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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Client/Contractor** | | | **Site** | | | | |
|  | | |  | | | | |
| **Client/Contractor Region (if applicable)** | | | **Date** | | | | |
|  | | |  | | | | |
|  | | | | | | | |
| **Previous Cases** | | | | | **Yes** | | **No** |
| **Have there been any Coronavirus cases confirmed relating to workers on this site?** | | | | |  | |  |
| **If yes, what action was taken?** | | |  | | | | |
|  | | | | | | | |
| **Travel** | | | | **Compliant** | | | |
| **Yes** | | **No** | |
| **Do you have sufficient parking arrangements for additional vehicles and bicycles?** | | | |  | |  | |
| **Are other means of transport to avoid public transport viable in this area? e.g. cycling** | | | |  | |  | |
| **Are hand cleaning/washing facilities compliant with CLC/Build UK requirements available at entrances and exits? Note: This should be soap and water wherever possible or hand sanitiser if water is not available.** | | | |  | |  | |
| **What procedures do you have in place detailing how someone taken ill would get home?** |  | | | | | | |
| **Site Access Points** | | | | **Yes** | | **No** | |
| **Are all non-essential visitors prohibited from attending site?** | | | |  | |  | |
| **Can 2 metre social distancing be maintained on all access routes to and from all work areas?** | | | |  | |  | |
| **What monitoring of site access points is undertaken to enforce social distancing?** | | | |  | |  | |
| **Have you disabled/removed entry systems that require skin contact? e.g. fingerprint scanners** | | | |  | |  | |
| **Are all workers required to wash or clean their hands before entering or leaving the site?** | | | |  | |  | |
| **What procedures are in place to ensure regular cleaning of common contact surfaces in reception, office, access control and delivery?** | |  | | | | | |
| **Are you ensuring that drivers remain in their vehicles if the load will allow it and that they must wash or clean their hands before unloading goods and materials if not?** | | | |  | |  | |
| **Hand Washing** | | | | **Yes** | | **No** | |
| **Have additional hand washing facilities to the usual welfare facilities been provided if the site is large and/or spread out or significant numbers of personnel are on site?** | | | |  | |  | |
| **Is soap and fresh water is readily available and kept topped up at all times?** | | | |  | |  | |
| **Is hand sanitiser provided where hand washing facilities are unavailable?** | | | |  | |  | |
| **Are you regularly cleaning the hand washing facilities and checking soap and sanitiser levels?** | | | |  | |  | |
| **Hand Washing (ctd)** | | | | **Yes** | | **No** | |
| **Are suitable and sufficient rubbish bins provided for hand towels with regular removal and disposal?** | | | |  | |  | |
| **Toilet Facilities** | | | | **Yes** | | **No** | |
| **Are you restricting the number of people using toilet facilities at any one time? e.g. using a welfare attendant** | | | |  | |  | |
| **Are you ensuring that the workforce wash their hands before and after using the facilities?** | | | |  | |  | |
| **Are enhanced cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush in place?** | | | |  | |  | |
| **Canteens and Eating Arrangements** | | | | **Yes** | | **No** | |
| **Are dedicated eating areas identified on site to reduce food waste and contamination?** | | | |  | |  | |
| **Are break times staggered to reduce congestion and contact at all times?** | | | |  | |  | |
| **Are hand cleaning facilities or hand sanitiser available at the entrance/exit of any room where people eat and are workers encouraged to use this when entering and leaving the area?** | | | |  | |  | |
| **Do you have facilities for the workforce to use where they bring pre-prepared meals and refillable drinking bottles from home?** | | | |  | |  | |
| **Is sufficient space allowed for workers to sit at least 2 metres apart from each other whilst eating in order to avoid all contact?** | | | |  | |  | |
| **If catering is provided on site, does this only provide pre-prepared and wrapped food only?** | | | |  | |  | |
| **If yes, are only contactless payments taken?** | | | |  | |  | |
| **Has drinking water provided with enhanced cleaning measures of the tap mechanism introduced?** | | | |  | |  | |
| **Are tables cleaned between each use?** | | | |  | |  | |
| **Is all rubbish put straight in the bin and not left for someone else to clear up?** | | | |  | |  | |
| **Are all areas used for eating thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices?** | | | |  | |  | |
| **Changing Facilities, Showers and Drying Rooms** | | | | **Yes** | | **No** | |
| **Have staggered start and finish times been introduced to reduce congestion and contact at all times?** | | | |  | |  | |
| **Is enhanced cleaning of all facilities throughout the day and at the end of each day in place?** | | | |  | |  | |
| **Have you increased the number or size of facilities available on site?** | | | |  | |  | |
| **Have you introduced signage on how many people can use each facility at any one time in order to maintain a distance of two metres?** | | | |  | |  | |
| **Have suitable and sufficient rubbish bins been introduced in these areas with regular removal and disposal?** | | | |  | |  | |
| **Avoiding Close Working** | | | | **Yes** | | **No** | |
| **Are you ensuring that workers are able to distance themselves from each other by 2 metres whilst carrying out tasks in accordance with CLC/Build UK Site Operating Procedures? Please attach detailed description of procedures.** | | | |  | |  | |
| **Site Meetings (inc. all inductions, tbt’s and briefings)** | | | | **Yes** | | **No** | |
| **Do you ensure that only absolutely necessary meeting participants attend?** | | | |  | |  | |
| **Are attendees at least two metres apart from each other?** | | | |  | |  | |
| **Are meetings held in open areas?** | | | |  | |  | |
| **Cleaning (Enhanced cleaning procedures)** | | | | **Yes** | | **No** | |
| **Taps and washing facilities** | | | |  | |  | |
| **Toilet flush and seats** | | | |  | |  | |
| **Door handles and push plates** | | | |  | |  | |
| **Hand rails on staircases and corridors** | | | |  | |  | |
| **Lift and hoist controls** | | | |  | |  | |
| **Machinery and equipment controls** | | | |  | |  | |
| **Food preparation and eating surfaces** | | | |  | |  | |
| **Telephone equipment** | | | |  | |  | |
| **Key boards, photocopiers and other office equipment** | | | |  | |  | |
| **Rubbish collection and storage points have been increased and are emptied regularly throughout and at the end of each day?** | | | |  | |  | |
| **Any other supplementary information you need to provide should be completed below.** | | | | | | | |
|  | | | | | | | |
| **Name** | | | **Job Title** | | | | |
|  | | |  | | | | |
| **Signature** | | | **Date** | | | | |
|  | | |  | | | | |