

Project Name-

Principal Contractor-

Completed by –

Business Stream- Operation

Technique /Discipline- Driven Piles

Date-

This checklist is intended to be an additional control to be at all NPL locations operating during the Coronavirus Covid-19 pandemic to assess the extent to which the workforce are being protected and minimising the risk of spread of infection in line with the Government’s and any Principal Contractors recommendations on [social distancing](#).

The checklist below is to be used with a common-sense approach to ensure it is applied relative to the specific site circumstances i.e. large site shared facilities, small site shared facilities, self-contained accommodation and any NPL places of work etc.

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.

The health and safety requirements of any activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Sites should remind the workforce at every opportunity of the requirement of this checklist which are aimed at protecting them, their colleagues, their families and the UK population.

If a site is not consistently implementing the measures set out below, all NPL personnel shall be encouraged to report any issues to NPL Management and to PC ‘s Site Manager. Operations may be required to shut down if appropriate actions are not implemented.

Size of Site	Large	Medium	Small
Number NPL personnel on site	2	Approx. total number of people on site (ALL trades)	Medium

CONSIDERATIONS		Check box if YES	Check box if NO	If any question is answered NO then work must STOP and seek advice – add comments accordingly
Travel to site				COMMENTS, ACTIONS REQUIRED
1	Can all individuals travel to site alone in company vans or their own vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	
Site Access Points				
2	Are hand cleaning facilities provided at the site entrances and exits?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is social distancing in place at entrances and exits? <i>(1m space between persons)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Have finger-print scanners been removed or disabled?	<input type="checkbox"/>	<input type="checkbox"/>	NA
5	Are entrance & exit contact surfaces regularly cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	
Hand Washing - Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored				
6	Have a sufficient number of hand washing facilities been provided in a sufficient number of suitable locations?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Is soap & fresh water readily available / topped up at all times?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Have bins been provided for hand towels – are these regularly emptied?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Are regular checks and cleaning carried out of hand washing facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
Toilet Facilities - Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored				

Document Owner	C. Burns	Document Ref	Revision	Date	Page
		COV-01 App 2	3	Dec 21	1 of 3



10	Is social distancing controlled in the toilet facilities? <i>(Consider use of a welfare attendant to restrict numbers using at any one time).</i>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Are enhanced cleaning measures in place for toilet facilities, particularly door handles, locks and toilet flush handles?	<input type="checkbox"/>	<input type="checkbox"/>	
12	Is the 1m social distance in place? <i>(Staggered breaks, restricted seating arrangements)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Canteen & Eating Arrangements – encourage workers to bring in re-prepared meals and refillable drinking bottles from home				
13	Can shared equipment be provided which is cleaned between use, kettles, microwaves etc. <i>(If not, these should be removed from use)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Is the 1m social distance in place? <i>(Staggered breaks, restricted seating arrangements)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Is drinking water provided with enhanced measures for the tap mechanism?	<input type="checkbox"/>	<input type="checkbox"/>	
16	Have bins been provided for waste – are these regularly emptied?	<input type="checkbox"/>	<input type="checkbox"/>	
17	Are all facilities cleaned thoroughly at the end of each break including chairs, door handles, vending machines etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Changing facilities & drying rooms				
18	Is the 1m social distance in place? <i>(Staggered start & finish times – increase welfare capacity)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Based on the size of the facility - has the site determined how many can use the facilities at any one time?	<input type="checkbox"/>	<input type="checkbox"/>	
20	Have bins been provided for waste – are these regularly emptied?	<input type="checkbox"/>	<input type="checkbox"/>	
Avoiding Close Working - There will be situations where it is not possible or safe for workers to distance themselves from each other by 1 metre.				

General Principles

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to eliminate contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Regularly clean the inside of vehicle cabs and between use by different operators.

Site Meetings

- Only absolutely necessary meetings
- Only absolutely necessary participants should attend
- Attendees should be two meters apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.

Cleaning

- Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
 - Taps and washing facilities
 - Toilet flush and seats
 - Door handles and push plates
 - Handrails on staircases and corridors
 - Lift and hoist controls
 - Machinery and equipment controls
 - Food preparation and eating surfaces
 - Telephone equipment
 - Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

Controls to be added for site specific conditions and additional job tasks

SAFE TO CONTINUE

PLEASE STRIKEOUT OR CIRCLE AS APPROPRIATE

YES

NO

COMMENTS

Signature of Person completing this checklist -

Date

Copy to - Site File, Office & STEQ

Document Owner	C. Burns	Document Ref	Revision	Date	Page
		COV-01 App 2	3	Dec 21	3 of 3