

# Return to work assessment

Covid-19 (Coronavirus)

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This assessment has been created as part of a company Covid-19 return to work process to ensure that as an employer, you are aligned with the current government guidance in relation to the control and management of Covid-19 (Coronavirus)

The requirements have been taken from Revision 4 of the standard operating procedure document issued by the Construction leadership council.

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Here is an example of how to complete our template

## Example template

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:		
What is the advice?	Are we complying with this?  (Yes, No, N/A)	If no, what else do the company need to do to comply and who is responsible for ensuring that this is done?
Taps and washing facilities	Yes	
Toilet flush and seats.	Yes	
Door handles and push plates.	Yes	
Handrails on staircases and corridors	No	Provide instruction to cleaner to start cleaning handrails on staircases and corridors twice per day. <b>Person responsible is the Office Manager</b>
Lift and hoist controls.	n/a	No lifts or hoists on site

**When completing the below assessment, please take your specific company situation into consideration and be sure to answer N/A when something is not applicable to your company:**

- Are you a sole trader? – Do you have staff to take into consideration?
- Do you share vehicles with your staff or your own personal vehicle to travel?
  - Do you have a premises or site to manage?

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## Assessment details

Company Name	Bluefan Group Ltd
Name of person/s completing the assessment	Amy Gormally
Job role/s	Helpdesk & Office Manager
Date Completed -	18/03/2021

### 1. Travel to work

What is the advice?	Are we complying with this? (Yes, No, N/A)	If no, what else does the company need to do to comply and who is responsible for ensuring that this is done?
Where travelling in the same vehicle is unavoidable, journeys should be shared with the same individuals each time and with the minimum number of people at any one time.	Yes	
Good ventilation in the vehicle (i.e. keeping the windows open) and facing away from each other, may help to reduce the risk of transmission.	Yes	
The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces	Yes	
<b>Sites should consider:</b>		
Parking arrangements for additional vehicles and bicycles	Yes	
Other means of transport to avoid public transport e.g. cycling	Yes	
Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available	Yes	

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How someone who has taken ill would get home	Yes	Public transport/Taxi. Collected by next of kin if other options not an option. Mode of transport would be decided on the severity of their illness. Travel is planned to ensure alone travel wherever possible.
<b>Other information</b>		
Where public transport is the only option for workers, you should consider: <ul style="list-style-type: none"> <li>• Changing and staggering site hours to reduce congestion on public transport</li> <li>• Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)</li> </ul>		
<b>Notes:</b>		

## 2. Driving at work

What is the advice?	Are we complying with this? (Yes, No, N/A)	If no, what else do the company need to do to comply and who is responsible for ensuring that this is done?
<b>When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:</b>		
Share with the same individuals and with the minimum number of people at any one time.	Yes	
Wherever possible maintain a distance of two metres and avoid touching their faces.	Yes	
Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey	Yes	

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Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle.	Yes	
Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.	Yes	
<b>Notes:</b> <b>We suggest that workers carry antibacterial hand sanitiser gel/wipes and always wear face masks when travelling.</b>		

### 3. Site Access and Egress points

What is the advice?	Are we complying with this? (Yes, No, N/A)	If no, what else do the company need to do to comply and who is responsible for ensuring that this is done?
<b>Wherever possible workers should travel to site alone using their own transport.</b>		
<b>If workers have no option but to share transport they should:</b>		
Stop all non-essential visitors to site.	Yes	
Consider introducing staggered start and finish times to reduce congestion and contact at all times.	Yes	
Plan site access and egress points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies.	Yes	
Introduce one-way systems around site.	Yes	
Allow plenty of space between people waiting to enter site.	Yes	
Use signage:	Yes	

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<ul style="list-style-type: none"><li>• Such as floor markings, to ensure 2 metre distance is maintained between people when queuing</li><li>• Reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines</li></ul>		
Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use	Yes	
Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the Site.	Yes	
Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times.	Yes	
Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.	Yes	
Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.	Yes	
Consider arrangements for monitoring compliance.	Yes	
<b>Notes:</b>		

### 4. Handwashing

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What is the advice?	Are we complying with this? (Yes, No, N/A)	If no, what else do the company need to do to comply and who is responsible for ensuring that this is done?
Allow all staff regular breaks to wash hands	Yes	
Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators.	Yes	
Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.	Yes	
Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.	Yes	
Regularly clean the hand washing facilities.	Yes	
Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.	Yes	
<b>Notes:</b>		

### 5. Toilet Facilities

What is the advice?	Are we complying with this? (Yes, No, N/A)	If no, what else do the company need to do to comply and who is responsible for ensuring that this is done?
If you have more than one member of staff, restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing.	Yes	
All workers should wash or sanitise hands before and after using the facilities.	Yes	

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Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.	Yes	
Portable toilets should be cleaned and emptied more frequently.	Yes	
Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.	Yes	
<b>Notes:</b>		

