

CC01: COVID-19 – Site operating procedures compliance 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 that the workforce is protected to minimise the risk of the infection spreading.

This checklist is designed to be used to ensure 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

It is of vital importance that all personnel are clearly informed of the site-specific procedures with reference to COVID-19. All existing site procedures should be reviewed in order to ensure that they comply with the guidance on site operating procedures. Personnel briefings should include all areas where changes have been made (for example, travelling to work, access to site, hand washing, risk assessments and method statements). The 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 CC04: COVID-19 Weekly site operating procedures checklist.

Sites should ensure that the latest version of the CLC guidance is being used. This 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.

CC01: COVID-19 – Site operating procedures compliance checklist

| | | | | | | | |
|---|--|--|--|----------------------|------------|-----------|------------|
| Company name | | | | Project title | | | |
| Location | | | | | | | |
| Overview | | | | | | | |
| Construction sites operating during the Coronavirus (COVID-19) pandemic need to ensure they are protecting their workforce and minimising the risk of infection spreading. The checklists below identify some of the significant points to be considered. | | | | | | | |
| What you need to do | | | | | | | |
| Work through the checklist and ensure that each point is actioned, where appropriate, in order to minimise the risk of infection spreading. | | | | | | | |
| | | | | | | | |
| When to travel to work | | | | | Yes | No | N/A |
| 1. Have all workers been 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. Is there a system for recording details where individual workers have fallen ill or are in self-isolation? | | | | | | | |
| Travel to work | | | | | Yes | No | N/A |
| 3. Are there measures in place to inform workers of the recommended ways of travelling to and from site? | | | | | | | |
| 4. Have you made additional arrangements for vehicle and bicycle parking? | | | | | | | |
| Site access and egress | | | | | Yes | No | N/A |
| 5. Is there a system in place for stopping all non-essential visitors? | | | | | | | |
| 6. Have start and finish times been staggered in order to reduce congestion at access and egress points? | | | | | | | |
| 7. Are there an adequate number of site access and egress points in order to reduce congestion and promote social distancing? | | | | | | | |
| 8. Have you briefed workers on the importance of social distancing when entering and leaving the site? | | | | | | | |
| 9. Have you removed or disabled all entry systems that require skin contact (for example, fingerprint scanners), or introduced procedures where they are cleaned between each use? | | | | | | | |
| 10. Are there facilities in place for workers to wash their hands when entering and leaving the site? | | | | | | | |
| 11. Is there a system in place for enhanced cleaning procedures at touch points in access and egress areas? | | | | | | | |
| 12. Is there a system in place to ensure that site deliveries are being managed properly? | | | | | | | |
| General site measures | | | | | Yes | No | N/A |
| 13. Have you restricted the number of people attending site inductions in order to comply with social distancing measures? | | | | | | | |
| 14. Has the site induction been amended in order to deliver your new site operating procedures? | | | | | | | |
| 15. Have you enhanced or expanded the existing site-wide cleaning procedures to ensure that touch point areas (for example, door handles, handrails and machinery controls) are cleaned more often and to a greater degree? | | | | | | | |
| 16. Have you enhanced cleaning procedures for tools and equipment being used by more than one person (for example, before and after use)? | | | | | | | |
| 17. Have floors been marked in areas such as canteens and offices in order to comply with social distancing measures? | | | | | | | |
| 18. Have all personnel been briefed on site-specific social distancing measures? | | | | | | | |
| 19. Have you assessed all tasks on site identifying those where social distancing measures of 2 metres are currently not being complied with? | | | | | | | |
| 20. Can the identified tasks (point 19) be rearranged to enable them to be completed by one person, or by maintaining social distancing measures of 2 metres? | | | | | | | |
| 21. If the tasks identified (point 20) cannot be rearranged in order to maintain social distancing measures, can they be avoided? | | | | | | | |
| 22. Have you fully risk assessed all tasks where work within 2 metres cannot be avoided? | | | | | | | |

