

Covid-19 Control Measures Checklist – Govilon Village Hall

No	Hand Hygiene Facilities:	Yes	No	Action Required
1	Are there enough hand washing and hand sanitising stations in place to accommodate staff, visitors/ customers adhering to hand hygiene measures?		No	Advise – ensure that all toilets have adequate soap and hot water provision.
2	Are hand washing and hand sanitising stations in convenient locations that can be easily and frequently accessed? <ul style="list-style-type: none"> All entry and exit point High traffic areas The need for staff to wash their hands before and after a work task The distance staff are from hand washing and hand sanitising facilities including bathrooms The number of staff and any shift arrangements 		No	Place a table with hand sanitiser by the internal doors going into the main hall.
3	Have you made arrangements to ensure hand hygiene facilities are regular checked and well stocked e.g. hot running water, soap dispensers, paper towels, touch-free bins and hand sanitiser?	yes		
Hand Sanitising				
4	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as an active ingredient?		No	Ensure that the sanitiser is of the specification listed
5	Are there stations at entry and exit points of the workplace?		No	See point 2
6	Are there stations in areas that have high touch points or high footfall?			N/A
Employee awareness around hand hygiene in the workplace				
7	Have you informed staff about the importance of hand washing?		No	Place posters in the washrooms and kitchen areas
8	Have you shown staff how to wash their hand (with soap and water for at least 20 seconds) and dry them correctly?			N/a

9.	Have you shown staff how to use hand sanitiser correctly and where hand sanitising stations are located?			n/a
10	Have you displayed posters on how to wash hands correctly in appropriate places?		No	See point 7
11	Have you told staff and others when they need to wash their hands?			N/a
12	Have you provided facilities for outdoor staff to frequently practice hand hygiene?			N/a
13	Have you provided staff with hand sanitiser for use in work vehicles?			N/a
Respiratory hygiene				
14	Have you told staff of good respiratory measure to limit the spread of the virus? <ul style="list-style-type: none"> • Avoid touching face, eyes, nose, and mouth • Cover coughs and sneezes with an elbow or a tissue • Dispose of tissues in a covered bin 		No	Please posters within the building
15	Have you made tissues available to staff and covered bins or bin bags for their safe disposal?	Yes		
Physical distancing – staying 2m apart				
17	Have you looked at how you can change the layout of your workplace to allow for physical distancing		No	Due to the nature of the centre all hirers will need to adhere to government guidelines.
18	Do you have system to regularly remind staff to stay 2 metres apart?	Yes		Posters throughout the building
19	Have you identified the activities that involve interacting with customer, visitors and others and put in place measure to help prevent contact and ensure physical distancing, as far as possible?			N/a
20	Can you re-arrange working times and shifts to minimise the number of people at work together?			N/a

21	Can you rearrange break areas and times to comply with physical distancing?			N/a
22	Can you organise staff into teams who consistently work and take breaks together?			N/a
23	If it's not possible to maintain physical distancing in the canteen, have you considered making alternative arrangements?			N/a
24	Can you provide a one-way system for entering and exiting the workplace where practical?		No	
25	Have you implemented physical distancing for outdoor work activities?			N/a
26	Have you reduced the number of people working in enclosed spaces by? <ul style="list-style-type: none"> • Facilitating working from home • Reducing the number of work tasks • Postponing non-essential work? 			N/a
27	Have you put floor markings in place to remind everyone in the workplace of the 2-meter physical distance required?		No	Community centre so the hirers need to adhere to government guidelines
28	If it is not possible to ensure a 2-metre physical distance between staff, have you put in place alternative measures: <ul style="list-style-type: none"> • Installed physical barriers, such as clear plastic sneeze guards • To minimise any direct staff close contact • 			N/a
29	Have you staggered entry into the workplace including the entry of customers or clients?			N/a
Minimising contact				

30	Have you minimised the need for business trips or for staff to gather for meetings?			N/a
31	If staff must meet do you make sure they meet in a large space where physical distancing can be done and for as short a time as possible?			N/a
32	Have you put in place a system that eliminates or reduces the need for staff to travel together in vehicles?			N/a
33	In cases where vehicles are shared have you told staff to sit as far apart as possible, to wear face coverings and to clean the frequently touched surfaces?			N/a
34	Have you advised staff to travel alone if using their cars for work?			N/a
35	Have you told staff to clean and disinfect surfaces and shared equipment and not to shake hands and to avoid physical contact?		No	Need to let the hirer know that they need to clean down touch points with sanitiser.
PPE				
36	Has the correct PPE been identified based on the hazard and staff activity?			N/a
37	Is there a sufficient supply of relevant PPE required to allow a safe return to work?			N/a
38	Have you trained staff in the correct use, removal, cleaning, storing and disposal of PPE?			N/a
39	Have you decided for disposal of PPE?			N/a
At risk Groups				
40	Have you determined if any of your staff are at high risk from Covid-19?	Yes		
41	Have you enabled high risk staff to work from home where possible?			N/a
42	Have you enabled at risk staff to maintain a physical distance of 2 meters?			N/a
Changes to work practices				

43	Have you considered any other changes to work practices to minimise the spread of Covid-19			N/a
44	Have you arranged for safe delivery of goods to the workplace?			N/a
Visiting Contractors/Staff				
45	Are there arrangements in place to inform other staff, contractors, or visitors of the workplace measures to help prevent the spread of infection?	Yes		Ensure that the hires are aware of the measures you have in place and what is expected.
48	Is there a system of recording visits to site/workplace by staff and other as well as visits by staff to other sites (Covis-19 Contact tracing)	Yes		Ensure that all hirers take names and contact numbers for their sessions. They need to keep these for 30 days. If you have more than one group in a day you will need to get copies of the attendance sheets as well.
Additional Information				

Name: Michael Pearson

Signature: Michael Pearson

Date: 28/07/2020