

Scope of Audit/Inspection

Audit Form *Covid 19 Worksite Set Up Audit*

Title

Region

Branch

Department

Other

Supplier

Customer

Plant/Equipment

People involved in this Audit/Inspection

Auditor *Andrew Thornhill*

Reviewer *Andrew Thornhill*

Audit Status History

Create By	<i>Andrew Thornhill</i>
Created Date	<i>06/05/2020</i>
Modify By	<i>Andrew Thornhill</i>
Modified Date	<i>06/05/2020</i>
Sign Off By	
Sign Off Date	
Close By	
Closed Date	
Archive By	
Archived Date	
Notes / Summary	

Results

1. General Working Arrangements

This section is about the general set up and working arrangements to ensure personal distancing is possible.

1.1 Are you working split/alternating shifts for this area

This may also include Staggered starts for employees

1.2 A daily team record is being kept for those working on the site to allow for tracing.

This can be done either via the Audit module or Adhoc Training record section by uploading the site sign in sheets

1.3 Has the work site is to be segregated into zones (or by other methods) as much as possible to keep different teams/trades physically separated at all times.

Ideally sketch out a rough map and attach as an image here

1.4 Has a 1 way System been implemented in the work site

Upload an image of the 1 way system

1.5 Are all vehicles limited to 1 person?

if not document why and the precautions being taken

1.6 Have you determined a dedicated area that is suitable for site meetings that will allow proper physical distancing

Record details via the notes

Total : 0 of 0 (0%)

2. External Interface

This Section is about how you interact with people external to the organisation.

2.1 Has One member of the crew been nominated to receive supplies etc.

Document person here via the notes section

2.2 Have you set up a fixed delivery point on the site for all deliveries?

Document where. NOTE:- Delivery drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

2.3 Have you created a process for paperwork to be emailed rather than handed over as much as possible?

If unavoidable, then either wear gloves when handling the item or wash hands before and after handling said items.

2.4 Are all external visitors recorded on the sign in sheet?

Capture an image of the sign in sheet for evidence

Total : 0 of 0 (0%)

3. Site Entry / Site Working

This Section is about controlling entry to the work area and how you are working on the site.

3.1 Have you confirmed if there is a need to add additional site access points to allow for physical distancing

Record findings via adding a note

3.2 Are facilities available to allow all workers to wash or clean their hands before entering and leaving the site.

Record method in notes

3.3 Has a Regularly clean routine for common contact surfaces been put in place

Select NA if not applicable or detail steps here

3.4 Have all staff had a re-Induction for the site

Record this in the HR - Skills / Adhoc training section noting the location

3.5 Have you provided a updated site sign in record sheet with COVID-19 declaration

This sign in sheet should be uploaded into your system for future reference

3.6 Have you updated the Risk assessments and method statements for this area to include COVID-19 control measures

Capture an image for evidence

3.7 Is it possible or safe for workers to distance themselves by two metres for a work activity

If not give thought to: the works should not be carried out. If they do need to be carried out additional control measures must be in place such as: Wearing disposable overalls. / Wearing of PPE (face masks) / Wearing of powered ventilation / Short duration works /Reducing number of operatives

3.8 Is Physical Distancing available for toilet facilities with the ability to Wash hands before and after using the facilities ?

3.9 Has an enhanced cleaning regime been put in place for toilet (include confirmation that suitable and sufficient rubbish bins for hand towels with regular removal and disposal)

particularly door handles, locks, toilet flush and sanitary bins.

3.10. Are there adequate controls in place (and included on risk register) with respect to creating dedicated eating areas that are managed

consider staggered breaks, cleaning routines, waste disposal and physical separation

Total : 0 of 0 (0%)

Audit Score : 0 of 0 (0.00%)

Comments History

None