| Hand washing | Yes | No | N/A |
|--|-----|----|-----|
| 23. Have you allowed for additional breaks to facilitate hand washing? | | | |
| 24. Have you provided additional hand washing facilities (for example, pop-ups) in appropriate areas? | | | |
| 25. Are you providing hand sanitiser (minimum 60% alcohol based) in locations where fresh water and soap are not readily available? | | | |
| 26. Is there a system in place to ensure that hand washing facilities are checked, cleaned and topped up? | | | |
| 27. Have you briefed all personnel on hand washing procedures (for example, minimum 20 second duration)? | | | |
| Toilet facilities | Yes | No | N/A |
| 28. Have you restricted the number of personnel using toilet facilities at any one time (for example, using a welfare attendant)? | | | |
| 29. Have floors been marked in order to comply with social distancing measures? | | | |
| 30. Have you enhanced the existing toilet cleaning procedures, with particular focus on touch points, to ensure that they are cleaned more often and to a greater degree? | | | |
| 31. Have you informed people that they should wash or sanitise their hands both before and after using the facilities? | | | |
| Canteens and rest areas | Yes | No | N/A |
| 32. Have you restricted the number of personnel using canteen and rest area facilities in order to comply with social distancing measures (for example, providing an attendant)? | | | |
| 33. Have you clearly identified the capacity on all canteen and rest area facilities? | | | |
| 34. Have break times been staggered in order to reduce congestion in the canteen and rest areas? | | | |
| 35. Are personnel being encouraged to bring in their own food in order to reduce canteen staffing levels? | | | |
| 36. Can the canteen provide pre-prepared or wrapped food in order to promote social distancing? | | | |
| 37. Have you enhanced the existing canteen and rest area cleaning procedures, with particular focus on touch points, tables, kettles, refrigerators and microwave ovens, to ensure that they are cleaned more often and to a greater degree? | | | |
| 38. Have you provided sufficient facilities for the disposal of rubbish in all facilities? | | | |
| 39. Have you provided additional hand washing facilities for people entering and leaving these areas? | | | |
| Changing facilities, showers and drying rooms | Yes | No | N/A |
| 40. Have you restricted the number of personnel using the facilities in order to comply with social distancing measures (for example, providing an attendant)? | | | |
| 41. Have you clearly identified the capacity on all facilities? | | | |
| 42. Have you staggered start and finish times in order to reduce congestion in these areas? | | | |
| 43. Have you enhanced the existing cleaning procedures, with particular focus on touch points, to ensure that they are cleaned more often and to a greater degree? | | | |
| First aid and emergency response | Yes | No | N/A |
| 44. There is additional pressure on the emergency services at present, which could affect response times. Have you stopped or re-scheduled work, or provided additional resource in the form of first aiders and trauma equipment? | | | |
| 45. First aiders may need to breach established social distancing guidelines in order to preserve life. Have you re-assessed the risks to first aiders in the event of an accident on site? | | | |
| 46. Have you considered social distancing in the event of emergency evacuation with respect to muster (assembly) points? | | | |

| Communication, documentation and monitoring | | Yes | No | N/A |
|--|--|-----------------|----|------------------|
| 47. Have you ensured that all relevant systems, procedures and documents (such as risk assessments and method statements) have been updated and aligned? | | | | |
| 48. Have you ensured that all relevant contractor systems, procedures and documents (such as risk assessments and method statements) have been updated and aligned? | | | | |
| 49. Have you briefed all personnel on site wide areas about changes that affect them? | | | | |
| 50. Have you briefed relevant personnel affected by changes to specific activity risk assessments and method statements? | | | | |
| 51. Do you have a system in place to record the details of all briefings? | | | | |
| 52. Do you have a system in place for the ongoing monitoring of new workplace systems and procedures? | | | | |
| 53. Do you have a system in place for the ongoing monitoring of new workplace practice/s (for example, procedure to practice)? | | | | |
| Comments | | | | |
| | | | | |
| Name | | Position | | Signature |
| | | | | |
| | | | | Date |
| | | | | |

CC02: COVID-19 – Health, safety and environmental risk assessment template

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 that the workforce is protected to minimise the risk of the infection spreading.

The following information is included as a guide, offering example control measures for those required to undertake risk assessments of the workplace and specific activities on site. The risk assessment template has been provided in order to facilitate this process.

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

Good communication is essential for health and safety management on construction sites. It is vitally important that contractors, managers and supervisors engage and consult with workers, as it is an effective way of identifying hazards and controlling risks.

The points on the following pages are examples of measures that should be considered when undertaking a risk assessment. The points are for guidance only, not intended as a replacement for site specific risk assessment procedures. The points should be considered as non-exhaustive.

