

## COVID-19 Health & Safety Inspection Checklist

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

<b>Site:</b> All sites
<b>Site Address:</b> All college sites
<b>Company:</b> Newcastle College
<b>Inspection Undertaken by:</b> Lee Ambler
<b>Report No:</b> 1.4 (See supporting risk assessments for area/task specific detail)

No of issues not closed out from previous inspection	0	No of issues that are repeated from previous report	0
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<b>Findings of Inspection</b>
Level of compliance should be included in report using a Rag Rating - <b>Green</b> – Full compliance (no action required), <b>Amber</b> - breach identified (remedial action recommended), <b>Red</b> – significant breach (action required)

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	Green	Line managers carry out risk assessments with the staff member prior to their return
2.	Are you tracking people who have been identified as high risk/are shielding.	N	Green	HR have identified groups who are classed as extremely vulnerable or vulnerable. A risk assessment format has been produced covering staff and students in these categories. Individual risk assessments should be completed by line managers for staff classed as vulnerable if they are required to attend work.
3.	Where practicable have staff been allowed to work from home/remotely.	Y	Green	The business is looking to move to an agile working pattern for staff where possible although this is no longer required under the latest guidance.

4.	Can all staff maintain the government guidelines for social distancing based on your industry ( <a href="#">The latest Social Distancing Guidelines available here</a> ). These could include but are not limited to the following:	N/A	Green	Social distancing requirements have now been removed under the latest guidance
4a	Are you able to segregate staff's activities to promote 2 meters distance.	N/A	Green	As above
4b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less.	N/A	Green	As above
4c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two meters distance.	N/A	Green	One way systems are no longer required. These have been replaced by keep left signage in corridors and stairwells.
5.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	Further guidance will be provided to staff and students ahead of the new term.
6.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	Signage in place in toilets and around campus. Specific guidance has been issued to first aiders and staff who support high needs learners
7.	Have staff been instructed on social distance where practicable while at work.	N/A	Green	Social distancing requirements have now been removed under the latest guidance
8.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Guidance has been issued to staff and students on a number of occasions and has been updated in line with changing government advice.
9.	Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff.	Y	Green	Relevant updates are shared with staff through regular communications. Lee Ambler is in regular liaisons with the local council
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Green	Staff continue to be encouraged to hold meetings through Teams. Travel is encouraged to be avoided as much as possible.

**B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.**

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures.	Y	Green	Compliance will be monitored by security personnel. Sufficient parking is available to maintain social distancing due to drastically reduced numbers attending site
2.	Are workers using their own transport for work activities.	Y	Green	Advice has been included in staff/student guidance regarding hygiene measures and a risk assessment has been produced for skills trainers who use their own vehicles
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	This has been included in staff/student guidance.
4.	Have you considered staff that are required to car share for their role and whether this could continue.	Y	Green	The ban on vehicle sharing has now been lifted, in line with the latest guidance.

5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	One way systems are no longer required. These have been replaced by keep left signage in corridors and stairwells.
6.	Has access to the building/site been restricted to visitors and contractors etc.	N/A	Green	Restricted access no longer required although risk assessments remain in place for visitors. Visitors are provided with guidance on NCL requirements before attending site.
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building.	Y	Green	Visitors will be accompanied by staff members at all times and will be advised of local controls on entry.
8.	Have appropriate hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	Green	Wall mounted hand sanitisers in place at entrances. Additional wipes and sanitisers have been placed in offices and classrooms
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.	Y	Green	Signage in various locations
10.	Are the signs displayed reviewed and replaced as necessary.	Y	Green	Signs in line with government guidance and updated as necessary

**C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.**

No	Issues	Y/N/ NA	Rating R/A/G	Comments
1.	Have you completed a deep clean of the property / site before returning.	N	Green	Deep cleans are required following a confirmed or suspected case within the college. Heightened cleaning regimes are in place
2.	Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied.	Y	Green	ISS contract offers sufficient services
3.	Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y	Green	Increased cleaning of contact points by ISS
4.	Are appropriate cleaning products being used during daily preventative clean regime.	Y	Green	Cleaning products used by ISS are in line with industry and government guidance Wipes provided to staff for cleaning of equipment will be alcohol or chlorine based
5.	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	ISS staff fully trained in correct cleaning methods and safe use of products
6.	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	N	Green	Removal of blinds would cause additional issues for DSE users. Risks from blinds is very low

