

OLSE COVID-19 Secure Workplace Risk Assessment Checklist

(Working safely during coronavirus based on Government Guidance)

Reviewed Aug 2020



How to use the Risk Assessment Checklist

The checklist below brings together COVID-19 guidance from Government and LCC health, safety and quality team in preparation for workplace re-opening or opening to more staff as lockdown restrictions are relaxed. Premise Managers & workforce managers should work through this checklist and guidance, identifying areas that need to be addressed and taking action as necessary.

Action taken and the control measures put in place must be documented on the COVID-19 Secure Workplace risk assessment.

The health, safety & quality team has produced a [general risk assessment](#) that can be used as a template. This must be amended to reflect the local controls that premise and workforce managers have put in place.

Operational premises should e-mail a copy of their completed risk assessment to BuildingStatus.Covid-19@lancashire.gov.uk.

The risk assessment must be reviewed periodically to ensure that the controls remain suitable and sufficient as the situation progresses and to take into account any changes to government guidance.

The checklist and risk assessment process must be carried out in consultation with all staff and union representatives and the completed risk assessment shared with everyone affected by the outcomes.

[Working safely during coronavirus \(COVID-19\)](#)

Governments 5 steps to working safely

1. Carry out a COVID-19 risk assessment
2. Develop cleaning, handwashing and hygiene procedures
3. Help people to work from home
4. Maintain 2 metre social distancing, where possible
5. Where people cannot be 2 metres apart, manage transmission risk

Everyone needs to assess and manage the risks of Covid-19. As an employer, LCC has a legal responsibility to protect staff and others from risks to their health and safety. This means we need to think about the risks they face and do everything reasonably practicable to minimise them, recognising and accepting that we cannot completely eliminate the risk of COVID-19.

Topic	Protecting people who are at higher risk
Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals.	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
If a member of staff has recently received a letter from the NHS identifying them as clinically extremely vulnerable and recommending shielding their manager will follow the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 . If it is identified that the employee is not required to return to the workplace, where possible work will be allocated that they are able to undertake from home.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
An individual risk assessment must be completed for any staff member who is identified as clinically vulnerable or clinically extremely vulnerable. If it is not possible to work from home the individual risk assessment will assess the risks to that individual and identify ways to reduce these risks to an acceptable level, including the need for any reasonable adjustments. This must be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Government guidance states that staff, who live within a household where someone is shielding, are not required to shield themselves but must do what they can to support the person shielding by strictly following government guidance on hygiene and social distancing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Employers must take this into account and support the staff member to work from home where possible or if this is not possible offer the option of the safest available on site roles, enabling them to stay 2m away from others.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Special consideration must also be given as to whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation, including making reasonable adjustments to avoid disabled workers, staff who are within Black, Asian or Minority Ethnic (BAME) community or new and expectant mothers being put at a disadvantage or at great risk.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Make 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 commitments.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Topic	Protecting people who are at higher risk
<p>Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.</p>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>Staff must be supported to stay at home whilst self-isolating including if they have symptoms (10 days) or if members of their household are displaying symptoms (14 days).</p> <p>The Coronavirus Testing intranet page has information on who is eligible for a test and how it can be arranged. It provides information for managers on how to record test results on Oracle. This is continually updated.</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>Staff must be supported to stay at home if they have been contacted by the NHS test and trace service because they have been in close contact with someone who has tested positive for coronavirus.</p> <p>They will be told to begin self-isolation for 14 days from the last contact with the person who has tested positive.</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>Consider how staff can be supported to work safely from home. A DSE homeworking checklist and guidance for managers is available on the health & safety website to help identify any actions that are required to be completed.</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>Line Managers should refer to the health & safety website where resources are available to support staff to home work.</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Topic	Social distancing at work: coming to work and leaving work
Objective: To maintain social distance wherever possible on arrival and departure and to ensure handwashing on arrival.	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Consider 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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Provide reasonable access to parking where this is available on site or facilities such as bike racks to help people walk, run, or cycle to work where possible.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Consider how congestion can be reduced, for example, by having more entry points to the workplace where this is possible.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Consider providing additional storage space to stow away personal belongings such as bags and coats etc in areas that are not widely accessible during the working day such as lockers or unused rooms.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Consider using floor markings, signage and introducing a one-way flow at entry and exit points where practically possible to do so.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Where possible to do so, consider deactivating touch-based security devices such as keypads and put in place alternative security measures.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sanitiser placed at the sign-in pad
Where possible to do so consider deactivating turnstiles which are operated by hand and put in place and alternative security measure in place, e.g. staff ID badges being presented to building security.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Providing handwashing facilities, or hand sanitiser where there is no immediate access to soap and water, at entry and exit points.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Topic	Social distancing at work: Moving around buildings & worksites
Objective: To maintain social distancing wherever possible while people travel through the workplace.	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Restricting access between different areas of a building or site.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Where possible reduce job and location rotation.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Consider how you can regulate the use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Where practicable, introduce more one-way flow through buildings, and in particular along narrow corridors where a 2 metre breadth cannot be maintained	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Direction of travel indicated. Corridors only used by specific key stages

