

COVID-19 WORKPLACE HEALTH & SAFETY INSPECTION CHECKLIST

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying the control measures to consider to reduce the risk of workplace infections.

Site:	
Site Address:	
COMPANY:	
INSPECTION UNDERTAKEN BY:	
ROLE:	

No of issues not closed out from previous inspection		No of issues that are repeated from previous report	
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Findings of Inspection
Level of compliance should be included in report using a Rag Rating - Green – Full compliance (no action required), Amber - breach identified (remedial action recommended), Red – significant breach (action required)

A: BUILDING/SITE CONTROL				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has the entry and exits to the building/site been limited to the minimum number of points required.			
2.	Has access to the building/site been restricted to visitors and contractors etc.			
3.	Is there a remote signing in and out system? i.e. Text or Call?			
4.	Can hand sanitisation points be clearly placed at all entrance and exit points.			
5.	Are contractors start/finish and break times staggered to prevent congestion at the site entrance?			
6.	Is there enough suitable parking to aid in creating the minimum social distancing required (2 metres)?			

B: Cleaning Regime				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Is the cleaning frequency such that cleaning can be undertaken when site/building is occupied.			
2.	Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails,welfare tables, taps, dispensers etc.			

C: Information, Instruction & Training				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have staff been instructed on how to hand wash effectively and for the correct duration.			
2.	Have staff been instructed on social distance where practicable while at work.			
3.	Is the Tithegrove COVID 19 Pictorial Method Statement been issued and available on site?			

D: Signage				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.			
2.	Are the signs displayed reviewed and replaced as necessary.			

E; Site Specific				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile			
2.	Has staff been provided with hand sanitiser?			
3.	Are toilet facilities provided an adequate size and are they cleaned on a regular basis?			
4.	Are welfare facilities provided an adequate size, break times staggered and are they cleaned on a regular basis?			
5.	Are staff instructed to bring their own food and not leave site?			
6.	Are Inductions, toolbox talks and briefings held outdoors?			
7.	Is there adequate space on site to enable the Tithegrove employees to social distance to the minimum PHE standards?			
8.	Is the 1 person to 1 machine rule being followed? If not, is there a suitable cleaning regime in place?			