7	Can blinds be kept opened and locked if they cannot be removed.	N/A	Green	Blinds can be opened but the risk is negligible
8	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	N	Green	Not practical to removed carpets from offices and teaching areas. Cleaning regime is in place
9	Is it practicable to introduce a daily steam cleaning procedure for washrooms.	Y	Green	ISS provide advice on level of cleaning required
10	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.	N	Green	Wipes have been issued to allow cleaning of desks/PC's

#### **D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.**

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/ NA	Rating R/A/G	Comments
	<b>Has your responsible person carried out checks on your building in the following areas:</b>			
1.	Fire Safety Systems / Emergency Lighting.	Y	Green	Managed by estates team. Maintenance and statutory inspections have continued throughout the pandemic
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	Managed by estates team. Maintenance and statutory inspections have continued throughout the pandemic
3.	Gas Installations.	Y	Green	Managed by estates team. Maintenance and statutory inspections have continued throughout the pandemic
4.	Legionella Controls.	Y	Green	Managed by estates team. Maintenance and statutory inspections have continued throughout the pandemic
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	Managed by estates team. Maintenance and statutory inspections have continued throughout the pandemic
6	Lift Statutory Inspections.	Y	Green	Managed by estates team. Maintenance and statutory inspections have continued throughout the pandemic

**Inspection undertaken by:**

Signed: Lee Ambler

Date: 10/08/21

## Workplace Health & Safety Inspection Action Summary

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A2	HR to identify groups who are classed as extremely vulnerable or vulnerable. A risk assessment has been produced covering staff and students in these categories. Individual risk assessments should be completed for staff classed as vulnerable if they are required to attend work.		HR	10/06/20
A4	Guidance is currently being drawn up for staff and students		L.AMBLER	10/06/20
A5	Guidance is currently being drawn up for staff and students		L.AMBLER	10/06/20
A7	Guidance is currently being drawn up for staff and students		L.AMBLER	10/06/20
B1	This should be included in staff/student guidance		L.AMBLER	10/06/20
B2	This should be included in staff/student guidance		L.AMBLER	10/06/20
B3	This should be included in staff/student guidance		L.AMBLER	10/06/20
B5	Plans are being drawn up to ensure social distancing is achievable during a partial re-opening for staff and students		L.AMBLER	10/06/20
B8	Wall mounted hand sanitisers in place. Additional wipes will be needed for first aiders and potentially for staff to clean their work desks		L.AMBLER	10/06/20
C10	Wipes should be issued to allow cleaning of desks/PC's		L.AMBLER	10/06/20
Additional Comments				

Signed: L.Ambler

Date: 10/08/21

## COVID-19 Health & Safety Risk Assessment

Company Name: Newcastle College Location: All sites

Ref No:

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Employee Safety –</b>								
Psychological well being	Staff	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.</p> <p>Concerns on workload issues or support needs are escalated to line manager.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p>	E	Moderate	Unlikely	Low		

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Virus transmission in the workplace	Staff, visitors, contractors	<p>An inspection checklist has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>Staff continue to work remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments).</p> <p>Keep left signage displayed in corridors and stairwells.</p> <p>Staff and students are encouraged to wear face coverings while in lifts, and communal areas.</p> <p>Employees are educated on preventative care.</p> <p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> <p>Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.</p> <p>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.</p> <p>Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.</p>	E	Major	Unlikely	Medium		

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Perspex screens remain in place in receptions and other areas where staff work with the general public.</p> <p>Staff and students have been provided with LFD tests and are encouraged to test themselves twice weekly.</p> <p>All adults will now have been given the opportunity to receive both vaccine doses. This will reduce the risk of serious illness should COVID-19 be contracted.</p> <p>Those under the age of 18 are at significantly less risk of serious illness from the virus but should still follow the control measures that have been identified.</p> <p>PPE is considered for work processes where close contact is required. The need for PPE is identified in task specific risk assessments</p> <p>Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing.</p> <p>The government's e.g. Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e line managers, HR) and shared with staff.</p> <p>Business related travel is reduced</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p>						



