# COVID-19 Health & Safety Inspection Checklist

The current COVID-19 ‘coronavirus’ outbreak poses a serious risk to individuals and businesses. 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:**  Dartford  |
| **Site Address:** Orchard House, Kent Road, Dartford, Kent DA1 2AJ |
| **Company:** Reynolds Training Academy |
| **Inspection Undertaken by:** Coronavirus Risk Assessment Group (CRAG)  |
| **Report to:** Amanda Tooms-Peel |

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| No of issues not closed out from previous inspection |  | No of issues that are repeated from previous report |  |

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| **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) |

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| **A: Employees & Learners – Consider what impact returning to work would have on your employees & learners and how to keep your employees and learners 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? | **Y** | **G** | Staff and learner risk assessments have been undertaken, details of outcome are saved on s:/drive/coronavirus/BCP and risk assessment.PM’s to maintain up to date information for learner’s risk assessment |
| 2. | Are you tracking people who have been identified as high risk/are shielding? | **Y** | **G** | Some staff are high risk and shielding, tracking is in place and identified on staff risk assessment.Learner risk assessment identifies those who are high risk.  |
| 3. | Where practicable have staff been allowed to work from home/remotely. | **Y** | **G** | All staff can work from home. A working ‘in the office’ and ‘working from home’ rota/schedule has been implemented with effect from 01.09.2020. A revised ‘WFH’ schedule has been implemented with effect from 04.01.2021 in response to the UK Governments national lockdown 3. |
| 4. | Can all staff and learners maintain the government guidelines for social distancing based on your industry ([The latest Social Distancing Guidelines available here](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)). <https://www.gov.uk/guidance/national-lockdown-stay-at-home> <https://www.gov.uk/government/news/coronavirus-covid-19-what-has-changed-22-september> These could include but are not limited to the following: | **Y** | **G** | Staff & learners can maintain social distancing, however ‘normal’ business in terms of training needs to be adapted in order to comply to social distancing guidelines. SLT to monitor in MTGs. See Appendices for genre specific Covid-19 Protocol. Remote education is in place effective from day of the Spring Term 11.01.21. See remote education commitment statement for further information. |
| 4a | Are you able to segregate staff and learner activities to promote 2 meters distance?  | **Y** | **G** | Work areas have been measured and taped out to 2m distancing. Maximum room capacities have been identified and communicated for all rooms to ensure social distancing. |
| 4b | If you are not able to work whilst maintaining a 2-metre distance. Have you considered the following?* Should the activity continue

If yes:* Are you able to minimise the frequency and time workers are within 2 metres of each other and minimise the number of workers involved in these activities?
 | **Y** | **G** | A full and detailed ‘return to work/phase back plan’ has been communicated to all staff & learners including staggered working hours, rota system and timetables by specific subject areas and course requirements Genre specific risk assessments have been communicated to staff and learners and adhere to industry guidelines.  |
| 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 meters distance? | **Y** | **G** | All walkways are clearly marked with a 1-way system route and 2m distance.  |
| 5. | Have staff been trained / notified before returning to work on any new procedures. | **Y** | **G** | Return to work/phase back plan has been communicated to all staff including departmental risk assessments that are specific to the area of training delivery. Updated procedure communicated to all staff on 04.01.2021 with changes that are effective from 05.01.2021 |
| 6. | Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices. | **Y** | **G** | Clear guidance has been communicated. There is sufficient hand washing stations and hand sanitisers available along with WHO and NHS posters regarding hygiene |
| 7. | Have staff been instructed on social distance where practicable while at work. | **Y** | **G** | Clear guidance communicated to all staff following government guidance <https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-140620.pdf><https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19> |
| 8. | Have staff been trained on what to do if they are experiencing COVID-19 symptoms.  | **Y** | **G** | SLT and line managers communicate clear guidance and actions for reporting illness and follow government guidelines @ <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection><https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/><https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/> |
| 9. | Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff. | **Y** | **G**  | High importance that SLT and line managers maintain currency with most recent information. SLT meet biweekly to discuss and review risk assessment following government advice and guidance. Information passed to staff and learners. |
| 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. | **Y** | **G** | Staff are working from home except for less than 5 members of staff working from the Dartford Reynolds site. Staff are assigned to one centre to reduce cross over. Zoom and Teams online platforms are available to maintain contact. |
| **B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.** |
| **No** | **Issues** | **Y/N/****NA** | **Rating****R/A/G** | **Comments** |
| 1. | Are you able to implement sufficient parking restrictions to maintain social distancing measures? | **Y** | G | Rotation of staff and car parking is factored into each department return to work. SLT team to audit staff footfall. Further reductions in staff footfall have been factored into the revised ‘WFH’ schedule with effect from 04.01.2021 |
| 2. | Are workers using their own transport for work activities.  | **Y** | **G** | In first instance all staff and learners work/ learn from home wherever possible. Some staff & learners who are required to use public transport PM will give staff & learners government guidelines on how to use public transport |
|  3. | Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc) and been provided with additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible. | **Y** | G | Also given alternative sites to work from. Staff will be assigned to one centre to reduce cross over |
| 4. | Have you considered staff that are required to car share for their role and whether this could continue? | **N/A** |  |  |
|  5. | Congestion reduced, for example, by having more entry points to the workplace. | **Y** | **G** | One-way systems implemented and all exits and entry points being fully utilised. |
| 6. | Has access to the building/site been restricted to visitors and contractors etc. | **Y** | **G** | There are no unexpected/unscheduled visitors permitted to any site and any will be refused access by reception staff. |
| 7. | Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building? | **Y** | **G** | There are no planned visits. Any visitor who needs to access the building will be contained at reception with 2m social distancing. All visitors are required to complete a Covid-19 questionnaire issued by Reception staff. |
| 8. | Have appropriate hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas. | **Y** | **G** | All areas of the building(s)  |
| 9. | Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.  | **Y** | **G** | All posters are displayed in all areas of the building(s)  |
| 10. | Are the signs displayed reviewed and replaced as necessary? | **Y** | **G** | SLT review and supply reception with updates |