### 6. Canteens and rest areas

What is the advice?	Are we complying with this? (Yes, No, N/A)	If no, what else do the company need to do to comply and who is responsible for ensuring that this is done?
<b>Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.</b>		
<b>Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.</b>		
Consider increasing the number or size of the facilities your company has available on site if possible.	Yes	
The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures.	Yes	
Break times for multiple staff should be staggered to reduce congestion and contact at all times.	Yes	
Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.	Yes	
Frequently clean surfaces that are touched regularly, using standard cleaning products (e.g. kettles, refrigerators, microwaves).	Yes	



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Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area.	Yes	
A distance of 2 metres should be maintained between users wherever possible.  Seating and tables should be reconfigured to reduce face to face interactions	Yes	
All rubbish should be put straight in the bin and not left for someone else to clear up.	Yes	
Tables should be cleaned between each use.	Yes	
Crockery, eating utensils, cups etc. should not be used unless they are disposable or washed and dried between use	Yes	
Payments should be taken by contactless card wherever possible.	N/A	
Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food	N/A	
Canteen staff and workers may use the same rest areas if they apply the same social distancing measures.	N/A	
Consider arrangements for monitoring compliance.	Yes	
<b>Notes:</b>		

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## 7. Changing facilities, showers and drying rooms

What is the advice?	Are we complying with this? (Yes, No, N/A)	If no, what else do the company need to do to comply and who is responsible for ensuring that this is done?
Consider increasing the number or size of facilities available on site if possible.	Yes	
Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.	Yes	
Restrict the number of people using these facilities at any one time e.g. use a welfare attendant.	Yes	
Introduce staggered start and finish times to reduce congestion and contact at all times.	Yes	
Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.	Yes	
Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.	Yes	
<b>Notes:</b>		

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## 8. Work planning and avoiding close working

What is the advice?	Are we complying with this? (Yes, No, N/A)	If no, what else do the company need to do to comply and who is responsible for ensuring that this is done?
<p><b>In line with Government guidance, where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.</b></p> <p><b>Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government guidance and the advice within these Site Operating Procedures.</b></p> <p><b>Sites should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.</b></p>		
Workers who inform employers that they are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace	Yes	
Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres).	Yes	
Avoid skin to skin and face to face contact.	Yes	
Stairs should be used in preference to lifts or hoists and consider one way systems.	Yes	
Consider alternative or additional mechanical aids to reduce worker interface.	Yes	
<b>Site Meetings:</b>		
Only absolutely necessary meeting participants should attend.	Yes	
Attendees should be at least two metres apart from each other.	Yes	

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Rooms should be well ventilated / windows opened to allow fresh air circulation.	Yes	
Consider holding meetings in open areas where possible.	Yes	
<b>Notes:</b>		
<b>What is the advice?</b>	<b>Are we complying with this?</b> (Yes, No, N/A)	<b>If no, what else do the company need to do to comply and who is responsible for ensuring that this is done?</b>
<b>Reduce. Where the social distancing measures (2 metres) cannot be applied:</b>		
Minimise the frequency and amount of time workers are within 2 metres of each other.	Yes	
Minimise the number of workers involved in these tasks.	Yes	
Workers should work side by side, or facing away from each other, rather than face to face.	Yes	
Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times.	Yes	
Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.	Yes	
Increase ventilation in enclosed spaces.	Yes	
Workers should wash their hands before and after using any equipment.	Yes	
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What is the advice?	Are we complying with this? (Yes, No, N/A)	If no, what else do the company need to do to comply and who is responsible for ensuring that this is done?
<b>Isolate. Keep groups of workers:</b>		
Do not change or introduce new workers within teams.	No	New workers will be tested within 48 hours of starting their employment
Keep groups of workers as small as possible.	Yes	
Keep groups away from other workers where possible	Yes	
<b>Notes:</b>		

What is the advice?	Are we complying with this? (Yes, No, N/A)	If no, what else do the company need to do to comply and who is responsible for ensuring that this is done?
<b>PPE:</b>		
Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met due to the current pressure on resources	Yes	
Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE alone.	Yes	

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Workplaces should not encourage prioritising the precautionary use of extra PPE to protect against Coronavirus (COVID-19) over social distancing measures and personal hygiene.	Yes	
<b>Notes:</b>		

### 9. First aid and emergency response

<b>What is the advice?</b>	<b>Are we complying with this?</b>  (Yes, No, N/A)	<b>If no, what else do the company need to do to comply and who is responsible for ensuring that this is done?</b>
<b>The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.</b>		
When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site	Yes	
Emergency plans including contact details should be kept up to date.	Yes	
Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.	Yes	
Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.	Yes	
<b>Notes:</b>		

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## 10. Cleaning

What is the advice?	Are we complying with this?  (Yes, No, N/A)	If no, what else do the company need to do to comply and who is responsible for ensuring that this is done?
<b>Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</b>		
Taps and washing facilities	Yes	
Toilet flush and seats.	Yes	
Door handles and push plates.	Yes	
Hand rails on staircases and corridors	Yes	
Lift and hoist controls.	Yes	
Machinery and equipment controls	Yes	
All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.	Yes	
Telephone equipment.	Yes	
Key boards, photocopiers and other office equipment.	Yes	
Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.	Yes	
<b>Notes:</b>		

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## Handy links

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.gov.uk/coronavirus>