**COVID-19 Return to Work Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| Workplace Location: |  | Responsible Person:  |  |
| Checklist completed by: |  | Date: |  |

***\*Please complete the action plan at the end of the checklist for any further improvements needed***

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| --- | --- | --- | --- |
| **1. Return to Work Planning** | Yes | No | N/A |
| Has the HR Department compiled a list of workers identified as high risk/ vulnerable/ shielded? |   |   |   |
| Has the HR Department identified any employee or service user of Black, Asian, Minority or Ethnic (BAME) background, and/or anyone under 28 weeks pregnant?[*https://gov.wales/covid-19-workforce-risk-assessment-tool*](https://gov.wales/covid-19-workforce-risk-assessment-tool) |  |  |  |
| Have you requested employees body temperature checks for two weeks before returning, with compulsory checks at the start of every shift? |   |   |   |
| Have you Identified employees/ job roles that are at increased risk of contracting coronavirus (close contact etc.)? |   |   |   |
| Will you allow some employees to continue to work from home with regular contact and a review of circumstances? |   |   |   |
| Have you consulted with employees to provide information in relation to COVID-19, prior to them attending the workplace? Have you requested declarations of agreement which are signed and dated? |   |   |   |
| Have you provided training and briefings for Managers to support staff with any anticipated fear and anxiety of employees of contracting the virus? |   |   |   |
| Will the Senior Management Team plan to review the coronavirus status and control measures on a regular basis? |   |   |   |
|   |   |   |   |
| **2. Workplace Preparation** | Yes | No | N/A |
| **1. Hygiene and cleaning** – have the following processes been established? |   |   |   |
| Daily cleaning commonly used surfaces with disinfectant? |   |   |   |
| Alcohol hand sanitiser (minimum 60%) provided (and checked/ restocked daily) and located at strategic positions? |   |   |   |
| Hand wash/ soap provided in kitchens and toilets and checked and/or restocked daily? |   |   |   |
| Provide tissues and empty bins daily into dedicated waste receptacles by trained, authorised staff? |   |   |   |
| Display posters and notices promoting handwashing, social distancing and respiratory hygiene? |   |   |   |
| 2.     **Entry and exit points of the building** - has the following been established? |   |   |   |
| Will all non-essential visitors be prohibited entering the building where practicable? |   |   |   |
| Will Start and finish times be staggered or a shift system established, to reduce congestion and contact? |   |   |   |
| Is there a building access and egress point plan to enable social distancing? |   |   |   |
| Have you completed a review of the number of access points to reduce congestion or decrease pedestrian interaction?   |   |   |   |
| Will you introduce a one-way pedestrian flow in walkways and/ or stairs? |   |   |   |
| Will floor markings be provided to ensure two metre distance is maintained between people when queuing to enter the building? |   |   |   |
| Will you remove or disable entry systems that require skin contact (e.g. fingerprint scanners/number pads)? |   |   |   |
| Have you developed Instructions for all workers to sanitise/ wash their hands for 20 second when entering and leaving the building? |   |   |   |
| Is there a plan for deliveries to be pre-arranged and left in a safe place and decontaminated before being brought into the building? |   |   |   |
|   |   |   |   |
| **3. Facilities and Utilities Start up Procedure** | Yes | No | N/A |
| **1.     Legionella** |   |   |   |
| **Two to Three weeks prior to re-occupation:** |   |   |   |
|  Have you completed a building chlorination programme for cold water storage tanks (they may have increased above 20ᵒC 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 60ᵒC? |   |   |   |
| 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 tested emergency lighting by simulating battery failure? |   |   |   |
|  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? |   |   |   |
| **3.     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? |   |   |   |
| **4.     Lifting Equipment - LOLER (passenger and goods). The following must be considered:** |   |   |   |
| Have you reviewed all equipment and records before the workplace becomes populated? |   |   |   |
| Have you prohibited use of lifting equipment if the LOLER inspection, examination and maintenance requirements and frequencies have lapsed? |   |   |   |
| Have you removed equipment from service, label and secured to avoid use? |   |   |   |
| Have you ensured equipment is only available when obligations under LOLER have been met or risk assessment deems it safe to use? |   |   |   |
| **6.     Work Equipment (including ventilation systems, compressors, roller doors, machinery, electric gates etc.) The following must be considered:** |   |   |   |
| Will air conditioning and ventilation systems be operating before, during and after the building is occupied by staff, to ensure air flow is refreshed regularly? |  |  |  |
| Have you reviewed all equipment and machinery and records before the workplace becomes populated? |   |   |   |
| Have you prohibited use of equipment and machinery if the PUWER inspection, examination and maintenance requirements and frequencies have lapsed? |   |   |   |
| Have you removed equipment from service, label and secured to avoid use? |   |   |   |
| Have you ensured equipment is only available when obligations under PUWER have been met or risk assessment deems it safe to use? |   |   |   |
| **7.     Site specific arrangements (such as traffic management systems or pest control, for example).**  |   |   |   |
| Have you ensured that specific operations, equipment or process provided to protect employees is reviewed prior to recommending work activities in the building? |   |   |   |
| Have risk assessment records been reviewed to reflect any change and communicated to those affected? |   |   |   |
| **8.     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 (trollies 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? |   |   |   |
| Passenger lifts only used where no alternative is possible – workers must be encouraged to use stairs in a controlled way? |   |   |   |
| 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? |   |   |   |
| All workers informed to close the toilet lid when flushing to avoid spraying of water droplets? |  |  |  |
| 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? |   |   |   |
| Ensure toilet ventilation/ extraction systems run continuously during occupation of the building, to improve air flow? |  |  |  |
| **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? |   |   |   |
| Canteens may remain open to provide food to staff with appropriate adjustments for social distancing, where no alternative is available? |   |   |   |
| Canteens provide a takeaway service providing pre-prepared and wrapped food only? |   |   |   |
| An increased number or size of canteen/ rest facilities provided if possible? |   |   |   |
| 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? |   |   |   |
| Additional storage facilities provided for staff clothes to avoid cross-contamination? |  |  |  |
|   |   |   |   |
| **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). Wil 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? |   |   |   |
|  |  |  |  |

**\*Action Plan**

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| --- | --- | --- | --- |
| If ‘No’ - Further Action Identified | Responsible Person | Timescale | Date completed and closed off |
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