Notes

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CC02: COVID-19 – Health, safety and environmental risk assessment template

Hazard: COVID-19 Airborne transmission of virus

Example control measures

- Instruct workers not to attend work if they have symptoms of Coronavirus (COVID-19) and to follow guidelines.
- Reduce the number of personnel on site to maintain social distancing measures.
- Stagger start and finish times to reduce congestion and contact at all times.
- Increase the number of site access and egress points to enable social distancing.
- Use signage and floor markings to ensure the two metre distance is maintained between people when queuing.
- Minimise the number of people in attendance at meetings and site inductions. (Consider virtual meetings and holding meetings outdoors wherever possible.)
- Increase ventilation.
- Where loading and off-loading arrangements on site will allow it, all delivery drivers should remain in their vehicles.
- Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (two metres).
- Consider alternative or additional mechanical aids to reduce worker interface.
- If it is not possible to undertake a work activity whilst maintaining a two metre distance, you should consider whether the activity should continue.
- Ensure arrangements are in place for monitoring compliance.

CC02: COVID-19 – Health, safety and environmental risk assessment template

Hazard: COVID-19 Surface transmission of virus (cross-contamination of surfaces)

Example control measures

- Remove or disable entry systems that require skin contact (for example, fingerprint scanners).
- Provide facilities to allow all workers to wash their hands for 20 seconds using soap and water or hand sanitiser (minimum 60% alcohol based) when entering and leaving the site.
- Enhance cleaning regimes for commonly used areas and surfaces, such as access and egress points, reception, offices, welfare and toilet facilities, access control areas and delivery areas.
- Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.
- Ensure arrangements are in place for monitoring compliance.
- Hand washing
 - Provide additional hand washing facilities (for example, pop-ups) to the usual welfare facilities.
 - Consider the dispersal of facilities on a large, spread out site or where there are significant numbers of personnel on site, including plant operators.
 - Allow regular breaks to wash hands.
 - Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.
 - Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.
 - Regularly clean the hand washing facilities.
- Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points, including procedures for cleaning at the end of each break and shift.
 - Entry and exit points – gate handles, turnstiles and clocking in and out points.
 - Taps and washing facilities.
 - Toilet flush and seats.
 - Door handles and push plates.
 - Hand rails on staircases, corridors, scaffolds and work platforms.
 - Lift and hoist controls.
 - Machinery and equipment controls.
 - Tools and equipment being used by more than one person.
 - Workstations – workbenches.
 - Welfare units – microwaves, refrigerators and kettles.
 - Food preparation and eating surfaces.
 - Chairs, seating areas, door handles, vending machines and payment devices.
 - Locker rooms – doors, handles, seating and surfaces.
 - Telephone equipment.
 - Keyboards, photocopiers and other office equipment.
 - Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

CC02: Health, safety and environmental risk assessment template

| | | | | | | | |
|---|--|---------------------|--|---|----|---------------|--|
| Company name | | | | Risk factor | | | |
| Project title | | | | <div> <div>Risk quantity</div> <div> No injury, damage or environmental impact Minor injury, damage or environmental impact Specified injury, damage or environmental impact Fatality, building loss or catastrophic environmental impact </div> </div> | | | |
| Location | | | | | | | |
| Contract no. | | Risk assessment no. | | | | | |
| Person conducting assessment | | Date | | | | | |
| Person supervising work | | Date | | | | | |
| Persons exposed (tick box) | | | | Almost no likelihood | | | |
| Employees | | Other workers | | Public/visitors | | Young persons | |
| New/expectant mothers | | | | A small likelihood | | | |
| Vulnerable persons | | | | A high likelihood | | | |
| Others | | | | Almost certain | | | |
| Estimated total number of persons at risk | | | | | | | |
| Hazards (What might cause harm?) | | | | S* | H* | E* | |
| 1. Adverse weather conditions | | | | | | | |
| 2. Cold | | | | | | | |
| 3. Electricity | | | | | | | |
| 4. Excavation | | | | | | | |
| 5. Fire/flammable atmosphere | | | | | | | |
| 6. Floor/ground conditions | | | | | | | |
| 7. Flying particles/dust | | | | | | | |
| 8. Hand or power tool | | | | | | | |
| 9. Hazardous substance | | | | | | | |
| 10. Heat/hot work | | | | | | | |
| 11. Lack of experience | | | | | | | |
| 12. Lack of training | | | | | | | |
| 13. Lack of/too much oxygen | | | | | | | |
| 14. Access | | | | | | | |
| 15. Lifting equipment/appliances | | | | | | | |
| 16. Lighting | | | | | | | |
| 17. Loading/unloading | | | | | | | |
| 18. Materials | | | | | | | |
| 19. Moving parts of machinery | | | | | | | |
| 20. Proximity to water | | | | | | | |
| 21. Scaffold | | | | | | | |
| 22. Sharp objects | | | | | | | |
| 23. Stairs/steps | | | | | | | |
| 24. Static equipment/machinery | | | | | | | |
| 25. Structure | | | | | | | |
| 26. Temporary works | | | | | | | |
| 27. Vehicle/mobile equipment | | | | | | | |
| 28. Working hours/fatigue | | | | | | | |
| 29. Workstation design | | | | | | | |
| 30. Work at height | | | | | | | |
| 31. Third parties | | | | | | | |
| 32. Other | | | | | | | |
| 33. COVID-19 Airborne transmission of virus | | | | | | | |
| 34. COVID-19 Surface transmission of virus (cross-contamination of surfaces) | | | | | | | |
| * All of the SHE descriptors can be an outcome of each hazard. S = Safety H = Health E = Environment | | | | | | | |
| <div> <div> <div>Risk level</div> <div>Action</div> </div> <div> Insignificant (I) No action required and no documentary records need to be kept. </div> <div> Acceptable (A) No further preventative action. Consideration shall be given to more cost-effective solutions or improvements that impose no additional cost burden. Monitoring required to ensure that controls in place are properly maintained. </div> <div> Unacceptable (U) Work shall not be started or continued until the risk level has been reduced to an acceptable level. While the control measures selected shall be cost-effective, legally there is an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then the work shall not be started or shall remain prohibited. </div> </div> | | | | | | | |
| <div> <div>Notes</div> <ol style="list-style-type: none"> The listed hazards are the type of issues that may cause harm. Tick box for hazards. Preventative/control measures are the actions that will stop it going wrong. Control measures are to ensure that residual risks are reduced to a minimum. Where controls fail to reduce the risk to an acceptable level then refer assessment to your line manager. If the operations are likely to affect the public or the safe operation of a public infrastructure or transport system, the control measures must reduce the likelihood of significant harm to the level that existed before work commenced. Where young persons or expectant mothers are involved in the activity, ensure that any additional controls are put in place in accordance with legal requirements and local procedures. In addition to the above, consideration must be given to other individuals' susceptibility due to pre-existing health conditions (such as respiratory, spinal or hearing conditions). Additional human factors (such as ergonomics and workplace design) should also be considered. Where a hazard is identified that is not listed in the hazards list, enter the hazard description followed by 'Other' in brackets, for example (Other). </div> | | | | | | | |
| <div> <div>Comments</div> </div> | | | | | | | |

CC02: Health, safety and environmental risk assessment template

| Hazard number <i>(from previous page)</i> | Nature of risk <i>(What might go wrong?)</i> | Risk before controls (U/A/I) | Control measures <i>(How do you stop it going wrong?)</i> | Control measures implemented by <i>(name)</i> | Risk after controls (U/A/I) |
|---|---|---------------------------------|--|---|--------------------------------|
| | | | | | |

CC02: Health, safety and environmental risk assessment template

| Hazard number (from first page) | Nature of risk (What might go wrong?) | | | | Risk before controls (U/A/I) | Control measures (How do you stop it going wrong?) | | | | Control measures implemented by (name) | | | | Risk after controls (U/A/I) |
|---------------------------------------|---------------------------------------|--------------------|--|-----------|------------------------------|--|----------------|---------|--|--|--|--------|------|-----------------------------|
| | | | | | | | | | | | | | | |
| Method statement required? | | Yes | | No | | Method statement number | | | | | | | | |
| Additional risk assessment (tick box) | | | | | | | PPE (tick box) | | | | | | | |
| Noise | | COSHH | | Handling | | New/expectant mothers | | Helmet | | Respiratory | | Boots | | Hi-vis |
| Asbestos | | Vulnerable persons | | Radiation | | Young persons | | Hearing | | Eye | | Gloves | | Others |
| | | | | Name | | | Position | | | Signature | | | Date | |
| Person completing the assessment | | | | | | | | | | | | | | |
| Person reviewing the assessment | | | | | | | | | | | | | | |
| Date to be reviewed | | | | | | | | | | | | | | |

The outcomes of this risk assessment must be communicated to operatives before work commences.

CC03: COVID-19 – A toolbox talk for construction workers

Overview

During the Coronavirus (COVID-19) pandemic it is essential to ensure the workforce is protected to minimise the risk of the infection spreading.

This toolbox talk is designed to be delivered to your workforce (construction workers). 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>

The toolbox talk applies to general site operations, where social distancing measures of two metres can be applied. Where social distancing measures of two metres cannot be applied, each activity should be specifically assessed. The results of your specific assessment(s) should then be included in the 'Close working' element of the toolbox talk.

