

EXAMPLE TEMPLATE

COVID-19 CHECKLIST



General:

COVID-19 operational risk assessment has been completed and all unintended consequences identified.

Clear signage throughout the workplace to encourage 2m social distancing and handwashing including entrances and exits.

Process and agreed responsibilities in place for enhanced cleaning of all touch points at the beginning of every shift.

Cleaning stations in place to enable employees to clean, including visual aids, instructions on use and waste disposal facilities.

Process for and location of secure storage and issue of PPE and cleaning products in place and understood.

PPE distribution, guidance on use and disposal facilities in place.

Car parking:

Clear signage in parking areas to maintain the social distancing standard and remind employees of the importance of not attending workplace if they are symptomatic.

Entering and moving around the building:

Mark up the areas using tape to clearly identify 2m rules to encourage social distancing.

At busy times (start and end of shifts) main entrances held open if possible.

Handwashing facilities or sanitiser provided at entrances and exits.

Internal pedestrian one-way system for any aisles less than 2m with agreed flow, maintain emergency exits and fire doors (closed).

Areas where there is likely to be a cluster of people, identify using 2m markings social distancing requirements.

Access points:

Shift start and finish times staggered to reduce worker contact and any bottlenecks.

Visitors limited access to workplace site unless essential.

All non-essential staff working remotely.

Process in place for the management of deliveries to minimise contact with other people whilst loading and unloading.

Access to be given to handwashing facilities.

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Welfare facilities – toilets, locker rooms, rest areas, canteen:

Provision of an isolation area where any employees showing symptoms can be directed until they are able to leave site.

Restrict the number of people using the toilet facilities e.g. using an engaged sign.

Canteens and rest areas - minimise the number of chairs to maintain 2m rule.

Canteens and rest areas - staggered breaks if needed to reduce the number of people in the area.

Where limited catering facilities are provided, food to be wrapped and only disposable cutlery provided.

Offices/meeting areas:

Desks, floors or signage in place to highlight the importance of social distancing.

Rooms labelled to identify max number of people to respect social distancing requirements.

Minimise the number of meeting rooms available.

Sustainment process:

Compliance to this checklist must be reviewed at least once per week with site leadership, TU team and HSE team.

Signatures:

Management representative:

Trade Union representative:

Health, Safety and Environmental Professional:

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