Topic	Social distancing at work: workplaces and workstations
Objective: To maintain social distancing between individuals when they are at their workstations	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
For people who work in one place, workstations should allow them to maintain social distancing wherever possible.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Where possible workstations should be assigned to an individual and not shared. Where workstations need to be shared they should be shared by the smallest possible number of people.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If it is not possible to maintain a 2m distance in the workplace then services should consider whether that activity needs to continue for the service to operate and if so take all mitigating actions possible to reduce the risk of transmission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Review workplace layouts and protocols to allow people to work further apart from each other which may include taking workstations out of use.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Using floor tape or paint to mark areas to help workers keep to a 2m distance.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Put in place systems to help manage occupancy levels of workplaces/rooms to enable social distancing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Topic	Social distancing at work: Meeting
Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Using remote working tools to avoid in-person meetings.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	For Governor meetings we will attend remotely. Staff meetings in a ventilated room and distanced. Y4 classroom for after school meetings and school club room for daytime meetings with a larger number than 4 people
Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Consideration should be given to implementing management systems to authorise meetings and room bookings to ensure effective management of safe maximum occupancy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SEN meetings to be discussed and arranged
Avoiding transmission during meetings, for example avoiding sharing pens and other objects.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Consider the need to provide hand sanitiser and disinfectant wipes in meeting rooms for example where handwashing facilities are not immediately available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Holding meetings outdoors or in well-ventilated rooms whenever possible.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
For areas where regular meetings take place, using floor signage to help people maintain social distancing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Topic	Social distancing at work: Common Areas
Objective: To maintain social distancing while using common areas	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Staggering break times to reduce pressure on break rooms or canteens.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Allocated areas for each Key Stage staff Staff can obtain meals via the school kitchen if they wish avoiding times when pupils who are not in their bubbles are at the counter.
Using safe outside areas for breaks.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Consider the protection of staff on duty in reception or similar areas for example installing screens, temporary barriers or PPE where appropriate.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Providing packaged meals or similar to avoid fully opening staff canteens.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Encouraging workers to bring their own food.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Encourage storage of personal items and clothing in personal storage spaces such as lockers or allocate unused rooms which are not widely accessible during the working day.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Topic	Social distancing at work: accidents, security and other incidents
Objective: To prioritise safety during incidents	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Review emergency arrangements to take account of reduced occupancy and building usage.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Review First Aid Needs Assessment to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons and fluid repellent surgical face masks; Sites with defibrillators should consider if additional PPE needs to be provided alongside it.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE have granted 3 month extension to the validity of all first aid certificates.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
If, exceptionally requalification training is still unavailable, a further extension is possible to no later than 30 September 2020.				

