



COVID-19 Work Safely Protocol Arrangements Checklist

No.	Arrangements	Checked
1	The COVID-19 Safety Coordinator is	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	The COVID-19 Lead Worker Representative is	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	COVID-19 Return to Work Forms are in place and available from	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	COVID-19 Declaration Forms for Contractors and Visitors are available from	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	COVID-19 Risk Assessments are in place and have been updated following changes	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	All staff have been inducted on the COVID-19 Workplace arrangements	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	All staff are aware of the symptoms of COVID-19 including <ul style="list-style-type: none">• a fever (high temperature - 38 degrees Celsius or above)• a new cough - this can be any kind of cough, not just dry• shortness of breath or breathing difficulties• loss or change in your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal• runny or blocked nose, nausea, vomiting or diarrhoea• aches and pains or tiredness, sore throat, and headache	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	All staff are aware of what to do in the event that they have symptoms of COVID-19	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	All staff are aware that, if they are vaccinated and do not have symptoms, they are not classed as a close contact and can present for work	Yes <input type="checkbox"/> No <input type="checkbox"/>
10	Appropriate arrangements are in place for logging close contacts in the workplace	Yes <input type="checkbox"/> No <input type="checkbox"/>
11	COVID-19 signage is in place at the entrance to the building(s) which details the COVID-19 requirements for visitors and staff entering the premises	Yes <input type="checkbox"/> No <input type="checkbox"/>
12	Appropriate COVID-19 signage is in place throughout the building(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>
13	Appropriate hand sanitisation stations are in place at the entrance and in key locations throughout the building including	Yes <input type="checkbox"/> No <input type="checkbox"/>
14	Tissues and bins are provided for ensuring effective respiratory hygiene	Yes <input type="checkbox"/> No <input type="checkbox"/>
15	Masks are provided to staff for use in communal and designated areas including	Yes <input type="checkbox"/> No <input type="checkbox"/>
16	Appropriate arrangements are in place for maintaining 2m social distancing and where 2 metre social distancing can't be achieved, additional measures in line with the COVID-19 protocol are implemented including	Yes <input type="checkbox"/> No <input type="checkbox"/>
17	Appropriate arrangements for ensuring good ventilation are in place and CO2 monitors will be sourced for	Yes <input type="checkbox"/> No <input type="checkbox"/>
18	Contact points are sanitised periodically throughout the day. All staff are required to sanitise their workstation both prior to and after work on a daily basis	Yes <input type="checkbox"/> No <input type="checkbox"/>
19	Waste materials relating to covid controls are removed on a daily basis	Yes <input type="checkbox"/> No <input type="checkbox"/>
20	A process is in place to facilitate working from home and employees are aware of how to apply to work from home. A safe operating procedure for remote working is in place	Yes <input type="checkbox"/> No <input type="checkbox"/>
21	Procedures are in place to deal with a suspected COVID-19 case in the workplace	Yes <input type="checkbox"/> No <input type="checkbox"/>
22	Procedures are in place to deal with a suspected COVID-19 outbreak in the workplace	Yes <input type="checkbox"/> No <input type="checkbox"/>
23	An isolation room has been identified and is available in the event of a suspected case	Yes <input type="checkbox"/> No <input type="checkbox"/>
24	The first aid kit has been upgraded with COVID-19 related PPE items	Yes <input type="checkbox"/> No <input type="checkbox"/>
25	A process is in place to keep up to date with COVID-19 requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>
26	A process is in place to monitor and review COVID-19 arrangements	Yes <input type="checkbox"/> No <input type="checkbox"/>
27	A process is in place to communicate COVID-19 workplace changes to staff and visitors	Yes <input type="checkbox"/> No <input type="checkbox"/>

Print Name: _____ Signature: _____ Date: _____