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| **C: 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? | **Y** | **G** | Cleaning contractors have deep cleaned and will do a deep clean at the end of each day, focusing on multiple contact areas of high risk e.g. door handles, toilets and IT equipment.  |
| 2 | Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied? | **Y** | **G** | All staff are responsible for cleaning in addition to cleaning contractors. Staff will clean personal workstation/area at the start and end of the day using cleaning products provided. |
| 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. | **Y** | **G** | All staff are responsible for cleaning in addition to cleaning contractors |
| 4. | Are appropriate cleaning products being used during daily preventative clean regime. | **Y** | **G** | All staff are responsible for cleaning in addition to cleaning contractors |
| 5 | Have persons undertaking the cleaning been instructed with clear safe usage instructions. | **Y** | **G** | All staff are responsible for cleaning in addition to cleaning contractors |
| 6 | Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.  | **Y** | **G** | All unnecessary furniture and soft furnishings have been removed. Where blinds are essential for privacy and blocking out heat, only Staff/Tutors are permitted to control them. All staff/tutors will wash hands before and after touching blinds. |
| 7 | Can blinds be kept opened and locked if they cannot be removed. | **Y** | **G** |  |
| 8 | Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier. | **N/A** |  |  |
| 9 | Is it practicable to introduce a daily steam cleaning procedure/ enhanced cleaning for washrooms? | **Y** | **G** | As a matter of course, the cleaning contractors steam washrooms and use anti-viral cleaning chemicals.  |
| 10 | Have staff and learners been provided with appropriate cleaning products so that they can frequently clean their workstations during the day. | **Y** | **G** | Yes |

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| **D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.**Guidance on a suitable inspection can be [found here](https://www.alcumusgroup.com/guidance-health-safety-inspection-checklist). |
| **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. | **Y** | **G** | All systems have been checked  |
| 2. | Ventilation / Humidity / Lighting & Heating. | **Y** | **G** | All systems have been checked |
| 3. | Gas Installations. | **Y** | **G** | All systems have been checked |
| 4. | Legionella Controls. | **Y** | **G** | All systems have been checked |

**Inspection undertaken by:**

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| Signed: |  | Date: |  |

# Workplace Health & Safety Inspection Action Summary

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| **Point Ref** | **Details of Corrective Action Required** | **Timescale** | **Responsible Person** | **Closed Out** |
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| Additional Comments |  |
| Signed: |  | Date: |  |

# Assessment Action Plan

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| **Risk Assessment Reference No:**  |
| **Hazard/Activity** | **Proposed Action** | **Person(s) responsible** | **Proposed timescale** | **Action Taken** | **Date/Signature** |
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# Reynolds Training Academy COVID-19 Visitor Questionnaire

The health and safety of our employees, customers, families and visitors remains the top priority of Reynolds Training Academy. 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 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 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.

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| **Visitor Name:**Click or tap here to enter text. | **Visitor Mobile/Home Phone Number:**Click or tap here to enter text. |
| **Visitor Company/Organisation:**Click or tap here to enter text. | **(Company Name) Host:**Click or tap here to enter text. |
| **Planned Date of visit:**Click or tap to enter a date. | **Scheduled Time of visit:**Click or tap here to enter text. |

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| **SELF DECLARATION BY VISITOR** |
| 1. | Have you been diagnosed with COVID-19 within 14 days of your visit to Reynolds Training Academy?[ ]  Yes [ ]  No |
| 2. | Have you been in contact with someone who has been diagnosed with COVID-19 within 14 days of your visit to Reynolds Training Academy?[ ]  Yes [ ]  No |
| 3. | Have you been in contact with someone who may have been exposed to COVID-19 within 14 days of your visit to Reynolds Training Academy?[ ]  Yes [ ]  No |
| 4. | Have you experienced any of the following symptoms; within 14 days of your visit toReynolds Training Academy?* **High temperature**
* **Dry, persistent cough**
* **Anosmia – loss of taste and smell**
* Sore throat • Difficulty breathing
* Headache and body aches • Feeling weak
* Chills • Blocked nose
* Diarrhoea

