

BUSINESS RESILIENCE CHECK LIST

Working safely during COVID-19



1. Have you carried out a COVID-19 risk assessment?..... YES NO
2. Have you put reasonable measures in place to reduce risks? YES NO
3. Are those staff who can, working from home?..... YES NO
4. Have you identified clinically vulnerable individuals?..... YES NO
5. Do you have measures in place to maintain 2m social distancing wherever possible?..... YES NO
6. Can you maintain social distancing between individuals when they are at their workstations? YES NO
7. Have you introduced ways to minimise face-to-face meetings? YES NO
8. Can you maintain social distancing in meetings?..... YES NO
9. Can your team members maintain social distancing while using common areas?..... YES NO
10. Have you minimised the number of unnecessary visitors to your facility?..... YES NO
11. Do your people understand what they need to do to maintain safety?..... YES NO
12. Has any site or location that has been closed or partially operated been cleaned and ready to restart?.... YES NO
13. Do you have suitable cleaning procedures in place? YES NO
14. Do you have measures in place to prevent transmission by touching contaminated surfaces? YES NO
15. Do you help everyone maintain good hygiene through the working day?..... YES NO
16. If you have changing rooms and showers, have you reduced the transmission risk?..... YES NO
17. Have you introduced measures to reduce transmission through contact with objects that come into the workplace and/or vehicles at the worksite? YES NO
18. Have you changed the way work is organised to create distinct groups and reduce the number of contacts each worker has? YES NO
19. Can workers delivering to other sites, such as factories, logistics sites or customers' premises, maintain social distancing and hygiene practices? YES NO
20. Do you ensure all workers are kept up to date with how safety measures are being implemented or updated? YES NO

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