# Staying COVID Secure Workplace Checklist

To be completed for all contract locations prior to issuing a ‘COVID Secure’ Certificate.

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| Location Name  |  |
| Location Address |  |
| Client Name  |  |
| Manager Name |  |
| Service  |  |
| Assessment Date  |  |
| Assessment Completed by  |  |

1. **Work from home, if you can**

The guidance states: ‘*All reasonable steps should be taken by employers to help people work from home. But for those who cannot work from home and whose workplace has not been told to close, our message is clear: you should go to work*.’

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| Can the work being undertaken be carried out from home?  |
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1. **Carry out a COVID-19 risk assessment, in consultation with workers**

The guidance states: ‘*This guidance operates within current health and safety employment and equalities legislation and employers will need to carry out COVID-19 risk assessments in consultation with their workers, to establish what guidelines to put in place. If possible, employers should publish the results of their risk assessments on their website and we expect all businesses with over 50 employees to do so.*’

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| Has a Specific COVID-19 Risk Assessment Been Conducted?  |
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| Have all recommended control measures been implemented?  |
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1. **Maintain 2 metres social distancing, wherever possible**

The guidance states: ‘*Employers should re-design workspaces to maintain 2 metre distances between people by staggering start times, creating one way walk-throughs, opening more entrances and exits, or changing seating layouts in break rooms.*’

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| What steps have been taken at the location to implement social distancing procedures?  |
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1. **Where people cannot be 2 metres apart, manage transmission risk**

The guidance states: ‘*Employers should look into putting barriers in shared spaces, creating workplace shift patterns or fixed teams minimising the number of people in contact with one another, or ensuring colleagues are facing away from each other*.’

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| What alternative measures have been implemented where social distancing is not achievable?  |
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1. **Reinforcing cleaning processes**

The guidance states: ‘*Workplaces should be cleaned more frequently, paying close attention to high-contact objects like door handles and keyboards. Employers should provide handwashing facilities or hand sanitisers at entry and exit points.’*

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| What changes to cleaning processes have been recommended and implemented?  |
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1. **AGS-HL-PR 003 COVID Secure Poster**

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|  | Y/N  |
| Do all measures implemented satisfy Government Guidelines? |  |
| Has a COVID Secure Poster been issued?  |  |
| Are any further actions required?  |  |
|  |

**Assessment Completed By:**

|  |  |  |
| --- | --- | --- |
| **Print Name:** | **Signed:** | **Date:** |
|  |  |  |

## Associated Documentation:

* AGS-HL-Pr 002 5 Key Steps for Business – Guidance Note
* AGS-HL-PR 003 COVID Secure Poster
* Location / Industry Specific Working Safely During Coronavirus Guidance <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>