Topic	Managing customers, visitors and contractors: Managing Contracts
Objective: To minimise the number of unnecessary visits to offices	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Encouraging visits via remote connection/working where this is an option.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Limiting the number of visitors at any one time.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Limiting visitor times to a specific time window and through appointment only, restricting access to required visitors only.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, undertaking services outside of normal operating hours.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Maintaining a record of all visitors, if this is practical.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Revising visitor arrangements to ensure social distancing and hygiene, for example, not allowing the same pen to be used by multiple people to sign in.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Topic	Managing customers, visitors and contractors: Providing and explaining available guidance
Objective: To make sure people understand what they need to do to maintain safety	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Topic	Cleaning the workplace: Before opening
<p>Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including;</p> <ul style="list-style-type: none"> • an assessment for all sites or parts of sites, that have been closed before restarting work • carrying out cleaning procedures and providing hand sanitiser before restarting work 	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, Premise Mangers can seek advice from the Building Service Engineers, duty.engineer@lancashire.gov.uk	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Air Con must be set to draw in fresh air and must not be set to re-circulate air. Where there is no air con or where this is not possible, natural ventilation should be used if possible.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Opening windows and doors frequently to encourage ventilation, where possible and practical to do so, taking account of any potential security or fire safety issues.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Topic	Cleaning the workplace: Keeping the workplace clean
Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate waste disposal arrangements.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Clearing workspaces and removing waste and belongings from the work area at the end of a working day / shift.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If you are cleaning after a known or suspected case of COVID-19 then you should refer to the Guidance COVID-19: cleaning in non-healthcare settings	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Topic	Cleaning the workplace: Hygiene: handwashing, sanitation facilities and toilets
Objective: To help everyone keep good hygiene through the working day	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Providing regular reminders and signage to maintain personal hygiene standards.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Providing hand sanitiser in multiple locations to including entrances and exits and sufficient strategic points throughout the premises to avoid congestion	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Enhancing cleaning for busy areas.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Providing more waste facilities and more frequent rubbish collection.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Providing hand drying facilities using supplies of paper towels where possible in preference to using electrical hand dryers.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Topic	Cleaning the workplace: Changing rooms and showers
Objective: To minimise the risk of transmission in changing rooms and showers	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
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 social distancing is achieved as much as possible.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Topic	Cleaning the workplace: Handling goods, merchandise and other materials, and onsite vehicles
Objective: To reduce transmission through contact with objects that's come into the workplace and vehicles at the worksite	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required	
Consider if cleaning procedures are required for goods and merchandise entering the site.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	
Establish cleaning procedures for vehicles.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where access to soap and water is not available or practically possible.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Regular cleaning of vehicles that workers may take home.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		N/A
Restricting non-business deliveries, for example, personal deliveries to staff.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Topic	Personal protective equipment (PPE) and face coverings
Objective: To ensure personal protective equipment to be used in the appropriate way	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Service/activity specific guidance on PPE to be followed when this is appropriate. Government guidance on PPE FM in Care Homes LCC Guidance LCC Guidance on PPE and Hand Hygiene LCC Guidance on Use of PPE during Covid Flowchart LCC Eye protection During Covid example RA Posters and videos are available showing how to don and doff PPE	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Wearing a face covering whilst using public transport is required by law. Government Guidance - How to wear and make a face covering	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>In the workplace wearing a face covering is optional. However, employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:</p> <ul style="list-style-type: none"> • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it • when wearing a face covering, avoid touching your face or face covering, as you could 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
contaminate them with germs from your hands <ul style="list-style-type: none"> • change your face covering if it becomes damp or if you've touched it • continue to wash your hands regularly • change and wash your face covering daily • 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 • practise social distancing wherever possible 				
Further information & Guidance on PPE available on the H&S website		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Topic	Workforce Management: Shift patterns and working groups
Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each employee has	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
As far as possible, where staff 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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Topic	Workforce Management: Work-related travel – cars, accommodation and visits
Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Minimising non-essential travel – consider remote options first.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Minimising the number of people travelling together in any one vehicle, using fixed travel	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
partners, increasing ventilation when possible and avoiding sitting face-to-face.	Partial <input type="checkbox"/>			
Cleaning shared vehicles between shifts or on handover.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Where staff are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets COVID-19 secure requirements.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A

Topic	Workforce Management: Work-related travel - Deliveries to other sites
Objective To help staff delivering to other sites such as branches, or suppliers' or customers' premises to maintain social distancing and hygiene practices.	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Putting in place procedures to minimise person-to-person contact during deliveries to other sites.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
	Partial <input type="checkbox"/>			
Maintaining consistent pairing where 2-person deliveries are required.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Topic	Workforce Management: Communications and training – returning to work
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Objective To make sure all staff understand COVID-19 related safety procedures.

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Providing clear, consistent and regular communication to improve understanding and consistent ways of working.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Engaging with staff and unions through existing communication routes and staff representatives to explain and agree any changes in working arrangements.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Developing communication and training materials for staff prior to returning to site, especially around new procedures for arrival at work.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Topic	Workforce management: Communications and training – ongoing communications and signage
Objective To make sure all staff understand COVID-19 related safety procedures.	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Ongoing engagement with staff (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
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) .	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Using visual communications, for example whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Topic	Inbound and outbound goods
Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Revising pick-up and drop-off collection points, procedures, signage and markings.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Minimising unnecessary contact reception/kitchen. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Where possible and safe, having single workers load or unload vehicles.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Where possible, using the same pairs of people for loads where more than one is needed.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Enabling drivers to access welfare facilities when required, consistent with other guidance.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Workforce Manager	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	☒	☒	

Topic	Contractors
Objective: To ensure safe working practices when works are being carried out in the building/premises	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manager	By Occupying Service	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Where possible, works to be carried out at quieter times – early/late/evenings/weekends. Where this is not possible, contractors to maintain social distancing – consider creating a physical barrier if required. Important note for Premise Managers on Statutory testing and inspections	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	☒	☐	

Guidance to consider	Action taken to mitigate the risk of infection?	By Premise Manger	By Occupying Service	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Contractors to familiarise themselves with the asbestos survey for the building prior to works commencing – this can be downloaded from the PAM system. Alternatively, the executive summary to be provided as a laminate which must be wiped clean after use.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	