



Covid-19 Site Operating Checklist

During the Covid-19 pandemic, workers must be protected to minimise the risk of the virus spreading. NFRC have developed this checklist to assist you with complying with current government and industry guidance on protecting your workforce whilst on-site during the pandemic. For more general advice on working on construction sites during the Covid-19 pandemic download the NFRC Working During the Coronavirus Outbreak¹ guidance note.

Company name		Project Title	
Location			

Travelling to work	YES	NO	N/A
Are you or any other members of your workforce showing signs of having Covid-19?			
If you are travelling to a site which is not being operated by a main contractor does the building owner/tenant know that you are going, and have you checked to make sure that no one at the property has symptoms of Covid-19?			
Have you checked the parking arrangements for additional cars and vehicles at your location prior to travelling?			
Have you cleaned the inside of your vehicle cab including door handles, steering wheel, gear stick and indicator stalk prior to setting off?			
Have you got disposable gloves or hand sanitiser (minimum 60% alcohol based) available in the vehicle to protect or sanitise your hands in case you need to fill up with fuel during your journey?			
Have you ensured as much ventilation as possible when travelling by opening the windows?			
Do you have a documented procedure in place if you or one of your work colleagues develop symptoms of COVID-19 whilst at your place of work?			
Site Access and Egress	YES	NO	N/A
Have start and finish times on-site been staggered in order to reduce congestion at access and egress points?			
Is there an adequate number of site access and egress points to help reduce congestion and promote social distancing?			
Have you briefed your workers on the importance of social distancing when entering and leaving the site?			
Have entry systems that require skin contact (for example, fingerprint scanners) been removed or disabled?			
Are there facilities in place for workers to wash their hands when entering and leaving the site?			
Is there a system in place for enhanced cleaning procedures at touch points in access and egress areas?			
Are there procedures in place to manage site deliveries properly?			

2 | Covid-19 Site Operating Checklist

On-Site Hygiene	YES	NO	N/A
Have additional hand washing facilities been provided?			
Are you providing hand sanitiser (minimum 60% alcohol based) where hand washing facilities are not available?			
Are procedures in place to check that hand washing facilities are cleaned regularly?			
Have you briefed your workers on the importance of hand washing?			
Are there enhanced site cleaning procedures to ensure that touch point areas (<i>for example, door handles, access equipment, handrails and machinery controls</i>) are cleaned?			
Are there enhanced cleaning procedures for tools and equipment being used by more than one person?			
Is the increased hygiene regime being adequately supervised to ensure compliance with the revised guidelines			
Toilet Facilities	YES	NO	N/A
Have you restricted the number of workers using toilet facilities at any one time?			
Have floors been marked in order to comply with social distancing measures?			
Are toilets cleaned regularly, with particular focus on touch points?			
Have you told your workers about the importance of washing or sanitising their hands both before and after using the facilities?			
Welfare Facilities	YES	NO	N/A
Has the number of people using the canteen and rest areas been restricted in order to comply with social distancing measures?			
Have break times been staggered in order to reduce congestion in the canteen and rest areas?			
Are workers being encouraged to bring in their own food?			
Have cleaning procedures been increased in the canteen and rest areas, with particular focus on touch points, tables, kettles, refrigerators and microwave ovens?			
Have bins been provided for the disposal of rubbish and food waste?			
Have additional hand washing facilities been provided for workers entering and leaving these areas?			
If workers are eating in a vehicle have you informed them that their hands should be cleaned before and after eating, including all surfaces and controls that have been touched prior to leaving the vehicle.			

Site Working Procedures	YES	NO	N/A
Have you reduced the number of workers attending site in order to comply with social distancing measures?			
Has your site induction/safety briefing been amended in order to deliver your new site operating procedures?			
Have floors been marked in order to comply with social distancing measures?			
Have all personnel been briefed on site-specific social distancing measures?			
Have you identified tasks which can be completed by one person, or by workers maintaining social distancing measures of 2 metres?			
Where the social distancing measures cannot be applied, have you minimised the number of workers involved in these tasks and the frequency and time your workers are within 2 metres of each other?			
Are you providing additional supervision to monitor and manage compliance of your enhanced procedures?			
Emergency First Aid	YES	NO	N/A
There is additional pressure on the emergency services at present, can you reschedule high-risk work?			
First aiders may need to breach social distancing guidelines in order to preserve life. Have you assessed the risks to your first aiders in the event of an accident and updated your work at height rescue plan to reflect these?			
Additional Comments:			



Further information

¹ NFRC Guidance Note 14–Working During the Coronavirus Outbreak:

[https://www.nfrc.co.uk/docs/default-source/coronavirus-assets/nfrc-guidance-note-14-\(covid-19\)--working-during-the-coronavirus-outbreak.pdf](https://www.nfrc.co.uk/docs/default-source/coronavirus-assets/nfrc-guidance-note-14-(covid-19)--working-during-the-coronavirus-outbreak.pdf)

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