

# Covid 19 Workplace Audit and Inspection

Person undertaking review	Date
	Location

Workplace Inspection	Yes	No	N/A	Comments
1 Are only essential personnel on site? Is there a protocol to refuse entry to non-essential personnel?				
2 Have all current risk assessment method statements been reviewed against compliance with the two-metre rule? Where the current risk assessment for a task identifies that the two-metre rule cannot be maintained has the hierarchy of control been applied? For example: <ul style="list-style-type: none"> <li>Physical barriers (screens etc.)</li> <li>Maximum task duration of 15mins before a 'separation' break</li> <li>Enhanced sanitation and personal cleansing before, during and after the activity</li> </ul> <b>Note: For close contact services</b> if the essential activity cannot be done at 2m distance ensure additional controls are introduced where the distance is reduced to 1m.				
3 Have staggered start, break and finish times been introduced to reduce congestion and contact and allow colleagues using public transport to avoid peak travel time where possible?				
4 Have additional parking arrangements for extra cars and bicycles been considered?				
5 Is social distancing evident (minimum two metres): <ul style="list-style-type: none"> <li>At site access points?</li> <li>At welfare facilities? (toilets, canteens, showers)</li> <li>In common areas such as libraries, concourses and hallways?</li> <li>Between reception staff and those seeking assistance?</li> <li>In meeting rooms?</li> </ul> Are there sufficient signs to reinforce the two metre rule?				
6 Have arrangements been made to address if someone is taken ill or requires hospital treatment to ensure they were taken home or hospital safely? Is there an empty, separate, well-ventilated area available to move learners/colleagues who become ill with COVID-19 symptoms on site?				
7 Are there sufficient handwashing facilities / sanitising stations on site? Do these have appropriate 20sec hand wash posters displayed clearly for all [in multiple languages]? Are there clear instructions for all individuals to wash or clean their hands before entering and leaving the site? Is there evidence of employees following the handwashing protocol?				
8 Is there a regime for enhanced cleaning for the site throughout the day and at the end of each day? Does the enhanced cleaning regime include the following?				

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CVD 016 - 1.0	26/06/2020	Simone Rothwell	Issued	Prepared following updated guidance for close contact services

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	<ul style="list-style-type: none"> <li>• Taps and washing facilities</li> <li>• Tables, chairs, kettles and microwaves etc. in the canteen / kitchen</li> <li>• Meeting rooms</li> <li>• Toilet flush and seats.</li> <li>• Door handles and push plates.</li> <li>• Handrails on staircases and corridors.</li> <li>• Machinery and equipment controls.</li> <li>• Regularly clean the inside of vehicles/vehicle cabs and between use by different operators.</li> <li>• Desks, chairs, personal computers, printers etc. in the site offices.</li> <li>• Vending machines</li> <li>• Water fountains</li> </ul> <p>Do the cleaners have adequate PPE and disinfectant?</p>				
9	Are there suitable and sufficient rubbish bins on site?				
10	Has the safe way of working and navigating the site been communicated effectively? (ie by site briefing and displayed on-site comms)				
11	Have arrangements been made for single use of crockery, eating utensils, cups etc.? Are there suitable cleaning facilities for kettles, microwaves etc.?				
12	Have all site first aid kits been supplemented with the additional PPE requirements? Have all of the site first aiders been briefed on the amended protocols associated with managing the risk of COVID-19? Have the site emergency arrangements been reviewed in light of potential disruptions to the capability of the local emergency services to respond?				
13	Where applicable are the arrangements of the third-party premises/employer for managing social distancing suitable for colleagues on the site?				
14	Are processes in place for deliveries – for example - to allow products to be held in a controlled area overnight before they are used or appropriately cleaned?				
15	Where PPE has been identified as the most practicable solution, as part of the risk assessment process, have all relevant individuals been issued with and provided suitable training and information on the PPE being used? Where single use PPE is being used, is there a sufficient supply available?				
16	Are there appropriate numbers of supervisors on site?				

	Name	Signature	Date
<b>Person undertaking inspection:</b>			
<b>3<sup>rd</sup> Party Rep (where applicable):</b>			

These arrangements are part of a group wide framework that ensures a consistent and equitable approach for all to transition plans post Covid 19.

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