

1. Return to Work Planning	Yes	No	N/A
Has the HR Department compiled a list of workers identified as high risk/ vulnerable/ shielded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you requested employees body temperature checks for two weeks before returning, with compulsory checks at the start of every shift?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you Identified employees/ job roles that are at increased risk of contracting coronavirus (close contact etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you allow some employees to continue to work from home with regular contact and a review of circumstances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided training and briefings for Managers to support staff with any anticipated fear and anxiety of employees of contracting the virus?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the Senior Management Team plan to review the coronavirus status and control measures on a regular basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Workplace Preparation	Yes	No	N/A
1. Hygiene and cleaning – have the following processes been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily cleaning commonly used surfaces with disinfectant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol hand sanitiser (minimum 60%) provided (and checked/ restocked daily) and located at strategic positions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand wash/ soap provided in kitchens and toilets and checked and/or restocked daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide tissues and empty bins daily into dedicated waste receptacles by trained, authorised staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Display posters and notices promoting handwashing, social distancing and respiratory hygiene?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Entry and exit points of the building - has the following been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will all non-essential visitors be prohibited entering the building where practicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will Start and finish times staggered or a shift system established, to reduce congestion and contact?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a building access and egress point plan to enable social distancing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you completed a review of the number of access points to reduce congestion or decrease pedestrian interaction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will you introduce a one-way pedestrian flow in walkways and/ or stairs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will floor markings be provided to ensure two metre distance is maintained between people when queuing to enter the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you remove or disable entry systems that require skin contact (e.g. fingerprint scanners/number pads)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you developed Instructions for all workers to sanitise/ wash their hands for 20 second when entering and leaving the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a plan for deliveries to be pre-arranged and left in a safe place and decontaminated before being brought into the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Facilities and Utilities Start up Procedure	Yes	No	N/A
1. Legionella	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two to Three weeks prior to re-occupation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you completed a building chlorination programme for cold water storage tanks (they may have increased above 20°C during lockdown)?			
Have you taken Legionella samples to confirm if the bacteria exists, this allows time for action prior to building re-occupation?			
Have you brought quarterly showerhead cleaning and disinfection cleaning up to date (if overdue)?			
Two to Three days prior to occupation:			
Have you raised the temperature of the calorifier(s) / hot water storage vessel(s) to 60°C?			
Have you flushed and purged all outlets until the temperature at the outlet stabilises and is comparable to supply water and purge to drain?			
Have you arranged a visit for the competent testing person(s) to seek advice on any concerns or overdue inspections visits not fulfilled due the lockdown?			
Are all actions recorded in Legionella site logbook?			
2. Fire Safety			
Complete a visible inspection (by a competent person) of all fire safety facilities and records the following in the site logbook:			
Have you tested each fire call point/ zone on the alarm system panel?			
Have you inspected each fire extinguisher and arrange a service via a competent fire engineer if the annual inspection date has passed?			
Have you Inspected all exit routes, final exit points and door mechanisms are free from damage/ obstruction?			
Have you Inspected all fire doors and closing mechanisms to ensure they are operational?			
Have you visually Inspected any other specific fire equipment (sprinklers etc.) and arrange an inspection visit as soon as possible, by a competent engineer?			
Have you considered any changes to pedestrian flow/ layout of the building due to coronavirus in the fire risk assessment review process?			
Have you consulted the buildings insurer for any specific criteria?			
3. Gas Safety			
Prior to re-occupation of the premises, review all gas appliance service and inspection records including:			
Gas boiler safety certificates (including landlord's responsibilities);			
Gas cookers/appliances;			
Meters;			
Any fixed gas heating system;			
Emergency shut off/safety valves;			
Carbon monoxide detectors.			
Have you prohibited use of gas appliances that have exceeded the inspection date– ensure equipment is isolated until it can be inspected by a GAS Safe Registered Engineer?			
If hot water cannot be used due to the gas boiler not being inspected/ in use, have you consulted your Gas Safe Engineer prior to using the building?			
4. Electrical Safety			
Have you reviewed fixed wiring inspection and testing records to establish if the electrical system is within recommended inspection/ testing frequencies?			
Have you Inspected portable electrical equipment - remove damaged/ worn equipment from use and arrange for disposal, repair or re-testing?			

Have you Inspected each piece of electrical equipment used by staff at home that has been returned - remove any damaged equipment from use?			
5. Site Security Systems (CCTV, Automated door entry systems, for example).			
Have you removed or disabled entry systems that require skin contact (e.g. fingerprint scanners/number pads) unless they are cleaned between each individual use?			
Have you ensured that automatic entry systems and emergency release functions will be tested and operating correctly before repopulating the building?			
4. Segregation and Social Distancing	Yes	No	N/A
Each workplace and location may have different requirements for employees working in close proximity. The following must be considered and implemented where reasonably practicable:			
1. Elimination (removing close contact) - Have you planned to:			
Avoid close working?			
Avoid non-essential physical work that requires close contact?			
Avoid skin-to-skin contact?			
Plan in place for work activities to minimise contact between workers.			
Avoid using passenger lifts and use stairs where possible?			
Introduce a one-way pedestrian system and/or single file walking routes (stairs etc.)?			
Provide alternative or additional mechanical aids (trolleys etc.)?			
Avoid meetings in enclosed rooms - technology must be considered (Skype etc.)?			
2. Reduce close contact (Where the social distancing measures (2 metres) cannot be applied) Have you planned to:			
Provide physical barriers (screens etc.) between workers?			
Reduce the numbers of workers in the building at any one time – consider shift work?			
Reduce the frequency and time workers are within 2 metres of each other?			
Reduce the number of workers involved in these tasks?			
Only allow working side by side, or facing away from each other, rather than face to face?			
Increase ventilation in enclosed spaces?			
Ensure workers wash their hands before and after using any common equipment?			
3. Isolation (minimise where close contact cannot be avoided) Will you ensure:			
The same team members working together (cohorting) – do not swap/alternate workers in/out of a team?			
Teams are kept as small as possible?			
Close contact work is carried out away from others where possible?			
4. Control (Where face to face working is essential to carry out a task when working within 2 metres) will you:			
Ensure a maximum of 15 minutes or less where possible?			
Establish an enhanced authorisation process for these activities?			
Provide additional supervision to monitor and manage compliance?			
5. Personal Protective Equipment (PPE/RPE). Will you ensure:			
(PPE should not be used where the two metre social distancing guidelines are met).			
All other controls measures are considered before PPE needs are assessed?			
Any Re-usable PPE is thoroughly cleaned after use and not shared between workers?			

Single use PPE should be disposed of after use and not reused?			
Face fit testing is completed for all half face masks used by workers?			
Training is provided to all PPE users on the safe use, cleaning, storage and disposal of PPE?			
6. Behaviours and training			
Reliance on all persons involved to work together to minimise the risk of spread of infection. Will you provide:			
Open and collaborative approach between employees is encouraged?			
Training, briefings and toolbox talks are delivered and refreshed on a regular basis and records maintained?			
5. Welfare and Rest Facilities	Yes	No	N/A
Each workplace and location may have different facilities. The following must be considered and implemented where reasonably practicable:			
1. Wash facilities -			
Additional time provided to wash hands if operating time sensitive shifts or processes?			
Additional hand washing facilities (e.g. pop ups) to the usual welfare facilities provided?			
Additional supplies of soap and fresh water made available and regularly topped up?			
Hand sanitiser (minimum 60% alcohol based) provided at strategic locations (entry points for example), where hand washing facilities are unavailable?			
All washing facilities cleaned regularly using disinfectant/ approved products?			
2. Toilet Facilities			
Numbers of people using toilet facilities restricted and signage and floor markings, to ensure 2 metre distance is maintained?			
All workers instructed to wash or sanitise hands before and after using the facilities?			
Enhanced cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush?			
Additional enclosed rubbish bins for hand towels provided with regular removal and disposal?			
3. Canteens and Rest Areas			
Workers encouraged to bring their own food and to stay on site once they have entered it and avoid using local shops?			
The capacity of each canteen or rest area is clearly identified at the entry to each facility?			
Staggered break times to reduce congestion and contact between workers?			
Enhanced cleaning measures introduced for drinking water stations and taps?			
More frequently clean of surfaces that are touched regularly, using standard cleaning products (e.g. kettles, refrigerators, microwaves)?			
Hand cleaning facilities or hand sanitiser available at the entrance to any room where people eat?			
Enforcement of the 2-metre rule between users of rest/ break facilities, wherever possible?			
All workers guided to put straight in the bin and not leave it for cleaners?			
Tables and chairs cleaned between each use?			
Encourage workers to use disposable or personal crockery, eating utensils, cups etc. shared equipment washed and dried between each use?			

Payments for beverages and food taken by contactless card wherever possible?			
All canteen staff will wash their hands often with soap and water for at least 20 seconds before and after handling food?			
Canteen staff and workers can use rest areas if they apply the same social distancing measures?			
Additional inspection systems are in place to monitoring compliance?			
4. Changing Facilities, Showers and Drying Rooms			
The number and/or size of facilities available will be increased if needed during the pandemic?			
Clear instructions provided on how many people can use it at any one time to maintain 2 metres?			
Restrictions established to limit numbers of people using these facilities at any one time?			
Staggered shift start and finish times introduced to reduce congestion and contact at all times?			
Enhanced cleaning frequencies of all facilities throughout the day and at the end of each day?			
Additional enclosed rubbish bins provided with regular removal and disposal?			
6. Cleaning Workspaces	Yes	No	N/A
A risk assessment must be completed and the following considered:			
Specific COVID-19 arrangements instructions must be agreed If contract cleaners are used and a risk assessment requested for approval?			
All high use/populated areas cleaned with household disinfectant or similar approved products, following agreed frequencies?			
Cleaners will wear disposable or washing-up gloves and aprons for cleaning?			
Reusable PPE cleaned after use with disinfectant?			
Used disposable PPE is double-bagged, stored securely for 72 hours then disposed of following local procedures?			
Specific PPE provided and procedures established to clean where a person was located, who was suspected to have coronavirus (COVID-19)?			
Disposable cloths or paper roll and disposable mop heads used, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings?			
Approved detergent disinfectant solution used to clean all areas?			
COSHH assessments completed prior to any mixing of products and SDS obtained from suppliers?			
Cleaners instructed to avoid creating splashes and spray when cleaning?			
Items heavily contaminated with body fluids and cannot be cleaned by washing to be disposed of?			
Cleaners follow the same rules for washing hands frequently, particularly after removing PPE?			
7. First Aid and Emergency Response	Yes	No	N/A
The company First Aid risk assessment and current provision must be reviewed and the following considered:			
First aid resources are reviewed to ensure sufficient numbers of qualified staff are present during the pandemic?			

HSE guidance will be followed, which recommends sharing first aid provisions in these exceptional times If qualified first aider ratios are low?			
Shared first aiders are instructed on facilities and activities on your/shared site?			
3-month extension provided for expired trained first aiders during the pandemic (evidence required of attempts to retrain if they were unsuccessful)?			
Additional PPE provided (enclosed eye protection, FFP3 mask, nitrile/latex gloves, disposable plastic apron) for administering first aid during the pandemic?			
Close contact with airways avoided when assisting the casualty?			
Waste from the treatment (dressings etc.) following the same procedures for contaminated waste disposal during the pandemic?			
Emergency plans and contact details kept up to date during the pandemic?			
Consideration given to potential delays in emergency services response, due to the current pressure on resources?			
Plans for high risk activities rescheduled during the pandemic or additional competent first aid or trauma resources made available?			
Workers displaying coronavirus symptoms in the workplace are instructed follow NHS advice and self-isolate and seek medical assistance if symptoms worsen?			
Workers are Instructed to stay at home to recover and follow NHS advice?			
Workers instructed to inform their manager if there are confirmed as having COVID-19 (provided they are well enough to make such contact)?			
Any work area (office, vehicle cab and similar) used by a worker confirmed to have contracted COVID-19 is thoroughly cleaned before reuse?			
Deep cleaning procedures followed to dispose of waste following COVID-19 guidance?			
8. Use of Vehicles and Travelling to Work	Yes	No	N/A
1. Commuting to work			
Wherever possible workers should travel to work alone, using their own transport. If workers have no option but to share transport (with non-household members). Will you ensure:			
All employees guided to share journeys to work with the same individuals and with the minimum number of people at any one time?			
Employees are encouraged to ensure good ventilation (i.e. keeping the windows open) in vehicles and face away from each other in cars/ cabs?			
Company vehicles are cleaned regularly with particular emphasis on handles and other areas where passengers may touch surfaces?			
Parking arrangements reviewed for any additional vehicles and bicycles?			
All staff encouraged to consider alternative means of transport such as cycling and to avoid public transport?			
2. Public Transport			
Staggered work times allowed, where public transport is the only option for workers to avoid congestion on public transport?			
Workers discouraged from using public transport during peak times (05:45- 7:30 and 16:00-17:30).			
3. Driving at Work			
Workers only travel alone when travelling at work or between site locations?			
If shared vehicles cannot be avoided, employees will share with the same individuals and with the minimum number of people at any one time?			

A distance of two metres is maintained in vehicles where possible, and employees reminded to avoid touching their faces?			
Good ventilation is encouraged (i.e. keeping the windows open) and face away from each other during the journey?			
All employees wash their hands for 20 seconds using soap and water or hand sanitiser, before entering and exiting the vehicle?			
All vehicles are cleaned regularly, with particular emphasis on handles and other areas commonly touched?			
All vehicle cabs provided with alcohol or soap-based cleansing and/or wipes for all surfaces, and will be cleaned through the day and at the end of each shift?			
Cleaning will specifically include door-handles, hand holds/rails, dashboards, steering wheels, hand-brake levers, gearbox and other controls and indicator stalks etc?			
Where a vehicle has been used by someone with COVID-19 symptoms, or a confirmed case, the vehicle should be decontaminated thoroughly?			