COVID-19 – EMPLOYER CHECKLIST 2 – CONTROL MEASURES

NO.	CONTROL	YES	NO	DETAILS	ACTION REQUIRED
	Hand Hygiene Facilities				
1.	Are there enough hand washing and hand sanitising stations in place to accommodate employees, visitors / clients adhering to hand hygiene measures?	☒	☐	At all contact points with clear signage	
2.	Are hand washing and hand sanitising stations in convenient locations that can be easily and frequently accessed? Have you considered: • all entry / exit points • high traffic areas • the need for employees to wash their hands before, during or after a work task • the distance employees are from hand washing / hand sanitising facilities including wash / bathrooms the number of employees and any shift arrangements	☒	☐	As above	
3.	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked e.g. hot running water, soap dispensers, paper towels, touch-free bins and hand-sanitiser?	☒	☐	Support team daily checklist	
	Hand Sanitising				
4.	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	☒	☐		
5.	Are there stations at entry / exit points to the workplace?	☒	☐		
6.	Are there stations in areas that have high touchpoints or high footfall?	☒	☐		
7.	Have you informed employees about the importance of hand washing?	☒	☐	Safe Systems of Work	
8.	Have you trained / shown employees how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly?	☒	☐	Signage in WC and guidance on knowledgebase and SSoW	
9.	Have you shown employees how to use hand sanitiser correctly and where hand sanitising stations are located?	☒	☐	Clear signage above each sanitiser dispenser	
10.	Have you displayed posters on how to wash hands correctly in appropriate locations?	☒	☐	In WC	

NO.	CONTROL	YES	NO	DETAILS	ACTION REQUIRED
11.	Have you told employees and others when they need to wash their hands? This includes: • before and after eating and preparing food • after coughing or sneezing • after using the toilet • before smoking or vaping • where hands are dirty • before and after wearing gloves • before and after being on public transport • before leaving home • when arriving / leaving the workplace / other sites • after changing tasks • after touching potentially contaminated surfaces • if in contact with someone displaying any COVID-19 symptoms	☒	☐	Throughout SSoW	
12.	Have you provided facilities for outdoor employees to frequently practice hand hygiene?	☐	☒	N/A	
13.	Have you provided employees with hand sanitiser for use in work vehicles?	☐	☒	N/A	
	Respiratory hygiene				
14.	Have you told employees of good respiratory measures to limit the spread of the virus: • avoid touching the face, eyes, nose and mouth • cover coughs and sneezes with an elbow or a tissue • dispose of tissues in a covered bin?	☒	☐	Safe Systems	
15.	Have you made tissues available to employees and covered bins or bin bags for their safe disposal?	☒	☐	In both offices and conference rooms	
16.	Is there a system in place to regularly empty bins so they don't over fill?	☒	☐	Support team daily checklist	
	Social Distancing – staying 2 metres apart				
17.	Have you looked at how you can change the layout of your workplace to allow for social distancing?	☒	☐	Office seating plan and rota	
18.	Have you a system to regularly remind employees to stay 2 metres apart?	☒	☐	In SSoW and posters	

NO.	CONTROL	YES	NO	DETAILS	ACTION REQUIRED
19.	Have you identified the activities that involve interacting with clients, visitors and others and put in place measures to help prevent contact and ensure social distancing, as far as possible?	☒	☐	SSoW	
20.	Can you rearrange working times and shifts to minimise the number of people at work together?	☒	☐	Working from home and office rota	
21.	Can you rearrange break areas and times to comply with social distancing? (e.g. placing tables and chairs further apart, staggering breaks)	☒	☐	Staggered breaks	
22.	Can you organise employees into teams who consistently work and take breaks together?	☐	☐	N/A	
23.	If it's not possible to maintain social distancing in the canteen, have you considered making alternative arrangements?	☐	☐	N/A	
24.	Can you provide a one way system for entering and exiting the workplace, where practical?	☐	☒	Not currently necessary due to low staffing and not feasible due to security	
25.	Have you implemented social distancing for outdoor work activities?	☐	☐	N/A	
26.	Where employees are sharing accommodation provided by the employer, at a place of work, are you following the guidance as laid out in the Return to Work Safely Protocol (Pg.18)	☐	☐	N/A	
27.	Have you reduced the number of people working in enclosed spaces by: • facilitating working from home • reducing the number of work tasks • postponing non-essential work • modifying work tasks?	☒	☐	Working from home, furloughed staff and office rota	
28.	Have you put floor markings in place to remind everyone in the workplace of the 2 metre physical distance required?	☐	☒	Not feasible but posters throughout office	
29.	If it is not possible to ensure a 2 metre physical distance between employees, have you put in place alternative measures: • installed physical barriers, such as clear plastic sneeze guards between employees • to maintain at least a distance of 1 metre or as much distance as is practical	☒	☐	Screen in reception, masks and guidance in SSoW	

