



COVID-19 Health & Safety Inspection Checklist

The current COVID-19 'coronavirus' outbreak poses a serious risk. This inspection checklist assists in identifying the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

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| Site: <input type="text"/> |
| Site Address: <input type="text"/> |
| Inspection Undertaken by: <input type="text"/> |
| Report to: <input type="text"/> |

| | | | |
|--|----------------------|---|----------------------|
| No of issues not closed out from previous inspection | <input type="text"/> | No of issues that are repeated from previous report | <input type="text"/> |
|--|----------------------|---|----------------------|

| Findings of Inspection |
|--|
| Level of compliance should be included in report using a Rag Rating - Green – Full compliance (no action required), Amber - breach identified (remedial action recommended), Red – significant breach (action required) |

| A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe. | | | | |
|---|---|--------|-----------------|----------------------|
| No | Issues | Y/N/NA | Rating R/A/G | Comments |
| 1. | Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile. | | | <input type="text"/> |
| 2. | Are you tracking people who have been identified as high risk/are shielding. | | | <input type="text"/> |
| 3. | Where practicable have staff been allowed to work from home/remotely. | | | <input type="text"/> |
| 4. | Can all staff maintain the government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following: | | | <input type="text"/> |
| 4a | Are you able to segregate staff's activities to promote 2 metres distance (where possible) 1 metre PLUS if not. | | | <input type="text"/> |
| 4b | If you are not able to work whilst maintaining a 2 metre (or 1 metre PLUS) distance. Have you considered the following? <ul style="list-style-type: none"> Should the activity continue If yes: <ul style="list-style-type: none"> Are you able to minimise the frequency and time workers are within 2 metres (or 1 metre PLUS) of each other and minimise the number of workers involved in these activities. | | | <input type="text"/> |
| 4c | Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance. | | | <input type="text"/> |



| | | | | |
|-----|---|--|--|--|
| 5. | Have staff been trained / notified before returning to work on any new procedures. | | | |
| 6. | Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices. | | | |
| 7. | Have staff been instructed on social distance where practicable while at work. | | | |
| 8. | Have staff been trained on what to do if they are experiencing COVID-19 symptoms. | | | |
| 9. | Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff. | | | |
| 10. | Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers. | | | |

B: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.

| No | Issues | Y/N/NA | Rating R/A/G | Comments |
|----|--|--------|-----------------|----------|
| 1. | Have you completed a deep clean of the property / site before returning. | | | |
| 2 | Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied. | | | |
| 3. | Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas. | | | |
| 4. | Are appropriate cleaning products being used during daily preventative clean regime. | | | |
| 5 | Have persons undertaking the cleaning been instructed with clear safe usage instructions. | | | |
| 6 | Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove. | | | |
| 7 | Can blinds be kept opened and locked if they cannot be removed. | | | |
| 8 | Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier. | | | |
| 9 | Is it practicable to introduce a daily steam cleaning procedure/ enhanced cleaning for washrooms. | | | |
| 10 | Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day. | | | |



C: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and children.

| No | Issues | Y/N/ NA | Rating R/A/G | Comments |
|----|--|------------|-----------------|----------|
| | Has your responsible person carried out checks on your building in the following areas: | | | |
| 1. | Fire Safety Systems / Emergency Lighting. | | | |
| 2. | Ventilation / Humidity / Lighting & Heating. | | | |
| 3. | Gas Installations. | | | |
| 4. | Routine Inspections e.g. Fire Extinguisher, Equipment Maintenance. | | | |
| 5 | Lift Statutory Inspections. | | | |



Risk Assessment Reference No:

| Hazard/Activity | Proposed Action | Person(s) responsible | Proposed timescale | Action Taken | Date/Signature |
|-----------------|-----------------|-----------------------|--------------------|--------------|----------------|
| | | | | | |



The health and safety of our employees, children, families and visitors remains the top priority of Richmond House. As the Coronavirus situation continues to evolve globally, we're asking you to complete this questionnaire to help prevent the spread of or exposure to COVID-19. If you answer "yes" to any questions, we respectfully request you reschedule your child visit or request a virtual consultation. If you answer "no" to these questions and plan to proceed with your visit, please email this completed document back to the originator.

