

# WORK AREA CHECKLIST

<b>START-UP CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>CORRECTIVE ACTION/ COMMENTS</b>
<b>CHANGING AREAS</b> If staff need to change on site consider the size of the area and number of people that go in at one time and how clean uniforms/overalls and dirty uniforms/overalls are stored.	/			Single use within designated areas.
<b>HANDWASHING FACILITIES</b> People should be able to wash their hands when they get to work and leave. Are there wash hand basins in accessible locations and are there enough of them?  Is there an adequate supply of antibacterial soap, sanitiser, paper towels and bins?  Is there handwashing signage in place to promote regular handwashing?	/  /  /			Single staff use basin and wc where possible. Clean before and after use.
<b>SANITISER</b> Is hand sanitiser available at all work stations? <b>Are sanitiser wipes/or spray sanitiser available for all hand contact areas?</b>	/			
<b>LAYOUT</b> Look at how workspaces can be laid out to: Avoid where possible people working face-to-face, so people can for example working side-by-side. Reduce the number of people in the work area so people are 2 m apart. Like moving chairs, tables, using outside areas for breaks	/			Designated work areas.
<b>2M DISTANCING FLOOR MARKINGS</b> Are floor markings displayed accordingly?			/	Not practical but can achieve social distancing
<b>SIGNAGE</b> Specific COVID-19 signage displayed?	/			One at each property and key points.
<b>DOORS (EXCLUDING FIRE DOORS)</b> If applicable have all access doors been left open?			/	
<b>EQUIPMENT</b> Have staff been provided with their own use pens, clipboards and communication equipment? And have they been sanitised?	/	/		Any shared equipment e.g steamer to be cleaned on transfer and receipt.
<b>BARRIER SCREENS</b> If you can't maintain a 2 m physical distance, you should think about using screens to create a physical barrier. These need to be in the correct position and kept clean and intact.			/	No reception or fixed location

Version 1	Issue Date:20.05.2020	Revision Date: 20.02.2021	Page 1 of 1
-----------	-----------------------	---------------------------	-------------

This document is guidance for good practice it does not constitute legal advice. You should undertake your own risk assessment before adopting or applying any of this guidance and, if necessary, seek your own legal opinion.