

## Covid-19 - Checklist for Safe Operations during COVID-19

A) General information	
Site	East Ham
Reason for review	<input checked="" type="radio"/> Government directive <input type="radio"/> Company directive
Revision Date	14/05/2020

## B) Readiness checklist

1	Managing Risk Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.	Status	Explanations if not fully implemented
1.01	Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines. <b>Further mitigating actions include:</b>	●	White collar rotation plan in place, blue collar not possible to work remote Overtime reduced as far as possible to avoid unnecessary site visits/journeys
1.02	<ul style="list-style-type: none"> <li>Increasing the frequency of hand washing and surface cleaning.</li> <li>Keeping the activity time involved as short as possible.</li> <li>Using screens or barriers to separate people from each other.</li> <li>Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</li> </ul>	●	Wash facilities suitable for building layout, Hand sanitisers and surface cleaning sprays available in various areas, tool wipes available for shared equipment. Office layout reviewed and desks removed to allow adequate space, additional higher barriers purchased to separate working areas. Activity times reviewed in RA.
1.03	if people must work face-to-face for a sustained period with more than a small group of fixed partners, then a risk assessment of the activity must be carried out. No one is obliged to work in an unsafe work environment.	●	Task specific RA's carried out and tasks adjusted to avoid proximity/joint working. PPF2 face masks available where not possible, Fixed teams via roster pattern

2	Workers Objective: To protect key workers and those most vulnerable.	Status	Explanations if not fully implemented
2.01	Planning for the minimum number of people needed on site to operate safely and effectively.	●	White collar rotation plan in place
2.02	Monitoring the well-being of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.	●	Daily 08:00 and 10:30 team calls - Engineering and Materials
2.03	Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.	●	Daily 08:00 and 10:30 team calls - Engineering and Materials
2.04	Providing equipment for people to work from home safely and effectively, for example, remote access to work systems.	●	Chairs, monitors and other equipment allowed to be taken home
2.05	Providing support for workers around mental health and wellbeing. This could include advice or telephone support.	●	Bupa and online GP service available
2.06	Understanding and taking into account the particular circumstances of those with different protected characteristics.	●	All employees communicated to at start of Lock down to understand individual needs
2.07	Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.	●	12 week isolation process implemented for high risk individuals
2.08	Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.	●	12 week isolation process implemented for high risk individuals
2.09	Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.	●	12 week isolation process implemented for high risk individuals
2.10	Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious	●	12 week isolation process implemented for high risk individuals

3	Social distancing at work Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites. Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.	Status	Explanations if not fully implemented
3.01	Providing additional parking or facilities such as bikerecks to help people walk, run, or cycle to work where possible.	●	Shift patterns in place, flexi working for office staff
3.02	Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.	●	Suitable facilities in place
3.03	Reducing congestion, for example, by having more entry points to the workplace.	●	One per car
3.04	Using markings and introducing one-way flow at entry and exit points.	●	large gate, staggered work times, double entry main door
3.05	Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.	●	Flow sufficiently low to minimise contact, signage on door to remind persons of social distancing
3.06	Providing alternatives to touch-based security devices such as keypads.	●	In reception area
3.07	Defining process alternatives for entry/exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.	●	Keypad access to gate if security isn't in security hut, additional touch point cleaning in progress for all main areas
3.08	Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.	●	N/A
3.09	Reducing job and equipment rotation.	●	N/A
3.10	Introducing more one-way flow through buildings.	●	N/A
3.11	Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs wherever possible.	●	N/A
3.12	Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.	●	N/A
3.13	Providing more storage for workers for clothes and bags.	●	N/A
3.14		●	N/A

4	Workplaces and workstations Objective: To maintain social distancing between individuals when they are at their workstations.	Status	Explanations if not fully implemented
4.01	Reviewing layouts, line set-ups or processes to allow people to work further apart from each other.	●	RA completed to define task social distancing activities

