

keeping our workers safe site checklist.

Site: _____ Date: _____

1 - before workers start their shift	yes	no	N/A
Have you carried out a workplace risk assessment?			
Are only essential workers on site (admin may be able to work from home)?			
Do workers know the safest ways to commute to work?			
Are arrival/departure times staggered and multiple access points available?			
Have workers been briefed on PPE requirements (inc. safe removal and discard)?			
Is there a process for workers to highlight H&S concerns/breaches in confidence?			
Have you got sufficient cleaning chemicals (quality, stocks and dates)?			
2 - during a workers shift			
Is there floor signage to help maintain social distancing?			
Is 2m social distancing enforced across the site wherever possible?			
Are ongoing hand washing protocols clearly communicated?			
Have you placed clearly marked waste bins for worn PPE to be thrown away?			
Are there alternatives to touch screen clock-in and security devices?			
Has face-to-face working been replaced with back-to-back or side-to-side working?			
Are workstations regularly cleaned with disinfectant?			
Are screens or barriers in place to separate workers where possible?			
Is production paused to increase cleaning protocols?			
Is there a one-way flow of workers around the plant?			
Are breaks staggered and can teams avoid congregating in canteens/locker rooms?			
Have you advised people to bring their own lunch in a sealed plastic lunch box?			
Are additional pop-up handwashing and/or hand sanitiser stations available?			

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3 - workers health and well-being			
Do workers know what the Covid symptoms are (and when to stay at home)?			
Is there an ongoing well-being support (mental and physical) plan in place?			
Is there an ongoing communications plan in place to keep workers updated?			