

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:			
REPORT TO:			
No of issues not closed out from previous inspection		No of issues that are repeated from previous report	

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 been restricted to visitors and contractors			
2.	Has the entry and exits to the building/site been limited to the minimum number of points required.			
3.	Have all visitors and or contractors completed the COVID -19 declaration			
4.	Contractors must be escorted to place of work after completing the PTW or authorisation to workform.			
5.	Have staff been informed to direct all staff and visitors to use hand sanitiser when entering and leaving the building.			
6.	Are all regular contact points on access/egress doors e.g. handles cleaned throughout the day.			

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, IT equipment, desks, phones, flush plates, taps, dispensers.			
3.	Are appropriate cleaning products being used during daily preventative clean regime.			
4.	Have all Staff completed the COSHH e-learning module aware of the MSDS's for cleaning products.			
5.	Reduce contact of blinds and curtains. Make a singular person responsible for each office.			
6.	Leave mats and rugs as they are contract cleaned and replaced regularly.			
7.	Does the cleaning contract cover the disinfecting of toilets and kitchen areas.			

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.	Are daily alerts from government departments e.g. Public Health England being sourced.			

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: Staff				
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.	Where practicable have staff been allowed to work from home/remotely			
3.	Have staff been instructed to minimize business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.			
4.	Have staff been discouraged from hand shaking and general close personal greetings.			
5.	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.			
6.	Have appropriate hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site.			

WORKPLACE HEALTH & SAFETY INSPECTION ACTION SUMMARY

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
Additional Comments				

Signed: _____ Date: _____