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4.02	Using floor tape or paint to mark areas to help workers keep to a 2m distance.	●	Floor signage in place
4.03	Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.	●	Desk space reviewed and desks removed, persons per office signage installed
4.04	Only where it is not possible to move workstations further apart, installing screens to separate people from one another.	●	Screens purchased as additional safe guards
4.05	Using a consistent pairing system if people have to work in close proximity, for example, during twoperson working, lifting or maintenance activities that cannot be redesigned.	●	Small teams as per roster
<b>5</b>	<b>Meetings</b> Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings	<b>Status</b>	<b>Explanations if not fully implemented</b>
5.01	Using remote working tools to avoid in-person meetings.	●	MS team in use
5.02	Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.	●	MS team in use
5.03	Avoiding transmission during meetings, for example, from sharing pens and other objects.	●	
5.04	Providing hand sanitiser in meeting rooms.	●	
5.05	Holding meetings outdoors or in well-ventilated rooms whenever possible.	●	
5.06	For areas where regular meetings take place, using floor signage to help people maintain social	●	
<b>6</b>	<b>Common areas</b>	<b>Status</b>	<b>Explanations if not fully implemented</b>
6.01	Staggering break times to reduce pressure on break rooms or places to eat.	●	Break time reviews ongoing with c2c/Cordant BT breaktimes largely staggered due to shift pattern
6.02	Using safe outside areas for breaks.		N/A
6.03	Creating additional space by using other parts of the worksite or building that have been freed up by remote working.	●	Portacabin additional break space
6.04	Using protective screening for staff in receptions or similar areas.	●	
6.05	Providing packaged meals or similar to avoid opening staff canteens, where possible.		N/A
6.06	Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.	●	Office and canteen area reviewed and completed New individual table/chair modules to be installed
6.07	Encouraging staff to stay on-site during working hours, when not possible, maintaining social distancing while off-site.		N/A
6.08	Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.	●	social distancing in place in toilets (sinks limited to increase distancing)
6.09	Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage.	●	Staggered start and finish times
6.10	Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.	●	
<b>7</b>	<b>Accidents, security and other incidents</b> Objective: To prioritise safety during incidents.	<b>Status</b>	<b>Explanations if not fully implemented</b>
7.01	In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.	●	Evacuation point large enough for social distancing
7.02	People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.	●	First aid process updated via brief to direct use of masks and gloves if medical assistance is required by individuals

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<b>8</b>	<b>Managing your customers, visitors and contractors</b> Objective: To minimise the number of unnecessary visits to factories, plants and warehouses.	<b>Status</b>	<b>Explanations if not fully implemented</b>
8.01	Encouraging visits via remote connection or remote working for visitors where this is an option.	●	Only essential visitors allowed on site
8.02	Limiting the number of visitors at any one time.	●	Only essential visitors allowed on site
8.03	Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	●	Only essential visitors allowed on site
8.04	Maintaining a record of all visitors, if this is practical.	●	Signing in/out register
8.05	Providing clear guidance on social distancing and hygiene to people, for example, inbound delivery drivers or safety critical visitors, on arrival, for example, signage, visual aids, and before arrival, for	●	Signage in place on floors and doors
8.06	Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors.	●	
8.07	Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.	●	
8.08	Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses including with landlords and other tenants.	●	Joint reviews via MS teams weekly with all main companies on site
<b>9</b>	<b>Cleaning the workplace</b> Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.	<b>Status</b>	<b>Explanations if not fully implemented</b>
9.01	Before reopening: Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.		N/A
9.02	Before reopening: Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.		N/A
9.03	Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	●	surface cleaners available for use
9.04	Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, pump handles and printers, and making sure there are adequate disposal arrangements.	●	surface cleaners available for use, foot operated door handles now in place in high use areas
9.05	Clearing workspaces and removing waste and belongings from the work area at the end of a shift.	●	
9.06	If you are cleaning after a known or suspected case of COVID-19 then you refer to the specific guidance.	●	
<b>10</b>	<b>Hygiene – handwashing, sanitation facilities and toilets</b> Objective: To help everyone keep good hygiene through the working day.	<b>Status</b>	<b>Explanations if not fully implemented</b>
10.01	Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	●	On notice boards
10.02	Providing regular reminders and signage to maintain hygiene standards.	●	Daily briefing session
10.03	Providing hand sanitiser in multiple locations in addition to washrooms.	●	In place
10.04	Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	●	Additional touch point cleaning in place
10.05	Enhancing cleaning for busy areas.	●	Additional touch point cleaning in place
10.06	Special care should be taken for cleaning of portable toilets (off-site locations, etc)		N/A
10.07	Providing more waste facilities and more frequent rubbish collection.		N/A
10.08	Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.		N/A
10.09	Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.	●	Signage in place on entry to changing facilities to reinforce 2m distancing
10.10	Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	●	Additional touch point cleaning in place
10.11	Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.		N/A
<b>11</b>	<b>Handling goods, merchandise and other materials, and onsite vehicles</b> Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the workplace.	<b>Status</b>	<b>Explanations if not fully implemented</b>
11.01	Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks.	●	Wipes in place, briefing issued
11.02	Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.	●	Sanitiser and handwashing facilities available within the stores area
11.03	Regular cleaning of vehicles that workers may take home.	●	Daily vehicle checksheet updated to include cleaning of vehicle touch points before use
11.04	Regular cleaning of reusable delivery boxes.		N/A
11.05	Restricting non-business deliveries, for example, personal deliveries to workers.		N/A
<b>12</b>	<b>Personal Protective Equipment (PPE) and face coverings</b>	<b>Status</b>	<b>Explanations if not fully implemented</b>
12.01	Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.	●	
12.02	When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.	●	
12.03	Change your face covering if it becomes damp or if you've touched it.	●	
12.04	Change and wash your face covering daily.		N/A face covering not used
12.05	If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.		N/A

