

COVID-19 - Apprentice Safety on Site: Top Ten Checklist

The following checklist contains measures that your Employer/Site Management must have in place to ensure they are adequately protecting you and others and minimising the risk of spreading the infection. Many of these measures are already covered under current UK HSE Welfare guidance.

1.	Provide a site induction that includes the additional measures that have been put in place to protect the workforce and minimise the spread of COVID-19 infection.
2.	Provide additional handwashing facilities, ensuring a ready supply of soap, hot water and paper towels or hand sanitiser if hot water and soap are not readily available.
3.	Ensure that washrooms and toilets are regularly cleaned, soap, sanitiser and paper towels are readily available and that waste paper bins are routinely emptied and safely disposed of.
4.	Restrictions on the number of people able to use toilet at any one time. Where Portable toilets are the only facility available, these must be cleaned and emptied more frequently.
5.	Access to sites should only be allowed for essential visitors only. Ensure social-distancing at the entrance to the site (2 metres between people). Disable finger print scanners to reduce risk of cross contamination. Regularly clean common surfaces in offices, canteens, delivery areas for example: scanners, turnstiles, screens, telephone handsets and desks.
6.	Site Canteen - Staggered break times reducing congestion and allowing social distancing. Hand cleaning or sanitisers at the entrance. Tables should be cleaned between use, vending machines should be cleaned frequently
7.	Changing facilities, Showers and Drying rooms – Staggered use of these facilities, enhanced cleaning and regular disposal of waste.
8.	<p>Close working - When carrying out work activities, workers should adhere to social-distancing of 2 metres. Where this cannot be possible, workers should:</p> <ul style="list-style-type: none"> • Not carry out non-essential work • Not carry out work where there is close skin to skin contact • Plan work to minimise contact between workers • Reusable PPE should be cleaned thoroughly after use and not shared with other workers • Single use PPE should be disposed of safely so that it cannot be reused. • Stairs should be used instead of lifts or hoists • Regular cleaning of the inside of cabs in company vehicles and heavy plant including external door handles and especially when changing between different users or operators
9.	Site Meetings – Only those that have to attend should attend. This should be the bare minimum. Attendees should sit at least 2 meters apart. Meeting rooms should be well ventilated to allow fresh air to circulate. Consider holding meetings in open areas if possible. Thorough cleaning of meeting rooms following use should be completed.
10.	<p>Cleaning – cleaning activities should be increased to minimise the spread of COVID-19 in communal areas and at touch points including:</p> <ul style="list-style-type: none"> • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Hand rails on staircases and corridors • Lift and hoist controls • Machinery and equipment • Food preparation and eating surfaces • Telephone equipment • Keyboards, photocopiers and other office equipment • Hand tools and other portable electrical appliance that may be used by other workers.

What can you do to reduce the spread of COVID-19?

- ✓ Don't go to work if you have any of the symptoms of COVID-19 (High temperature and/or a new persistent cough).
- ✓ Do not go to work if you or someone that lives in your home has an underlying health condition that puts them at greater risk or are living with someone in self isolation.
- ✓ Do wash your hands regularly with soap and hot water or hand sanitiser for a minimum of 20 seconds when you get to work or arrive home, after you blow your nose, cough or sneeze, before you eat or handle food and after you have used the toilet and regularly throughout the day
- ✓ You should cough or sneeze into tissues before binning it responsibly in a waste bin. Wash you immediately afterwards.
- ✓ If you feel unwell at work, have a high temperature or a new persistent cough, inform your manager or supervisor, return home, avoid touching anything, cough or sneeze into a tissue or the crook of your elbow.
- ✓ You must then follow the NHS guidance on self-isolation and not return to work until the period of self-isolation has been completed.
- ✓ Follow all arrangements, instructions and guidelines your employer puts in place to minimise the spread of COVID-19 infection
- ✓ If you are concerned about the arrangements your employer or site have put in place to protect you and other workers to protect you from contracting the COVID-19 infection, tell your manager or supervisor immediately. **If in doubt contact your CITB Apprenticeship Officer. We should all be working together to reduce the risk of spreading the COVID-19 virus and to protect our co-workers, family and friends and key workers**
- ✓ Use all PPE as instructed and dispose of them responsibly; especially disposable gloves and face masks. Wash your hands immediately to stop any cross-contamination.

For further guidance on these matters go to:

[CIC Site Operating Procedures Covid19 Protecting your Workforce 23 March 2020](#)