CCO4: COVID-19 – Weekly site operating procedures checklist

Overview

Coronavirus (COVID-19) is a highly contagious disease that can have severe effects on people, especially those who are vulnerable. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected while working it can be passed on through families and other contacts. You can spread the virus even if you don't have symptoms.

During the COVID-19 pandemic it is essential to that the workforce is protected to minimise the risk of the infection spreading.

This monitoring checklist is designed to be used to ensure on-going compliance with current guidance on protecting your workforce on site during the COVID-19 pandemic. It has been approved by the Construction Leadership Council (CLC) and is aligned to the CLC guidance document on *Site operating procedures*: https://www.constructionleadershipcouncil.co.uk

Communication

Reviewing health and safety performance is an important part of the process of continual improvement. It will help organisations establish whether their health and safety principles are embedded as a natural part of day-to-day operations. It is of vital importance that all personnel are clearly informed and following the site specific procedures with reference to COVID-19. The monitoring checklist can be amended with additional comments to ensure it aligns with your own specific site policy.

Notes

There are four forms in this range.

- CC01: COVID-19 Site operating procedures compliance checklist.
- CC02: COVID-19 Health, safety and environmental risk assessment template.
- CC03: COVID-19 A toolbox talk for construction workers.
- CC04: COVID-19 Weekly site operating procedures checklist.

This checklist should be used in conjunction with form CC01: COVID-19 Site operating procedures compliance checklist.

Sites should ensure that the latest version of the CLC guidance is being used. This monitoring checklist is based on Version 3 of the CLC *Site operating procedures*.

This is a rapidly developing situation – please ensure that you follow the latest Government guidance as it is published.

CC04: COVID-19 – Weekly site operating procedures checklist

Company name		Project title	
Location			

Overview
During the Coronavirus (COVID-19) pandemic it is essential to protect the workforce on construction sites to minimise the risk of the infection spreading. The points below identify the significant areas that should be regularly monitored.

What you need to do
Work through the checklist, ensuring that each point is actioned, where appropriate, in order to ensure on-going compliance with both established and additional procedures.

When to travel to work	Yes	No	N/A
1. Are all workers being regularly briefed on the criteria for deciding whether to travel to work or not (for example, if someone falls ill, social distancing or self-isolation)?			
2. Are records being kept up-to-date, where individual workers have fallen ill or are in self-isolation?			

Travel to work	Yes	No	N/A
3. Are workers being informed of the recommended ways of travelling to and from site on an on-going basis?			
4. Are the additional arrangements for vehicle and bicycle parking adequate?			

Site access and egress	Yes	No	N/A
5. Are all non-essential visitors being stopped?			
6. Are the staggered start and finish times reducing congestion at access and egress points to acceptable levels?			
7. Are the additional site access and egress points reducing congestion to acceptable levels?			
8. Are workers being briefed regularly on the importance of social distancing when entering and leaving the site?			
9. Are the facilities for hand washing when entering and leaving the site being used?			
10. Is enhanced cleaning at touch points in access and egress areas being completed?			
11. Are site deliveries are being managed properly in order to ensure social distancing measures are being complied with?			

General site measures	Yes	No	N/A
12. Are there now restricted numbers of workers attending site inductions, and do site induction areas comply with social distancing measures?			
13. Is the site induction being updated on a regular basis to ensure it meets current site operating procedures?			
14. Are the enhanced, site-wide cleaning procedures being completed as planned?			
15. Are the enhanced cleaning procedures for tools and equipment being used by more than one person being completed as planned?			
16. In order to comply with social distancing measures, are areas with marked flooring still in place and legible?			
17. Are all personnel being briefed on site-specific social distancing measures on a regular basis?			
18. Have all applicable tasks been rearranged to enable them to be completed by one person, or by maintaining social distancing measures of two metres?			
19. Are all tasks where work within two metres cannot be avoided being risk assessed?			

Hand washing	Yes	No	N/A
20. Are workers taking additional breaks to facilitate hand washing			
21. Are the additional hand washing facilities (for example, pop-ups) being used?			
22. Are hand washing facilities being checked, cleaned and topped up on a regular basis?			
23. Are all personnel following hand washing procedures (for example, a minimum 20 second duration)?			

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Toilet facilities	Yes	No	N/A
24. Are the restrictions on the number of personnel using the toilet facilities at any one time working?			
25. In order to comply with social distancing measures, are areas with marked flooring still in place and legible?			
26. Are the enhanced toilet cleaning measures being completed as planned?			
27. Are personnel washing or sanitising their hands both before and after using the facilities?			

Canteens and rest areas	Yes	No	N/A
28. Are the restrictions on the number of personnel using the canteen and rest areas at any one time working?			
29. Is capacity of all canteen and rest area facilities being displayed?			
30. Are the staggered break times reducing congestion in the canteen and rest areas to acceptable levels?			
31. Are personnel bringing in their own food in order to reduce canteen staffing levels?			
32. Is the canteen providing pre-prepared or wrapped food in order to promote social distancing?			
33. Are the enhanced toilet cleaning measures being completed as planned (with particular focus on touch points, tables, kettles, refrigerators and microwave ovens)?			
34. Are the facilities for the disposal of rubbish being emptied on a regular basis?			
35. Are personnel washing or sanitising their hands when entering and leaving these areas?			

Changing facilities, showers and drying rooms	Yes	No	N/A
36. Are the restrictions on numbers of personnel using the facilities at any one time working?			
37. Is the capacity of the facilities being displayed?			
38. Are the staggered start and finish times reducing congestion at access and egress points to acceptable levels?			
39. Are the enhanced cleaning measures being completed as planned?			

First aid and emergency response	Yes	No	N/A
40. Are there additional resources in place (for example, first aiders and trauma equipment)?			
41. Are there suitable first-aid risk assessments in place that cover the potential breach of social distancing guidelines?			
42. Do the muster (assembly) areas comply with social distancing guidelines?			

Communication, documentation and monitoring	Yes	No	N/A
43. Are all relevant systems and procedures, such as risk assessments and method statements, being reviewed and updated on a regular basis?			
44. Are all relevant contractor systems and procedures, such as risk assessments and method statements, being reviewed and updated on a regular basis?			
45. Are all personnel being briefed on site wide areas of change?			
46. Are all relevant personnel, affected by changes to specific activity risk assessments and method statements, being briefed?			
47. Are all site briefing records up-to-date and correct?			
48. Are all new workplace procedures being followed?			

Comments

Name		Position		Signature		Date	