

COVID-19

Site Monitoring Checklist (Social Distancing)

Sites operating during the coronavirus (COVID-19) pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

This guidance is intended to introduce consistent measures on sites of all types and sizes in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply.

Government guidance for businesses states "where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, **you should consider whether that activity needs to continue** for the site to continue to operate, and, if so, **take all the mitigating actions possible** to reduce the risk of transmission".

this checklist has been created with reference to current government guidelines

Company Name:	
----------------------	--

Social distancing	Can workers follow the principles of social distancing when travelling?	Y / N
Self-isolation	Do workers understand if they have a high temperature, a new persistent cough or within 14 days of a household member displaying symptoms they should not come to site?	Y / N
Person at increased risk	Are workers who are at an increased risk of severe illness strongly advised to stay at home and self-isolate?	Y / N
Persons defined on medical grounds as extremely vulnerable	Do workers understand anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people?	Y / N
Living with a person in one of the above groups	Do workers understand anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from coronavirus (COVID-19), should stringently follow the guidance on social distancing and minimise contact outside the home?	Y / N
If someone falls ill	Are there procedures in place if a worker develops a high temperature or a persistent cough while at work?	Y / N
	They should: <ul style="list-style-type: none"> - Ensure their manager or supervisor is informed - Return home immediately - Avoid touching anything - Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.	

Item / Area	Check to be completed	Yes / No
Travel to work	Do workers travel to site in their own transport?	Y / N
	Are workers travelling to work in shared vehicles following the principles of social distancing with minimum number of people and the same individuals?	Y / N
	Where social distancing cannot be achieved are mitigating actions in place to reduce risk of exposure?	Y / N
	Are shared vehicles cleaned regularly using protection and cleaning products?	Y / N
	Is there sufficient provision for parking for increase of vehicles and bicycles?	Y / N
	Are their sufficient hand washing facilities at entrances and exits to site?	Y / N
	Are there arrangements for someone who falls ill to be taken home?	Y / N
	Are there staggered site hours to in place to reduce workers using public transport at peak times?	Y / N

Item / Area	Check to be completed	Yes / No
Driving at work	Are workers only sharing vehicles with the same individuals and with the minimum number of people at any one time?	Y / N
	Wherever possible can workers maintain a distance of two metres and avoid touching their faces?	Y / N
	Do workers maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey?	Y / N
	Are workers washing their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle?	Y / N
	Are vehicles regularly cleaned using gloves and standard cleaning products, with emphasis on handles and other surfaces which may be touched during the journey?	Y / N
Site Access and Egress Points	Are all non-essential visitors prohibited from entering site?	Y / N
	Are there staggered start and finish times to avoid congestion?	Y / N
	Are there sufficient access and egress points to avoid congestion?	Y / N
	Is there sufficient space to allow social distancing at access and egress points?	Y / N
	Are there floor markings at access and egress points to maintain 2mtr distancing?	Y / N
	Are access controls (fingerprint scanners) disabled or regularly cleaned between individual use?	Y / N
	Are common surface areas regularly cleaned?	Y / N
	Are site induction times staggered to reduce contact and held outdoors?	Y / N
	Are delivery drivers advised to remain in the vehicle where this is safe to do so?	Y / N
	Are there arrangements in place to monitor compliance of rules?	Y / N
Hand Washing	Are there sufficient breaks to allow regular hand washing?	Y / N
	Have sufficient additional hand washing facilities been provided?	Y / N
	Are supplies of soap and fresh water adequate and readily available for the size of workforce (including delivery and plant operators) on site?	Y / N
	Where hand washing facilities are not available is there a adequate supply of hand sanitiser (minimum 60% alcohol based)?	Y / N
	Are hand washing facilities regularly cleaned and monitored?	Y / N
	Are there sufficient rubbish bins provided for hand towels and regularly emptied?	Y / N
Toilet facilities	Is there a welfare attendant in place to restrict congestion and maintain social distancing?	Y / N
	Is signage and floor markings displayed to maintain 2mtr distancing?	Y / N
	Is signage displayed to inform workers to wash hands before and after using facilities?	Y / N
	Is there a facilities cleaning routine in place, particularly common contact surfaces?	Y / N
	If portable toilets are only option, are they cleaned and emptied more frequently?	Y / N
Canteen and rest areas	Are workers advised to remain on site and avoid local shops for breaks?	Y / N
	Are there adequate facilities for rest areas and 2mtr distance maintained?	Y / N
	Are break times staggered to avoid congestion and maintain 2mtr distance?	Y / N
	Are common surface areas regularly cleaned?	Y / N
	Are hand washing facilities or hand sanitiser provided at entrance to rest area and used by workers on access and egress?	Y / N
	Are there monitoring arrangements in place?	Y / N

