

# CC01: COVID-19 – Site operating procedures compliance checklist

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## Overview

Coronavirus (COVID-19) is a highly contagious disease that can have severe effects on people, especially those who are vulnerable. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected while working it can be passed on through families and other contacts. You can spread the virus even if you don't have symptoms.

During the COVID-19 pandemic it is essential that the workforce is protected to minimise the risk of the infection spreading.

This checklist is designed to be used to ensure compliance with current guidance on protecting your workforce on site during the COVID-19 pandemic. It has been approved by the Construction Leadership Council (CLC) and is aligned to the CLC guidance document on *Site operating procedures*:

<https://www.constructionleadershipcouncil.co.uk>

## Communication

It is of vital importance that all personnel are clearly informed of the site-specific procedures with reference to COVID-19. All existing site procedures should be reviewed in order to ensure that they comply with the guidance on site operating procedures. Personnel briefings should include all areas where changes have been made (for example, travelling to work, access to site, hand washing, risk assessments and method statements). The checklist can be amended with additional comments to ensure it aligns with your own specific site policy.

## Notes

There are four forms in this range.

- CC01: COVID-19 Site operating procedures compliance checklist.
- CC02: COVID-19 Health, safety and environmental risk assessment template.
- CC03: COVID-19 A toolbox talk for construction workers.
- CC04: COVID-19 Weekly site operating procedures checklist.

This checklist should be used in conjunction with form CC04: COVID-19 Weekly site operating procedures checklist.

Sites should ensure that the latest version of the CLC guidance is being used. This checklist is based on Version 3 of the CLC *Site operating procedures*.

This is a rapidly developing situation – please ensure that you follow the latest Government guidance as it is published.

## CC01: COVID-19 – Site operating procedures compliance checklist

<b>Company name</b>		<b>Project title</b>	
<b>Location</b>			
<b>Overview</b>			
Construction sites operating during the Coronavirus (COVID-19) pandemic need to ensure they are protecting their workforce and minimising the risk of infection spreading. The checklists below identify some of the significant points to be considered.			
<b>What you need to do</b>			
Work through the checklist and ensure that each point is actioned, where appropriate, in order to minimise the risk of infection spreading.			
<b>When to travel to work</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Have all workers been briefed on the criteria for deciding whether to travel to work or not (for example, if someone falls ill, social distancing or self-isolation)?			
2. Is there a system for recording details where individual workers have fallen ill or are in self-isolation?			
<b>Travel to work</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
3. Are there measures in place to inform workers of the recommended ways of travelling to and from site?			
4. Have you made additional arrangements for vehicle and bicycle parking?			
<b>Site access and egress</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
5. Is there a system in place for stopping all non-essential visitors?			
6. Have start and finish times been staggered in order to reduce congestion at access and egress points?			
7. Are there an adequate number of site access and egress points in order to reduce congestion and promote social distancing?			
8. Have you briefed workers on the importance of social distancing when entering and leaving the site?			
9. Have you removed or disabled all entry systems that require skin contact (for example, fingerprint scanners), or introduced procedures where they are cleaned between each use?			
10. Are there facilities in place for workers to wash their hands when entering and leaving the site?			
11. Is there a system in place for enhanced cleaning procedures at touch points in access and egress areas?			
12. Is there a system in place to ensure that site deliveries are being managed properly?			
<b>General site measures</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
13. Have you restricted the number of people attending site inductions in order to comply with social distancing measures?			
14. Has the site induction been amended in order to deliver your new site operating procedures?			
15. Have you enhanced or expanded the existing site-wide cleaning procedures to ensure that touch point areas (for example, door handles, handrails and machinery controls) are cleaned more often and to a greater degree?			
16. Have you enhanced cleaning procedures for tools and equipment being used by more than one person (for example, before and after use)?			
17. Have floors been marked in areas such as canteens and offices in order to comply with social distancing measures?			
18. Have all personnel been briefed on site-specific social distancing measures?			
19. Have you assessed all tasks on site identifying those where social distancing measures of 2 metres are currently not being complied with?			
20. Can the identified tasks (point 19) be rearranged to enable them to be completed by one person, or by maintaining social distancing measures of 2 metres?			
21. If the tasks identified (point 20) cannot be rearranged in order to maintain social distancing measures, can they be avoided?			
22. Have you fully risk assessed all tasks where work within 2 metres cannot be avoided?			