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<b>13</b>	<b>Workforce management</b> Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.	<b>Status</b>	<b>Explanations if not fully implemented</b>
13.01	As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.	●	Team rostered in same groups where possible
13.02	Identifying areas where people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as through the use of drop-off points or transfer zones.	●	
<b>14</b>	<b>Work travel</b> Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.	<b>Status</b>	<b>Explanations if not fully implemented</b>
14.01	Minimising non-essential travel – consider remote options first.	●	Nominated depot locations
14.02	Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.	●	No need to travel together at current time
14.03	Cleaning shared vehicles between shifts or on handover.	●	Wipes and hard surface cleaners available to use
14.04	Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.		N/A
14.05	Putting in place procedures to minimise person-to-person contact during deliveries to other sites.		N/A
14.06	Maintaining consistent pairing where two-person deliveries are required.		N/A
14.07	Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.	●	All electronic
<b>15</b>	<b>Communications and Training</b> Objective: To make sure all workers understand COVID-19 related safety procedures.	<b>Status</b>	<b>Explanations if not fully implemented</b>
15.01	Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.	●	Daily briefing sessions in place
15.02	Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.	●	Daily briefing sessions in place
15.03	Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.		N/A
15.04	Ongoing engagement with workers, including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments.	●	Daily briefing sessions in place
15.05	Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).	●	Bupa and online GP service
15.06	Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English is not their first language, for example, whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages to reduce the need for face-to-face communication.		N/A
15.07	Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.		N/A
<b>16</b>	<b>Inbound and outbound goods</b> Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example distribution centres, depots etc.	<b>Status</b>	<b>Explanations if not fully implemented</b>
16.01	Revising pick-up and drop-off collection points, procedures, signage and markings.	●	No physical sign off with courier, separation of duties within team, PPE, hand washing and hand sanitiser
16.02	Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic prebooking.	●	No physical sign off with courier, separation of duties within team, PPE, hand washing and hand sanitiser
16.03	Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	●	N/A standard process, scheduled material ordering
16.04	Where possible and safe, having single workers load or unload vehicles.	●	Process in place, single person
16.05	Where possible, using the same pairs of people for loads where more than one is needed.	●	in place
16.06	Enabling drivers to access welfare facilities when required, consistent with other guidance.	●	c2c process
16.07	Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.	●	Driver acts as banksman with social distancing in place
<b>17</b>	<b>Office environment</b> Objective: That everyone should work from home, unless they cannot work from home.	<b>Status</b>	<b>Explanations if not fully implemented</b>
17.01	Staff should work from home if at all possible	●	Rotation plan in place
17.02	Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads.	●	Hand sanitisers and surface cleaners available
17.03	where social distancing is not possible move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.	●	Desks removed to allow for greater spacing, screens purchased to divide work areas
17.04	where working side-by-side is not possible move workstations further apart, using screens to separate people from each other.	●	Desks removed to allow for greater spacing, screens purchased to divide work areas
17.05	Managing occupancy levels to enable social distancing.	●	Rotation plan in place
17.06	Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning workstations between different occupants including shared equipment.	●	Wipes and surface cleaners available
17.07	Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.	●	

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**A) General information**

Site	East Ham
	Not applicable
	<input type="radio"/> Not implemented
	<input checked="" type="radio"/> Partially implemented
	<input type="radio"/> Fully implemented

**C) Certification**

Site Health and Safety	Name	Roger Popplewell
	Date	14/05/2020
Site Manager	Name	David Arthur
	Date	14/05/2020