

## 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.

<b>Company:</b> Norton Insurance Brokers Ltd
<b>Address:</b> 4 Vicarage Road, Birmingham, B15 3ES
<b>Inspection Undertaken by:</b> Rebecca Knowles
<b>Report to:</b> Mark Wilkinson

No of issues not closed out from previous inspection	0	No of issues that are repeated from previous report	0
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<b>Findings of Inspection</b>
Level of compliance should be included in report using a Rag Rating: <b>Green</b> – Full compliance (no action required), <b>Amber</b> - breach identified (remedial action recommended), <b>Red</b> – significant breach (action required)

<b>A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.</b>				
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	
2.	Are you tracking people who have been identified as high risk/are shielding?	Y	G	
3.	Where practicable have staff been allowed to work from home/remotely.	Y	G	
4.	Can all staff maintain the government guidelines for social distancing based on your industry ( <a href="#">The latest Social Distancing Guidelines available here</a> ). These could include but are not limited to the following:	Y	G	

4a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	G	
4b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less?	Y	G	We are able to social distance in office. Where social distancing can't be observed for example passing on stairs, limited to under 15 minutes
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?	Y	G	
5.	Have staff been trained / notified before returning to work on any new procedures?	Y	G	
6.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices?	Y	G	
7.	Have staff been instructed on social distance where practicable while at work?	Y	G	
8.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms?	Y	G	
9.	Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff?	Y	G	Reviewed daily by management and communicated to staff if necessary
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	

**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	
2.	Are workers using their own transport for work activities?	N/A		All external meetings are being conducted remotely
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	G	

4.	Have you considered staff that are required to car share for their role and whether this could continue?	Y	G	Passenger to sit in back of car
5.	Has the entry and exits to the building/site been limited to the minimum number of points required?	N/A		Only 1 entrance/exit to building
6.	Has access to the building/site been restricted to visitors and contractors etc?	Y	G	
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	G	
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	
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate?	Y	G	
10.	Are the signs displayed reviewed and replaced as necessary?	Y	G	

**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	
2.	Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied?	Y	G	
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	Cleaning schedule reviewed
4.	Are appropriate cleaning products being used during daily preventative clean regime?	Y	G	
5.	Have persons undertaking the cleaning been instructed with clear safe usage instructions?	Y	G	

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	
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 for toilets?	N	G	It is not practicable to do this every day. Toilets are cleaned daily and spray disinfectant is available for staff to spray surfaces in the toilets
10	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day?	Y	G	

**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](#).

No	Issues	Y/N/NA	Rating R/A/G	Comments
	<b>Has your responsible person carried out checks on your building in the following areas?</b>			
1.	Fire Safety Systems / Emergency Lighting.	Y	G	
2.	Ventilation / Humidity / Lighting & Heating.	Y	G	
3.	Gas Installations.	N/A		Landlord's responsibility
4.	Legionella Controls.	N/A		
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	N/A		

6	Lift Statutory Inspections.	N/A		
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<b>E: Other Issues</b>				
No	Issues	Y/N/ NA	Rating R/A/G	Comments

**Inspection undertaken by:**

Signed: R Knowles

Date: 08/06/20

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