<b>Hand washing</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
23. Have you allowed for additional breaks to facilitate hand washing?			
24. Have you provided additional hand washing facilities (for example, pop-ups) in appropriate areas?			
25. Are you providing hand sanitiser (minimum 60% alcohol based) in locations where fresh water and soap are not readily available?			
26. Is there a system in place to ensure that hand washing facilities are checked, cleaned and topped up?			
27. Have you briefed all personnel on hand washing procedures (for example, minimum 20 second duration)?			
<b>Toilet facilities</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
28. Have you restricted the number of personnel using toilet facilities at any one time (for example, using a welfare attendant)?			
29. Have floors been marked in order to comply with social distancing measures?			
30. Have you enhanced the existing toilet cleaning procedures, with particular focus on touch points, to ensure that they are cleaned more often and to a greater degree?			
31. Have you informed people that they should wash or sanitise their hands both before and after using the facilities?			
<b>Canteens and rest areas</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
32. Have you restricted the number of personnel using canteen and rest area facilities in order to comply with social distancing measures (for example, providing an attendant)?			
33. Have you clearly identified the capacity on all canteen and rest area facilities?			
34. Have break times been staggered in order to reduce congestion in the canteen and rest areas?			
35. Are personnel being encouraged to bring in their own food in order to reduce canteen staffing levels?			
36. Can the canteen provide pre-prepared or wrapped food in order to promote social distancing?			
37. Have you enhanced the existing canteen and rest area cleaning procedures, with particular focus on touch points, tables, kettles, refrigerators and microwave ovens, to ensure that they are cleaned more often and to a greater degree?			
38. Have you provided sufficient facilities for the disposal of rubbish in all facilities?			
39. Have you provided additional hand washing facilities for people entering and leaving these areas?			
<b>Changing facilities, showers and drying rooms</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
40. Have you restricted the number of personnel using the facilities in order to comply with social distancing measures (for example, providing an attendant)?			
41. Have you clearly identified the capacity on all facilities?			
42. Have you staggered start and finish times in order to reduce congestion in these areas?			
43. Have you enhanced the existing cleaning procedures, with particular focus on touch points, to ensure that they are cleaned more often and to a greater degree?			
<b>First aid and emergency response</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
44. There is additional pressure on the emergency services at present, which could affect response times. Have you stopped or re-scheduled work, or provided additional resource in the form of first aiders and trauma equipment?			
45. First aiders may need to breach established social distancing guidelines in order to preserve life. Have you re-assessed the risks to first aiders in the event of an accident on site?			
46. Have you considered social distancing in the event of emergency evacuation with respect to muster (assembly) points?			

Communication, documentation and monitoring				Yes	No	N/A	
47. Have you ensured that all relevant systems, procedures and documents (such as risk assessments and method statements) have been updated and aligned?							
48. Have you ensured that all relevant <b>contractor</b> systems, procedures and documents (such as risk assessments and method statements) have been updated and aligned?							
49. Have you briefed all personnel on site wide areas about changes that affect them?							
50. Have you briefed relevant personnel affected by changes to specific activity risk assessments and method statements?							
51. Do you have a system in place to record the details of all briefings?							
52. Do you have a system in place for the ongoing monitoring of new workplace systems and procedures?							
53. Do you have a system in place for the ongoing monitoring of new workplace practice/s (for example, procedure to practice)?							
Comments							
Name		Position		Signature		Date	