While in our premises, we ask you to exercise safe social distancing guidelines, avoid handshakes and abide by current health guidelines to frequently and thoroughly wash your hands on arrival and departure (**if possible**) and where possible carry and use hand sanitiser. Please arrive at your designated time and use the hand sanitisers on entry to the building. If you use any PPE please take it back home with you. Do not dispose of on our site. Do not touch anything whilst on site.

| | |
|---|---|
| Child Name: Click or tap here to enter text. | Parent/Carer Mobile/Home Phone Number: Click or tap here to enter text. |
| Planned Date of visit: Click or tap here to enter a date. | Scheduled Time of visit: Click or tap here to enter text. |

SELF DECLARATION BY VISITOR

| | |
|----|---|
| 1. | Have you been diagnosed with COVID-19 within 14 days of your visit to Richmond House Setting? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | Have you been in contact with someone who has been diagnosed with COVID-19 within 14 days of your visit to Richmond House Setting? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | Have you been in contact with someone who may have been exposed to COVID-19 within 14 days of your visit to (Richmond House Setting)? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | Have you experienced any of the following symptoms; within 14 days of your visit to Richmond House Setting? <ul style="list-style-type: none">• High temperature• Dry, persistent cough• Anosmia – loss of taste and smell• Sore throat• Headache and body aches• Chills• Diarrhoea• Difficulty breathing• Feeling weak• Blocked nose <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. | Have you visited any facility or location with confirmed Covid-19 Cases <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. | Have you travelled abroad in the last 14 days. https://www.gov.uk/foreign-travel-advice <input type="checkbox"/> Yes <input type="checkbox"/> No |

If the answer to any of the above questions is "yes," access to the site will be denied and please defer your visit. If you answer "no," please proceed. Thank you.

If you feel unwell and are displaying the majority of the symptoms listed in section 4, particularly the first three, you should stay at home and follow the current Government guidelines.

Access to site (delete: **APPROVED / DEFERRED**)

Note: If you plan to be onsite for consecutive days, please immediately advise your host if any of your responses change. This information is for internal use only and not general distribution.



WHAT IS THE CORONAVIRUS?

COVID-19 is a highly contagious virus that may result in you displaying the following symptoms;

- High temperature
- Dry, persistent cough
- Anosmia – loss of taste and smell
- Difficulty breathing
- Sore throat
- Headache and body aches
- Feeling weak
- Chills
- Blocked nose
- Diarrhoea

If you feel unwell and are displaying the majority of these symptoms, particularly the first three, you should stay at home and follow the current Government guidelines.



General rules to protect yourself and others:

- Pay attention to symptoms
- Stay at home for 7 days if experiencing symptoms
- Cough or sneeze in a disposable tissue. If you don't have a tissue, use your sleeve.
- Throw away disposable handkerchief immediately after use
- Avoid touching your eyes nose and mouth with unwashed hands
- Wash your hands with soap and water or a sanitiser gel several times a day for at least 20 seconds.
- Keep at least 2m away from others where possible (1 metre PLUS if not)
- Wear face coverings when in enclosed public spaces like public transport
- Avoid public transport where possible
- Only travel for essential purposes, getting to and from work and for exercise purposes

Workplace Control Measures

In order to keep you safe we have introduced the following site rules whilst at work;

- Arrive at site within your designated staggered time slot.
- Use your designated entry point to the building.
- Always keep 2m distance from others (1 metre PLUS if not) if queueing to access the workplace.
- Use the hand sanitisers placed at the entrance to the site.
- Follow the one-way flow system in operation when moving around the site.
- Only move around the site if essential to do so.
- Observe the maximum occupancies of rooms and lifts.
- Use the hand sanitiser stations when moving from one area to another.
- Observe the distancing rules when at your workstation and surrounding area.
- Follow local rules as indicated by floor and wall signage.
- Clean common touch parts of equipment such as printers, photocopiers before and after use using the wipes provided.
- If the activity requires two persons, ensure you always pair up with the same colleague and minimise the time spent together.



- Stick to your designated staggered break time, minimise numbers of persons using the kitchen/canteen facilities and maintain distancing.
- Maintain distancing rules when using common areas such as toilet facilities and access routes.
- When leaving site maintain social distancing in any queues. Do not congregate in groups.

In an emergency, for example, an accident, fire, or break-in, people do not have to stay 1m apart if it would be unsafe.