

Please note this is an FIS suggested checklist organisations are encouraged to incorporate their own criteria, add, and remove the activity, system, process or procedure being checked, in order to fit the specific environment, circumstance, type of contract and organisational culture. Please scrutinise the FIS Task Assessment Tool to populate your [Site Inspection Checklist](#).

CLC [Site Operating Procedures](#): In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

<b>FIS SUGGESTED Covid-19 Site Inspection Checklist</b>		
Site location:		
Date of inspection:		
Inspection carried out by:		
<b>Site operating procedure being checked.</b>	<b>Yes or NO (Y/N)</b>	<b>Notes.</b>
<b><u>Site entrance</u></b>		
Have start times been staggered to reduce congestion at the site gate and limit use of public transport during peak times?		
Is sufficient parking available?		
Is there a gate monitor to control entry and record numbers?		
Are the number of trades on site recorded?		
Is there a system that ensures operatives have been issued the current Risk Assessments and Method Statements (RAMS)?		
Are there records of induction attendance?		
Do the surfaces seem clean?		
Is there a cleaning rota?		
Is a cleaning rota displayed?		
Is the rota up to date and time?		
How frequently does cleaning take place?		
Has any 'touch' entry system(s) been disabled?		
Has spacing been marked 2m apart to assist the people with social distancing?		
Are signs and notices clear? Do they include information on?		

# **FIS SUGGESTED Covid-19 Site Inspection Checklist**

Site location:

Date of inspection:

Inspection carried out by:

Site operating procedure being checked.	Yes or NO (Y/N)	Notes.
• Social distancing		
• Self-isolation		
• Person at increased risk		
• Persons defined on medical grounds as extremely vulnerable		
• Living with a person in one of the above groups		
• What to do if someone falls ill		
<i>Is the site entrance safe? Summarise criteria marked NO</i>		

## **Toilets**

Has the number of operatives able to use at one time been restricted?		
Is there a one-way system for toilet use?		
Are cubical and urinals 2m apart?		
Is there a welfare attendant?		
Do the toilet facilities look clean and tidy?		
Is there soap, hot water, paper towels and toilet roll?		
Is there a cleaning rota?		
Is the rota up to date and time?		
<i>Are the toilets safe? Summarise criteria marked NO</i>		

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Site operating procedure being checked.	Yes or NO (Y/N)	Notes.

## **Canteen**

Have breaks been staggered?		
Are staggered breaks being communicated? Note how.		
Are workers encouraged to bring their own food?		
Is hand sanitiser available on entry and exit of all canteen facilities?		
Are the tables and chairs correctly spaced to be 2m apart?		
Are tables cleaned between each use?		
Does everything look clean and tidy?		
Is there a cleaning rota?		
Is the rota up to date and time?		
<b><i>Is the canteen safe? Summarise criteria marked NO</i></b>		

## **Changing and drying rooms**

Do they comply with social distancing measures?		
Do they look clean and tidy?		
Is there a cleaning rota?		
Is the rota up to date and time?		

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Are there separate bins for disposable PPE?		
Are operatives instructed to take home and wash work clothing daily?		
<b><i>Are the changing and drying rooms safe? Summarise criteria marked NO</i></b>		

### General site measures:

Has a one-way system been set up?		
Has there been additional cleaning stations added?		
Are operatives instructed to clean equipment and tools?		
Are there instructions for delivery drivers to remain in vehicles?		
Have site numbers been reduced?		
Are these numbers being enforced by the Main Contractor?		
<b><i>Are the general site arrangements safe? Summarise criteria marked NO</i></b>		

### Specific Control Measures:

Where face to face working is essential to carry out a task when working within 2 metres: Is the work kept to 15 minutes or less?		
Is there an enhanced authorisation process for these activities?		

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Is additional supervision provided to monitor and manage compliance		

## **Final conclusion:**

Based on all of the assessed criteria above is the site safe? State why:

Signature:

Organisation: