Site covid–19 checklist:

General social distancing:

Desk occupancy clearly signed for use/ to remain vacant

Visible one way routes around the building including stairs and corridors

Lifts signage

Clear signage for usage and distancing in toilets, kitchenettes & breakout areas

Meeting room occupancy being managed or visible signage available

Site catering facilities operating 'grab and go' and social distancing measures and markers in place.

Catering and front of house colleagues have perspex screen dividers in place to create physical separation (2m social distancing requirements should still be applied).

Did you observe any breaches of social distancing?   **Yes   No**

If yes, ensure that this observation is included in the risk assessment conclusions.

Have you checked:

General desk areas

Meeting rooms

Breakout/kitchenette areas

Stairwells & walkways

Toilet and hand washing facilities

Reception and all entrances & exits

Catering facilities

Onsite ATM areas

Car parks and areas outside areas

Cleaning schedules

Are there any problems with availability of PPE:

	Yes	No
Face masks/visors	**Yes**	**No**
Hand sanitizer	**Yes**	**No**
Hand soap (in wash facilities)	**Yes**	**No**
Suitable hand drying facilities	**Yes**	**No**
Cleaning products & wipes	**Yes**	**No**
Floor markers	**Yes**	**No**
Signage in any areas	**Yes**	**No**

If yes to any, where?

Entrances / Exits:

Clear signage of social distancing

Information given to visitors on safety and hand washing facilities on arrival

Hand sanitizer available on entrance/exit

Minimised contact for deliveries & loading/unloading

Did you agree with the risk assessment conclusions?   Yes   No