COVID-19 CHECKLIST

This checklist is to help employers, employees and the self-employed in the UK understand how to work safely during the COVID-19 pandemic.

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Click here to view our **Safety At Work** booklet

RISK ASSESSMENT

- [ ] COVID-19 operational risk assessment has been completed

SOCIAL DISTANCING

- [ ] Clear signs have been placed throughout the workplace to encourage 2m social distancing and hand washing including entrances and exits
- [ ] Areas have been identified where there is likely to be a cluster of people and use 2m social distance markings
- [ ] An internal one-way system has been created for any aisles less than 2m, keeping emergency exits and fire doors closed
- [ ] Social distancing has been applied to all parts of the business, not just the place where people spend most of their time

PERSONAL PROTECTIVE EQUIPMENT

- [ ] PPE has been distributed with guidance on use and disposal facilities in place
- [ ] Reusable PPE is thoroughly cleaned after use and not shared between employees
- [ ] Single use PPE is disposed of so that it cannot be reused
- [ ] Process has been set for secure storage and issue of PPE and cleaning products

COMMON AREAS

- [ ] Parking - clear signs in parking areas to maintain the social distancing standard
- [ ] Canteens - identify the capacity of each canteen/rest area at the entry of each facility
- [ ] Staggered breaks if needed to reduce the number of people in the area
- [ ] Number of chairs minimised to maintain 2m rule
- [ ] Only one person is allowed in the elevator at one time

TOILET FACILITIES

- [ ] There is now a restricted number of people using the toilet facilities at one time
- [ ] Hand washing facilities are being cleaned regularly
- [ ] Paper towels are available in the wash room

HYGIENE

- [ ] Cleaning stations are now in place to enable employees to clean, including visual aids, instructions on use and waste disposal facilities
- [ ] Processes are now in place for enhanced cleaning of all touch points
- [ ] Hand washing facilities or sanitisers are now provided at entrances and exits
- [ ] Adequate supplies of soap/water are now available

OFFICES

- [ ] Home working is now being utilised
- [ ] Number of employees in the office is now reduced
- [ ] Number of meeting rooms available is now minimised
- [ ] Rooms have now been labelled to identify maximum number of people allowed inside
- [ ] Desks, floors or signs are now in place to highlight the importance of social distancing

SITE ACCESS

- [ ] Number of visitors/contractors on site has been reduced to manage and minimise risk
- [ ] Start and finish times are now staggered to reduce worker contact and bottlenecks
- [ ] Processes are now in place for the management of deliveries to minimise contact with other people whilst loading and unloading

WORKERS AT HIGHER RISK

Has your employer explained clearly how they will protect the below groups of workers at higher risk from COVID-19?
(Click here to learn more about equality impact assessments).

- People with underlying health conditions
- Black, Asian & Minority Ethnic (BAME) people
- Older people
- People with disabilities
- Pregnant women

Workplace

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Inspection date

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For additional help and support, contact our health and safety hotline on 01604 813126

Carried out by

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Take health and safety **to the next level**

You know the risks and hazards of your job better than anyone else, Becoming a health and safety rep gives you the chance to raise the risks and hazards you and your colleagues face.

Become a part of the change that you want to see - speak to your Branch Secretary or regional team to learn more.

Additional resources

Click the links below to access more resources:

Staying safe at work

Equalities Impact Assessments in the workplace