[ ]  Yes [ ]  No |
| 5. | Have you visited any facility or location with confirmed Covid-19 Cases?[ ]  Yes [ ]  No |
| 6. | Have you travelled abroad in the last 14 days? <https://www.gov.uk/foreign-travel-advice>[ ]  Yes [ ]  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 most 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**)

# Checklist and Risk Assessment for Individual Employee/Learner re COVID-19

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| **Employee/Learner name:** | **Date:**  |
| **Job title:** | **Line/Programme Manager’s Name:** |
| **Form completed by:** |  |
| **Any known recommendations made by Doctor and/or Occupational Health Specialist:** |
| **Covid-19 exposure** | **Yes/No** | **Existing control/Further Action Required** |
| *If the answer to any question is* ***Yes,*** *then identify the additional control measures introduced to mitigate the risk.* |
| 1.1 | <2m distancing: Are employees required to carry out work in breach of 2 metre social distancing from both work colleagues and non-employees |  |  |
| 1.2 | Contaminated surfaces: Does the work involve touching surfaces that are potentially contaminated |  |  |
| 1.3 | Inadequate welfare facilities: Are welfare facilities inadequate to facilitate regular handwashing e.g. lack of number of facilities or lack of soap and hot water |  |  |
| 1.4 | Pre-existing chronic conditions: Does the employee have any known pre-existing chronic condition (listed below) that may make them more vulnerable if exposed to the covid-19 virus |  |  |
| 1.5 | Increased vulnerability: Has the employee expressed concern about any other condition which they feel would make them more vulnerable e.g. mild asthma |  |  |
| 1.6 | High risk work environment: Is there a higher risk of infection due to the work environment e.g. hospitals, mortuaries, densely populated workplaces etc |  |  |
| 1.7 | High risk of infection: Is there a higher risk of infection due to the geographic location e.g. those areas with high infection rates |  |  |
| **Risk**The level of risk will depend on;* the work environment
* the type of work carried out
* the distance that can be maintained between the employee and any possible source of infection
* the level of hand cleaning regime in place
* the level of information provided
* the effectiveness of existing controls that are in place

In some cases, workers may be more vulnerable to infection because of age (70 and over) or an existing condition these individuals fall into two categories as below;**Clinically extremely vulnerable** people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.1. Solid organ transplant recipients.
2. People with specific cancers:
* people with cancer who are undergoing active chemotherapy
* people with lung cancer who are undergoing radical radiotherapy
* people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
* people having immunotherapy or other continuing antibody treatments for cancer
* people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
* people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
1. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
2. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
3. People on immunosuppression therapies sufficient to significantly increase risk of infection.
4. Women who are pregnant with significant heart disease, congenital or acquired.

People who fall in this group should have been contacted to tell them they are clinically extremely vulnerable.**Clinically vulnerable** people are those who are:1. aged 70 or older (regardless of medical conditions)
2. under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds):
* chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
* chronic heart disease, such as heart failure
* chronic kidney disease
* chronic liver disease, such as hepatitis
* chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
* diabetes
* a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets
* being seriously overweight (a body mass index (BMI) of 40 or above)
* pregnant women
 | **How to minimise the Risk**When assessing the infection risks to staff the following controls should be considered:Avoid contact with possible sources of infection by; * Avoiding having to work in areas where there is a known covid-19 sufferer where possible
* always ensure safe distance (2 metres) is maintained between individuals (this includes welfare areas), if not possible for certain activities then minimise time spent in closer proximity
* wearing gloves, where practicable, to prevent contact with potentially contaminated surfaces
* ensure employees have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser
* provide employees information about the symptoms and the control measures required
* provide employees with the correct ppe
* employees to report situations which they feel may have exposed them to the virus

Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.Clinically vulnerable individuals, who are at higher risk of severe illness have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they must spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must consider specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals. |
| **Any other issues**  | **Further Action Required** |
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**If a risk has been identified, indicate below the action to be taken to remove the hazard or reduce the risk.**

INDIVIDUAL EMPLOYEE/LEARNER RISK ASSESSMENT

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| **Employee/Learner name:** | **Site:** |
| **Date:** | **Line/Programme Manager’s Name:** |
| **Assessor(s):** | **Review Date:** |

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| Source of Hazard | Persons Affected | Control measures in place now | Still high risk? | Still medium risk? | Still low risk? | Further action required, by whom, timescale or reference to other assessments |
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Signed by Line/Programme Manager……………………………………………… Signed by Employee/Learner……………………………………

Further guidance and information to help you complete a risk assessment can obtained from your H&S Policy and H&S professional. If you need further guidance contact RTA on 01322 275807

# COVID-19 Information for Employees

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| Warning | **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
* 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 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
* 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 rues 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 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 2m apart if it would be unsafe.**

**Wash your hands regularly**

Ensure you’re regularly washing your hands for at least 20 seconds, using the below technique:

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