

Coronavirus (COVID-19) Risk Assessment Checklist



As always Osborne has a duty of care to our people and those involved in our works, that has not changed, what is new is that we all now have a very significant hazard to contend with during the Coronavirus pandemic. Therefore we need to ensure that we have the processes and controls in place to ensure we have safe working conditions in place to protect our people. This checklist is intended to ensure that these controls are in place, managed and effective in protecting everyone involved with the delivery of our works. This includes but is not limited to compliance with the Construction Leadership Council Site Operating Procedures.

TO BE CLEAR: If the Osborne Risk Assessment for Managing Coronavirus shows that the required controls cannot be put in place **the activity in question must stop.**
If that assessment shows that the site as a whole cannot operate in accordance with the SOPs **the site must stop work** once safety and security arrangements are made.

It is equally clear that some activities Osborne undertakes are not considered "construction sites" although they are construction related - working in people's homes and work in the rail and highways sectors. Regardless of which category we are working in we must assess the risk and **only continue to work if the controls are adhered to.**

This checklist is a record of the implementation of the Risk Assessment which must be completed for each site, office or contract across all subsidiary businesses. This will be **completed DAILY for TWO WEEKS, after this time it can be completed weekly.** You will see that this record does not have the depth or detail of your actual risk assessment. It is a record demonstrating that you have monitored application of the required controls.

Each completed form it is to be uploaded to IGO in PD-07.01

N.B. Where we say site in the checklist this refers to any Osborne site, office or workplace.

Project Number:				
Project Name:				
Record Completed by:				
Date checklist first completed on site:				
Date and Time Check Completed:				
Project Planning	Y/N	Comments	Safe to continue? Y/N	Action Required
CPP reviewed and updated				
Emergency arrangements reviewed and updated, including fire risk assessment and plan, first aid assessment				
Coronavirus Risk Assessments	Y/N	Comments	Safe to continue? Y/N	Action Required
Has the latest version of the Osborne Risk Assessment for Managing Coronavirus been completed?		<i>Note - Include RA Issue number .</i>		
Have the controls within it been communicated to everyone on site including new starters?				
Have all contractors included Coronavirus controls in their Risk Assessments, re-submitted them for review and re-briefed them to their operatives?				
Are there any additional client specific requirements that need to be adhered to? (if so state what they are and what is being done to comply with them).				
Is anyone on site/in the property displaying or reporting any symptoms of Coronavirus?	Y/N	Comments	Safe to continue? Y/N	Action Required
High Temperature?				
A New Continuous Cough?				
A loss of, or change to, their sense of smell or taste?				
Has anyone returned to work recently who has been in self-isolation and did they follow the recommended isolation timescales?				
Are all appointments Triaged before they are made and are the Triage questions being asked by the operative prior to entering a residents property?		<i>Applicable to OPSL only</i>		
Travel to Site	Y/N	Arrangements	Safe to continue? Y/N	Action Required/Notes
Are people being asked how they are getting to site and is it being identified if anyone isn't following the recommended travel guidelines?				
Have suitable adjustments been made to assist in people being able to travel at less busy times if they are using public transport?				
Has consideration been given, and is there a plan in place, as to how someone would get home if they were taken ill?				
Driving at work	Y/N/NA	Arrangements <i>If N/A state why below</i>	Safe to continue? Y/N/NA	Action Required/Notes
If driving at work are operatives able to maintain social distancing in their vehicle/cab?				
If not are the 'grouping' controls being followed?				
Are the work vehicles/machine cabs being cleaned in accordance with the RA requirements?				
If vehicles are carrying more than one person are the Network Rail requirements for barriers being adhered to?		<i>Network Rail contracts only.</i>		
Contact with Site Access Points	Y/N	Arrangements	Safe to continue? Y/N	Action Required/Notes
Have controls been implemented to ensure that social distancing can be maintained at all times at site access/egress points and property thresholds?				
Are cleaning facilities/controls in place and being used at these points?				

Handwashing Facilities	Y/N	Arrangements	Safe to continue? Y/N	Action Required/Notes
Have controls been implemented to ensure that social distancing can be maintained at all times at the handwashing facilities?				
Are there sufficient supplies of cleaning materials available?				
Are there sufficient supplies of soap and/or hand sanitiser available?				
Is the waste in these areas being controlled and are the facilities being cleaned frequently?				
Toilet Facilities	Y/N/NA	Arrangements If N/A state why below	Safe to continue? Y/N	Action Required/Notes
Have controls been implemented to ensure that social distancing can be maintained at all times at the toilet facilities?				
Is the waste in these areas being controlled and are the facilities being cleaned frequently?				
Canteens, Eating Facilities and Lunchbreak Areas	Y/N/NA	Arrangements If N/A state why below	Safe to continue? Y/N	Action Required/Notes
Have controls been implemented to ensure that social distancing can be maintained at all times in these areas?				
Is the waste in these areas being controlled?				
Has an enhanced cleaning regime been established and is cleaning being undertaken frequently in accordance with the RA?				
Changing Facilities, Showers and Drying Rooms	Y/N/NA	Arrangements If N/A state why below	Safe to continue? Y/N	Action Required/Notes
Have controls been implemented to ensure that social distancing can be maintained at all times in these facilities?				
Is the waste in these areas being controlled and are the facilities being cleaned frequently?				
Working in Close Proximity to Others	Y/N	Arrangements	Safe to continue? Y/N	Action Required/Notes
Has the hierarchy of controls relating to working in close proximity to others been applied to all tasks?				
Has all work been planned to allow the 2M social distance to be maintained?				
Where activities are taking place within 2 metres have sufficient risk mitigation controls been implemented and adhered too?				
Have all risk assessments / method statements been reviewed and approved by two Osborne employees?				
Where works need to take place within 2M have these been authorised by the relevant business director?				
Is everyone displaying good behaviour in terms of social distancing at all times?				
First Aid Arrangements	Y/N	Arrangements	Safe to continue? Y/N	Action Required/Notes
Are there adequate levels of First Aiders available and have they all read the Osborne First Aid at Work during the COVID -19 Pandemic guidance?				
Cleaning	Y/N	Arrangements	Safe to continue? Y/N	Action Required/Notes
Have enhanced cleaning regimes been established in all areas (including offices and Voids - Voids OPSL only) and has the cleaning Risk Assessment been completed?				
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