

COVID-19 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 reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

Company: Dutton Gregory
Inspection Undertaken by: Dan Then
Report to: Andrew Tilley

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: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.

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.	N/A	G	Those deemed at high risk from Health Conditions are asked to continue to work from home.
2.	Are you tracking people who have been identified as high risk/are shielding.	N/A	G	See above
3.	Where practicable have staff been allowed to work from home/remotely.	Y	G	
4.	Can all staff maintain the government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	Y	G	Those onsite are seated 2m apart and we are working on a maximum 50% occupancy onsite
4a	Are you able to segregate staff's activities to promote 2 meters distance (where possible) 1 metre PLUS if not.	Y	G	

4b	<p>If you are not able to work whilst maintaining a 2 metre (or 1 metre PLUS) distance. Have you considered the following?</p> <ul style="list-style-type: none"> Should the activity continue If yes: Are you able to minimise the frequency and time workers are within 2 metres (or 1 metre PLUS) of each other and minimise the number of workers involved in these activities. 	N/A	G	 DG Return To Work Guidelines - June 20
4c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two meters distance.	Y	G	We have floor markers to remind people of the 2m distancing
5.	Ventilation and air conditioning	Y	G	All offices have fresh air circulation in the air conditioning units and set to the optimum settings base on manufacturers and suppliers Covid guidelines. Air conditioners are not recirculating from other floors and where possible windows can be opened, although not in conjunction with the air conditioners being on.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	G	
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	G	Posters have been put up around the office
8.	Have staff been instructed on social distance where practicable while at work.	Y	G	See return to work guidelines
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	G	See return to work guidelines
10.	Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff.	N	G	We have provided the links to these for staff to view. If there is anything bigger that we feel we will need to send out firm wide we will do so
11.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	G	See return to work guidelines

B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.

No	Issues	Y/N/ NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures.	Y	G	We have limited parking on site and others are using P&R or permits
2.	Are workers using their own transport for work activities.	Y/N	G	Most people use their vehicles for commuting only, there are some who will use their own vehicles for work
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc) and been provided with additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.	Y	G	
4.	Have you considered staff that are required to car share for their role and whether this could continue.	N/A	G	
5.	Congestion reduced, for example, by having more entry points to the workplace.	N/A	G	
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	G	Where possible we are restricting visitors to site. Those coming to site will be sent guidelines to follow before coming to site.
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building.	Y	G	
8.	Have appropriate hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	G	
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	G	
10.	Are the signs displayed reviewed and replaced as necessary.	Y	G	We are maintaining the 2m distancing even with the relaxed rules from the government

C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a deep clean of the property / site before returning.	Y	G	We had each office fogged before people came back
2	Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied.	Y	G	
3.	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, toilets, canteen / food preparation areas.	N	A/G	We do not have an in house cleaning team and have push the responsibility to staff to ensure surfaces are cleaned. We have provided hand sanitiser stations at all High Touch Points (HTP) and wipes for copiers
4.	Are appropriate cleaning products being used during daily preventative clean regime.	Y	G	The cleaners are using high grade cleaning products and we have additional products on site as and where needed
5	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	G	This has been carried out by the cleaning companies.
6	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	N/A	G	No non needed items on site.
7	Can blinds be kept opened and locked if they cannot be removed.	N/A	G	See above
8	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	N/A	G	See above
9	Is it practicable to introduce a daily steam cleaning procedure/enhanced cleaning for washrooms.	N	G	The cleaning teams are following a higher level clean in all areas
10	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.	Y	G	Wipes and sprays are available

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors. Guidance on a suitable inspection can be found here .				
No	Issues	Y/N/NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas:	Y	G	
1.	Fire Safety Systems / Emergency Lighting.	Y	G	
2.	Lighting & Heating.	Y	G	
3.	Gas Installations.	Y	G	
4.	Legionella Controls.	Y	G	
5	Lift Statutory Inspections.	Y	G	

Inspection undertaken by:

Signed: Dan Then

Date: 17/05/2020

Signed: Dan Then

Review Date: 19/07/2021