

COVID-19 – EMPLOYER CHECKLIST 3 – INDUCTION / FAMILIARISATION

NO.	CONTROL	YES	NO	DETAILS	ACTION REQUIRED
1.	Do you have a system in place to keep up to date with the latest COVID-19 Government advice and to pass that advice on to employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AHF regularly checking guidelines	
2.	Do you have a completed COVID-19 return-to-work form for each employee at the induction? (See template Return-to-Work form)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In progress.. complete return to work form re current health	
3.	Have you covered the signs and symptoms of COVID-19?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Covid handbook	
4.	Have you explained to employees how the virus is spread?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Covid handbook	
5.	Have you covered the control measures you have put in place to minimise the risk of employees being exposed to COVID-19? (See Checklist No. 2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSoW	
6.	Have you demonstrated social distancing, good hand hygiene and respiratory etiquette to employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSoW	
7.	Have you given employees information on Higher Risk Groups and asked them to let you know privately if they fall into any of these categories?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Covid handbook, knowledgebase and risk assessment declaration	
8.	Have you told employees they must stay at home if unwell or if they have any symptoms of COVID-19 and informed them of their entitlements if they are unwell or need to quarantine?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In SSoW and Covid handbook	
9.	Have you told employees what to do and what to expect if they start to develop symptoms of COVID-19 in the workplace, including where the isolation area is? (See Checklist No. 4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In SSoW and Covid handbook	
10.	Have you told employees the purpose of the COVID-19 contact log in the workplace?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In SSoW and Covid handbook	
11.	Have you covered any relevant changes in your business COVID-19 response plan? (See template COVID-19 Response Plan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
12.	Have you included any relevant updates (to minimise the risk of you and others being exposed to COVID-19) in your risk assessments and safety statement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Updated versions of SSoW and Covid handbook	
13.	Have you included information on changes to your emergency plans?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Updated H&S procedures	

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14.	Have you explained any changes to first aid procedures to minimise the risk of you and others being exposed to COVID-19?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email to first aiders with updated guidance	
15.	Have you identified the Employee Representative(s) to all employees and explained what their purpose is?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kerry Povey	
16.	Have you explained any new staff rosters, changing of start / finish times, rostering of breaks etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email communication and office rota	
17.	Have you told employees to wash their hands before leaving home and on arrival in the workplace, and at regular intervals throughout the day?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In SSoW and Covid handbook	
18.	Have you explained the importance of employees avoiding touching their faces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In SSoW and Covid handbook	
19.	Have you explained the need for employees to avoid physical contact with colleagues, clients or visitors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In SSoW and Covid handbook	
20.	Have you explained the need for the twice-daily cleaning regime of frequently touched surfaces such as door handles, light switches, kettles, coffee machines, toasters, microwaves, fridge doors etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In SSoW and Covid handbook and daily office checklist	
21.	Have you explained the need to avoid sharing items such as cups, bottles, cutlery, pens etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In SSoW and Covid handbook	
22.	Have you provided each employee with cleaning materials, including disinfectant wipes, and advised them to clean their own workspace twice daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In SSoW and Covid handbook. Each employee has designated desk and drawer with own wipes, spray and stationery and around office	
23.	Have you advised employees of the public health recommendations about when to use a face covering?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In SSoW and Covid handbook	
24.	Have you advised employees to reduce work-related travel as far as possible and provided means for them to have meetings in other ways e.g. phone / online rather than in person?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In SSoW and Covid handbook	
25.	Have you advised employees to travel alone if using their cars for work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In SSoW and Covid handbook	

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26.	Have you advised employees who have to share a vehicle to wear a face covering and to clean the vehicle's frequently touched surfaces at the start and end of each shift?	<input type="checkbox"/>	<input type="checkbox"/>	N/A sharing vehicles is not permitted as per SSoW and Covid handbook	
27.	Have you told employees about the supports available to them if they are feeling anxious or stressed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mental health strategy to be launched 2021	
28.	Have you explained the proper fitting, use, removal, cleaning, storing and disposal of any required PPE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In SSoW and Covid handbook	
29.	Do you have a system that allows your workers to raise issues or concerns and have these responded to?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contact manager as per SSoW and Covid handbook	

SIGNED:



Name:

Alicia Hammersley-Fenton

Position:

Director

Date:

02 Dec 2020