



Covid-19 Risk Assessment Questionnaire Retail

Name of Company		Who is completing this	
Contact Email		Contact phone number	
Address			

Question	Response
1. Address/postcode	
2. What is the nature of your business, services / goods that you offer.?	
3. Short description of your premises, size layout?	
4. How many employees / customers do you have?	
5. Do you have an employee representative or COVID specialist already?	
6. Do you have any disabled or vulnerable workers?	
7. Do you have any clinically vulnerable (those over 70 or with specific underlying health	



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conditions) or clinically extremely vulnerable (will have been written to by NHS) workers?	
8. What common areas do you have such as (dining area, kitchen, meeting rooms and changing rooms)	
9. What are the current cleaning arrangements? Do you plan to increase this and if so, to what frequency?	
10. have you identified areas of high risk that may require more frequent cleaning.	
11. What proportion of staff arrive at work by public transport / cycle / walk / car (split as approximate percentage)	
12. Do you use vehicles for work purposes (other than for commuting)?	
13. Are making and/or receiving deliveries a large part of your business? If so provide brief details.	
14. Have you done a back-to-work briefing for staff?	
15. Is there clear signage on social distancing and where required the management of hygiene.	
16. Is the building well ventilated is it possible to improve ventilation.	



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17. What equipment or plant is used as part of the work	
18. Do people work in shifts or teams or groups of people	
19. Are you aware of the government's guidance on mental health and that which specifically relates to COVID 19 .	

Retail Specific Questions

How is payment taken? Can contactless payment be done?	
How is the till or payment point set up?	
Is it possible to have a one way or queuing system or change the layout to improve safe occupancy?	
Have you considered maximum occupancy and how you manage this to prevent overcrowding?	
Are there any activities that may compromise the two-metre rule such as manual handling or assisting customers?	
Do you have any particular concerns about vulnerable customers?	



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What do you do to minimise the contact that customers have with products? or with staff while providing a service.

How do you manage returned items, are they kept segregated?

Is there any other information not included above or that you think may be useful?