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Someone entering the workplace with COVID-19	Staff, visitors, contractors	<p>Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>Staff are made aware of COVID-19 symptoms via comms guidance</p> <p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate and request a test in line with government recommendations</p> <p>Staff will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms</p> <p>Close contact tracing will now be carried out by Test and Trace. Staff and students have been provided with LFD tests and are encouraged to test themselves twice weekly.</p> <p>LFD COVID testing has been offered to all learners on return. This will be delivered through onsite testing centres. Testing is voluntary and students will not be denied access to education if they choose not to take part.</p>	E	Major	Unlikely	Medium		

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PRPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Travel, Access & Egress								
Driving at work	Staff, Contractors	Car sharing is now permitted under the latest guidance	E	Major	Unlikely	Medium		
Entry and exit to building	Staff, visitors, contractors	Keep left signage in place in corridors and stairwells  Signage in place encouraging building users to wear face coverings in communal areas.  Face covering bins positioned at entry points.  Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/site including access and egress areas  Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	E	Minor	Unlikely	Low		

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Cleaning and hygiene measures</b>								
Environmental Cleaning	Staff, visitors, contractors	A deep clean of the property / site is performed as required by procedures	E	Minor	Unlikely	Low		
Cleaning Frequency	Staff, visitors, contractors	Frequent cleaning of toilets and regular touch points is undertaken.	E	Moderate	Unlikely	Medium		
Commonly touched surfaces	Staff, visitors, contractors	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, handrails, flush plates, taps, dispensers, toilets, canteen / food preparation areas.  Appropriate cleaning products are used during daily preventative clean regime.  Sanitising wipes provided for staff to clean their equipment	E	Major	Unlikely	Medium		
Use of cleaning products	Staff, Contractors	Carried out by ISS Persons undertaking the cleaning have been instructed with clear safe usage instructions.  The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use  Correct PPE is provided for the use of cleaning materials	E	Minor	Unlikely	Low		
Housekeeping	Staff, Contractors	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day. Sanitising wipes are available to clean shared equipment before and after use.  Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.	E	Major	Possible	Medium		

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Fire, heat, burns, smoke inhalation	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas:  Emergency lighting suitable, sufficient and maintained.  Suitable number fire extinguishers available in required locations.  Fire hoses available and operational (If installed).  The sprinkler system including head's maintained (if fitted).  Dry / wet risers inspected and maintained (if installed).  Fire blankets available in required location.  Fire alarm and detection system for the building tested, inspected and maintained.  Means of escape clear.  Fire doors provided and maintained in good working order.  Building has suitable lightening conductors / protection.  The fire risk assessment suitable & sufficient / current.	E	Major	Very unlikely	Low		

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PRPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Ventilation / Humidity / Lighting & Heating Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, visitors, contractors	Workplace temperatures are suitable  Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.	E	Minor	Very unlikely	Low		
Ventilation	Staff, visitors, contractors	Natural ventilation is available in the workplace, e.g. windows or open doorways.  Mechanical ventilation fitted in areas where there is no natural ventilation.  Air exchange rate of the air handling system meet standard requirements for the occupants in the building.  Ventilation systems have been adequately maintained and serviced.  Re-circulation systems have been disabled.  All main air handling plant is on full fresh air and full extract.	E	Minor	Very unlikely	Low		

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PRPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Legionella/Water Systems/Hygiene - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Water outlets Legionella	Staff, visitors, contractors	Tanks, taps and shower outlets inspected and maintained.  Suitable controls in place to reduce the risk of legionnaires disease.  Recent tests of the water systems has shown the flushing regime has been sufficient  Water fountains removed from service due to the risk of infection spread.  All showers other than 1 for the gym have been taken out of use.	E	Minor	Very unlikely	Low		
Drinking water	Staff, visitors, contractors	Communal drinking fountains have been reduced to foyers. These are cleaned regularly by ISS	E	Minor	Very unlikely	Low		

Signed:	Lee Ambler	Assessment Date:	Further action	Action Review Date(s):
Name:	Lee Ambler	10/08/21	required: No	Next Review Date: As required

### Need further assistance?

Alcumus PSM can offer bespoke H&S guidance. If you want more support, contact us using the details below:

E: [psm.enquiries@alcumusgroup.com](mailto:psm.enquiries@alcumusgroup.com) | T: 01484 439930 | [www.alcumusgroup.com/psm](http://www.alcumusgroup.com/psm)