

## COVID 19 Site Specific Weekly Review

<b>R No / Site Name</b>		<b>Manager /Supervisor Reporting</b>		
<b>Principal Contractor</b>		<b>Longworth SOP Version</b>		<b>Initial Review Date</b>

<b>Considerations</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Outline Site Specific Measures put in place</b>
<b>When to Travel to Work</b>				
Are all workers being regularly briefed on the criteria for deciding whether to travel to work or not (for example, if someone falls ill, social distancing or self-isolation)? Refer to Longworth SOP				
Are records being kept up-to-date, where individual workers have fallen ill or are in self-isolation?				
<b>Travel to Work</b>				
Are workers being informed of the recommended ways of travelling to and from site on an on-going basis?				
If anyone is travelling other than private vehicle are the additional arrangements for vehicle and bicycle parking adequate?				
<b>Site Access and Egress</b>				
Are all non-essential visitors being stopped?				
Are the staggered start and finish times reducing congestion at access and egress points to acceptable levels?				
Is the one-way system reducing congestion to acceptable levels?				
Are workers being briefed regularly on the importance of social distancing when entering and leaving the site?				
Are the facilities for hand washing when entering and leaving the site being used? <b>Take Photo of Facilities</b>				
Is enhanced cleaning at any touch points in access and egress areas (Entry and Exits) being completed? <b>Take Photo of Facilities</b>				
Are site deliveries being managed properly in order to ensure social distancing measures are being complied with?				
<b>General Site Measures</b>				
Are there now restricted numbers of workers attending site inductions, and do site induction areas comply with social distancing measures?				
Is the site induction being updated on a regular basis to ensure it meets current site operating procedures?				
Are the enhanced, site-wide cleaning procedures being completed as planned?				
Are the enhanced cleaning procedures for tools and equipment being used by more than one person being completed as planned?				
In order to comply with social distancing measures, are areas with marked flooring still in place and legible? <b>Take Photo of Layouts and markings</b>				
Are all personnel being briefed on site-specific social distancing measures on a regular basis?				
Have all applicable tasks been rearranged to enable them to be completed by one person, or by maintaining social distancing measures of two meters? Comment examples				
Are all tasks where work within two meters cannot be avoided, being risk assessed with operatives and a manager at Longworth?				
<b>Hand Washing</b>				
Are workers taking additional breaks to facilitate hand washing?				
Are the additional hand washing facilities (for example, pop-ups) being used? <b>Take Photo of Facilities</b>				
Are hand washing facilities being checked, cleaned and topped up on a regular basis? <b>Take Photo of Facilities</b>				
Are all personnel following hand washing procedures (for example, a minimum 20 second duration)?				
<b>Toilet Facilities</b>				

**Review Confirmation of NO CHANGES only.**

**Name & Signature of Supervisor/Project Manager & Date of Review**

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Are the restrictions on the number of personnel using the toilet facilities at any one time working?				
In order to comply with social distancing measures, are areas with marked flooring still in place and legible? <b>Take Photo of Facilities</b>				
Are the enhanced toilet cleaning measures being completed as planned?				
Are personnel washing or sanitising their hands both before and after using the facilities?				
<b>Canteen and Rest Areas</b>				
Are the restrictions on the number of personnel using the canteen and rest areas at any one time working? <b>Photo of facilities</b>				
Is capacity of all canteen and rest area facilities being displayed? <b>Take photo of signage</b>				
Are the staggered break times reducing congestion in the canteen and rest areas to acceptable levels?				
Are personnel bringing in their own food in order to reduce canteen staffing levels?				
Is the canteen providing pre-prepared or wrapped food in order to promote social distancing?				
Are the enhanced toilet cleaning measures being completed as planned (with particular focus on touch points, tables, kettles, refrigerators and microwave ovens)?				
Are the facilities for the disposal of rubbish being emptied on a regular basis?				
Are personnel washing or sanitising their hands when entering and leaving these areas?				
<b>Changing Facilities, Showers and Drying Rooms</b>				
Are the restrictions on numbers of personnel using the facilities at any one time working?				
Is the capacity of the facilities being displayed? <b>Take photo of signage</b>				
Are the staggered start and finish times reducing congestion at access and egress points to acceptable levels?				
Are the enhanced cleaning measures being completed as planned? <b>Take photo of welfare facilities (Clean or not)</b>				
<b>First Aid and Emergency Response</b>				
Are there additional resources in place (for example, first aiders and trauma equipment) in order to compensate for reduced manning and emergency services' availability?				
Are there suitable first-aid risk assessments in place that cover the potential breach of social distancing guidelines?				
Do the muster (assembly) areas comply with social distancing guidelines? <b>Take photo of Muster Point</b>				
<b>Communication, Documentation and Monitoring</b>				
Are all relevant systems and procedures, such as risk assessments and method statements, being reviewed and updated on a regular basis?				
Are all relevant contractor systems and procedures, such as risk assessments and method statements, being reviewed and updated on a regular basis?				
Are all personnel being briefed on site wide areas of change?				