVID-19 risk assessment

- Use the HSE COVID-19 Risk Assessment template
- Identify sensible measures
- Include customers in your assessment

2

## Develop cleaning, handwashing and hygiene procedures

- Set up hand sanitiser stations
- Provide clear guidelines for staff and customers
- Use gloves
- Contactless or card payments
- Clean any objects which are regularly touched



3

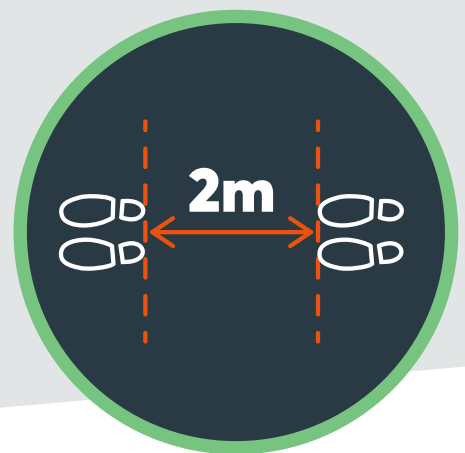
## Help people to work from home

- Administrators
- Owners
- Head office staff

4

## Maintain 2m social distancing, where possible

- Limit number of customers
- Use signage throughout the store
- Separate exits and entrances
- Put markers down to maintain distance at tills



5

## Where people cannot be 2m apart, manage transmission risk

- Put clear screens around the tills
- Adjust how items are displayed
- Assign teams of staff members to limit contact
- Staff and customers wear PPE



## REMEMBER

Provide clear guidelines for your customers, as they may not be aware of what they can and cannot do in your shop or retail establishment.