Item / Area	Check to be completed	Yes / No
Changing facilities, showers and drying rooms	Are adequate facilities provided for the size of workforce?	Y / N
	Can 2mtr distancing be achieved in facilities?	Y / N
	Is there a welfare attendant in place to restrict congestion and maintain social distancing?	Y / N
	Are there staggered start and finish times in place to avoid congestion?	Y / N
	Has enhanced cleaning routine been introduced?	Y / N
	Are suitable and sufficient rubbish bins provided and regularly cleaned and replaced?	Y / N
Work planning to avoid/reduce close contact working	Is there a suitable and sufficient risk assessment in place to avoid close contact working and for essential work that cannot be done without close working, is there a suitable and sufficient risk assessment in place to reduce the risk from close contact working?	Y / N

The following principles should be followed when implementing and monitoring in-work social distancing.



Eliminate:

- Workers who are unwell with symptoms of coronavirus (COVID-19) should not travel to or attend the workplace
- Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)
- Avoid skin to skin and face to face contact
- Stairs should be used in preference to lifts or hoists and consider one ways systems
- Consider alternative or additional mechanical aids to reduce worker interface



Site Meetings:

- Only absolutely necessary meeting participants should attend
- Attendees should be at least two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible



Reduce:

Where the social distancing measures (2 metres) cannot be applied:

- Minimise the frequency and time workers are within 2 metres of each other
- Minimise the number of workers involved in these tasks
- Workers should work side by side, or facing away from each other, rather than face to face
- Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces
- Workers should wash their hands before and after using any equipment



Isolate:

Keep groups of workers that have to work within 2 metres:

- Together in teams e.g. (do not change workers within teams)
- As small as possible
- Away from other workers where possible



Control:

Where face to face working is essential to carry out a task when working within 2 metres:

- Keep this to 15 minutes or less where possible
- Consider introducing an enhanced authorisation process for these activities
- Provide additional supervision to monitor and manage compliance

The following principles should be followed when implementing and monitoring in-work social distancing.



PPE:

Sites should not use RPE for coronavirus (COVID-19) where the two metre social distancing guidelines are met.

- Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy [and should be used in conjunction with all other controls]
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed coronavirus (COVID-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered **specific to the coronavirus (COVID-19) risk**



Behaviours:

The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

Emergency First Aid and Emergency Service Response	Is there adequate first aid provision on site (are there arrangements in place if First Aid personnel have self-isolated?)	Y / N
	Are emergency plans kept up to date?	Y / N
	Are higher risk activities prevented or rescheduled to ensure adequate first aid is provided.	Y / N
Cleaning	Have enhanced cleaning arrangements been put in place?	Y / N
	Are all common contact surfaces regularly cleaned (door handles, taps, handrails etc.)?	Y / N
	Are shared plant and vehicles cleaned before and after used (particularly shared equipment)?	Y / N
	Is office equipment (telephones, computers desks) considered in enhanced cleaning routine?	Y / N
	Are enhanced arrangements in place for the collection, storage and disposal of rubbish in place and followed?	Y / N