Communication

Good communication is essential for health and safety management on construction sites. It is vitally important that contractors, managers and supervisors engage and consult with workers, as it is an effective way of identifying hazards and controlling risks.

Willing and effective worker participation will be achieved when workers:

- are consulted
- have confidence in their managers and supervisors
- know their ideas and concerns will be listened to and, if required, acted upon
- have sufficient knowledge to recognise when something is not safe or could be harmful to their health
- have been trained in the skills necessary to deliver effective feedback.

Preparing and delivering a toolbox talk

It is important that you prepare in advance for any toolbox talk. Think about the location for delivery of the talk. Is the area set up so that:

- social distancing rules can be applied
- there will be no distractions
- it is suitable for using any equipment that will be demonstrated?

A toolbox talk shouldn't be just one-way communication. It is important to engage people in discussion and allow time for questions.

CC03: COVID-19 – A toolbox talk for construction workers

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.

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

Any additional, site specific content should be delivered under the relevant toolbox talk heading.

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

CC03: COVID-19 – A toolbox talk for construction workers

COVID-19 – toolbox talk

| | |
|----------------|--|
| Reason | 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. |
| Outline | This talk covers the ways to maintain your health while working on construction sites. |

Getting to work

1. Wherever possible travel to site alone using your own transport (for example, a car or bicycle).
2. If you need to use public transport, try to avoid peak times: 05:45–7:30 and 16:00–17:30.
3. Wash your hands before and after using any form of transport.

On site

1. Wash your hands when you arrive on site, regularly throughout the day (especially if you sneeze or cough, and before and after eating or handling food, using any shared equipment or tools, and using toilet facilities), and again when you leave site.
2. You should follow social distancing guidelines whilst on site (for example, keep at least two metres away from other workers), unless you are working under specific activity risk assessment measures, which might allow for closer working.
3. Social distancing guidelines also apply during breaks and mealtimes.
4. Stay on site for your breaks. Do not use local shops. Bring your own meals and refillable drinking bottles. Do not share items (for example, cups). All rubbish should be disposed of in the bins provided.

Close working

Note: Close working should **only** be carried out under specific activity risk assessment. Before you start, consider whether there is any other way you can complete the activity in order to avoid close working and, if you have another solution, talk to your supervisor.

The following points should be reinforced, in addition to the site and activity specific control measures.

1. Work requiring skin-to-skin contact should not be carried out.
2. If you are using reusable PPE, it should only be used by you, and should be thoroughly cleaned after use.
3. You should dispose of single use PPE so that it cannot be reused.

Cleaning

If you are involved with the additional cleaning being carried out on site, it should focus on the following areas.

1. Access and egress points, gate handles and turnstiles.
2. Taps and washing facilities.
3. Toilet flush and seats.
4. Door handles and push plates.
5. Handrails on staircases and corridors.
6. Lift and hoist controls.
7. Machinery and equipment controls.
8. Food preparation and eating surfaces.
9. Seats, seating areas and locker room surfaces.
10. Telephone equipment, keyboards, photocopiers and other office equipment.

CC03: COVID-19 – A toolbox talk for construction workers

What to do if you think you are ill

1. If you become ill, develop a high temperature or a persistent cough while at work, you should:
 - report this to your supervisor or manager
 - avoid touching anything
 - cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow
 - return home immediately.
2. You must then follow the guidance on self-isolation and not return to work until your period of self-isolation has been completed.

Self-isolation

If you meet any one of the following criteria, do not come to site.

1. If you have a high temperature or a new persistent cough, or within 14 days of the day when the first member of your household showed symptoms of COVID-19. Follow the guidance on self-isolation.
2. If you are at increased risk of severe illness from COVID-19, you are strongly advised to work at home and should be particularly stringent about following social distancing measures.
3. Anyone identified as extremely vulnerable will be advised by their health authority, and must follow the guidance on shielding and protecting extremely vulnerable people.
4. If you are living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from COVID-19, you should stringently follow the guidance on social distancing and minimise contact outside the home.

Site policy

Now inform your workers of the site-specific procedures with reference to COVID-19. Procedures should include areas such as: use of company vehicles, close working, reporting ill health and emergency response.

Make sure you are following the site-specific distancing rules at all times.

CC04: 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 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

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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)? | | | |

CC04: COVID-19 – Weekly site operating procedures checklist

| 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 | |