NO.	CONTROL	YES	NO	DETAILS	ACTION REQUIRED
	• to minimise any direct employee close contact • to provide hand washing or hand sanitising aids nearby, so that hands can be cleaned as soon as the task is complete • made face masks available to employees in line with Public Health advice and ensuring that masks are clean and not shared or handled by other employees. Note: wearing face masks is not a substitute for other measures outlined above.				
30.	Have you staggered entry into the workplace including the entry of customers or clients?	☐	☒	No client meetings and reduced staffing currently	
	Minimising contact				
31.	Have you staggered entry into the workplace including the entry of customers or clients?	☒	☐	Microsoft Teams	
32.	If employees have to meet, do you make sure they meet in a large space where physical distancing can be done and for as short a time as possible?	☒	☐	SSoW, use of large conference room only and open plan office	
33.	Have you put in place a system that eliminates or reduces the need for employees to travel together in vehicles?	☒	☐	SSoW	
34.	In the case where vehicles must be shared, have you told employees to sit as far apart as possible, to wear face coverings, and to clean the frequently touched surfaces in the vehicle as a minimum at the start and end of each shift?	☐	☒	Not permitted as per SSoW	
35.	Have you advised employees to travel alone if using their cars for work?	☒	☐	SSoW	
36.	Have you told employees to clean and disinfect surfaces and shared equipment, not to shake hands and to avoid any social contact?	☒	☐	SSoW	
	Personal Protective Equipment (PPE)				
37.	Has the correct PPE been identified based on the hazard and employee work activity?	☒	☐	Yes, listed in SSoW	
38.	Is there a sufficient supply of relevant PPE required to allow a safe return to work?	☒	☐	Checked by support team daily as per office daily checklist	
39.	Have you trained employees in the correct fitting, use, removal, cleaning, storing and disposal of PPE?	☒	☐	SSoW	

NO.	CONTROL	YES	NO	DETAILS	ACTION REQUIRED
40.	Have you made arrangements for the cleaning, inspection, maintenance and disposal of PPE, where appropriate?	☒	☐	SSoW	
	At Risk Groups				
41.	Have you determined which, if any of your employees are at higher risk from COVID-19?	☒	☐	Medical information form and Risk Assessment Declaration	
42.	Have you enabled at risk or vulnerable employees to work from home where possible?	☒	☐		
43.	Have you enabled at risk employees to maintain a social distance of 2 metres?	☒	☐		
	Changes to Work Practices				
44.	Have you considered other changes to work practices to minimise the spread of COVID-19?	☒	☐	Risk assessments	
45.	Have you arranged for safe delivery of goods to the workplace?	☒	☐	SSoW	
	Visiting Contractors / Employees				
46.	Are there arrangements in place to inform other employees, contractors or visitors of the workplace measures to help prevent the spread of infection?	☒	☐	Client and visitor SSoW on website, sent to clients and knowledgebase	
47.	Is there a system for recording visits to the site / workplace by employees and others, as well as visits by employees to other sites? (COVID-19 Contact log)	☒	☐	Sign in app	

SIGNED:

Name: Alicia Hammersley-Fenton   Position: Director   Date: 01 Dec 2020