**Section 1 – Site Details**

|  |  |
| --- | --- |
| **Location:** |  |
| **Site Manager:** |  |
| **Number of Personnel on Site:** |  |
| **Date of Assessment:** |  |
| **Assessment Carried Out By:** |  |
| **Covid-19 Champion (s)** |  |

**Section 2 – Preliminary Risk Reduction Measures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 1** | Yes | No | N/A |
| To reduce numbers of PD Personnel in the workplace, are people working from home wherever possible? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 2** | Yes | No | N/A |
| Have PD Personnel who are vulnerable to COVID-19 been identified and are there adequate measures in place to facilitate home working or where this is not possible, work in isolation from others in the workplace? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 3** | Yes | No | N/A |
| Do all PD Personnel know what actions need to be taken in regards to self-isolation if an employee or someone in the employee’s household has developed symptoms of COVID-19? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 4** | Yes | No | N/A |
| Have all personnel been provided with guidance on maintaining social distancing, practicing frequent hand cleaning and procedures for cleaning the workplace? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 5** | Yes | No | N/A |
| Can working patterns be adjusted / staggered to reduce peak occupancy in the workplace and can this be maintained for the foreseeable future? |  |  |  |
| Evidence or Action Required: | | | |

**Section 3 – Access to the site / Exit from the site**

|  |
| --- |
| **Provide details of the site / area covered in this audit below:** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 6** | Yes | No | N/A |
| Can start and finish times of personnel be adjusted to prevent congestion at site entrances / exits and car parks? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 7** | Yes | No | N/A |
| If required, can additional parking or facilities such as bike-racks be provided to prevent overcrowding and maintain social distancing? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 8** | Yes | No | N/A |
| If required, Can additional entry and exit points to/from the site be established to reduce congestion and personnel interactions? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 9** | Yes | No | N/A |
| Can touch based security devices such as keypads and turnstiles etc. be unlocked / deactivated to facilitate passage of personnel? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 10** | Yes | No | N/A |
| Is there adequate means available to clean / sanitise hands upon entry and exit from the site and posters / notices on display instructing people to use them? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 11** | Yes | No | N/A |
| Are adequate instructions and posters etc. on display instructing personnel to maintain social distancing and to only use specific / direct routes to work areas? |  |  |  |
| Evidence or Action Required: | | | |

**Section 4 – Moving around buildings and the Workplace**

|  |
| --- |
| **Provide details of the buildings covered in this audit below:** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 12** | Yes | No | N/A |
| Are there hand cleaning / sanitisation facilities available at all entrances to and exits from buildings and notices / posters on display instructing people to use them? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 13** | Yes | No | N/A |
| If possible, can one way systems be used in building corridors to assist in keeping people safely apart and can corridors be sectioned and marked up using tape or other means at intervals to promote social distancing? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 14** | Yes | No | N/A |
| Are there adequate procedures in place to ensure social distancing is maintained in reception and waiting areas? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 15** | Yes | No | N/A |
| Can access to non-essential shared items such as cupboards etc. and communal areas such as storerooms etc. be restricted? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 16** | Yes | No | N/A |
| Are Lifts used in the building? If so can their use be avoided in favour of stairs to maintain social distancing? (QS2) |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 17** | Yes | No | N/A |
| Are suitable rules in place to reduce unnecessary movement of people around office spaces such as increased use of phone, e-mail and video communications between offices in the same building? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 18** | Yes | No | N/A |
| Are suitable and frequent cleaning regimes in place for corridors and frequently touched surfaces such as door handles, railings and bannisters etc.? |  |  |  |
| Evidence or Action Required: | | | |

**Section 5 – Offices and Workstations – USE APPENDIX 1 TO SKETCH BUILDING LAYOUTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 19 – Use Appendix 1 to assist in determining measures required** | Yes | No | N/A |
| Where there is more than one occupant in an office space and the existing setup doesn’t provide safe distancing, can these spaces be rearranged to provide safe distancing between workstations? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 20 – Use Appendix 1 to assist in determining measures required** | Yes | No | N/A |
| Where workstations cannot be adjusted to achieve a safe spacing between them, can they be orientated to face away from other personnel or can other measures introduced to reduce risk? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 21** | Yes | No | N/A |
| Are sufficient arrangements in place to limit the amount of face to face meetings in favour of remote meeting technology? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 22 – Use Appendix 1 to assist in determining measures requires** | Yes | No | N/A |
| Where meetings take place in person, are there adequate measures in place to ensure safe distancing between participants is maintained? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 23** | Yes | No | N/A |
| Has the use of ‘Hot Desks’ been avoided or allocated to 1 specific user until further notice? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 24** | Yes | No | N/A |
| Has unnecessary desk furniture, accessories and materials been removed from workstations to facilitate cleaning and sanitisation? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 25** | Yes | No | N/A |
| Has floor tapes or other markings been used to help maintain social distancing in office spaces? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 26** | Yes | No | N/A |
| Have personnel been instructed to avoid the use of shared printers / scanners and whiteboards etc. and any other shared equipment where possible, and are there facilities to clean shared equipment before and after each use? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 27** | Yes | No | N/A |
| Can exclusion zones be established around printers / scanners when in use to maintain social distancing from other personnel? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 28** | Yes | No | N/A |
| Is the use of desk fans and air - conditioning systems avoided in favour of natural ventilation provided by opening windows? |  |  |  |
| Evidence or Action Required: | | | |

**Section 6 – Kitchens, Welfare, Toilet and Changing Areas**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 29** | Yes | No | N/A |
| Are sufficient arrangements in place to regulate occupancy and maintain social distancing in shared kitchen and rest areas? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 30** | Yes | No | N/A |
| Can additional indoor or outdoor rest facilities be provided for breaks and rest periods to assist with social distancing rules? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 31** | Yes | No | N/A |
| Has seating arrangements in welfare areas been adjusted to ensure personnel can maintain social distancing? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 32** | Yes | No | N/A |
| Are there adequate arrangements in place for the cleaning and sanitisation of shared kitchen equipment such as kettles, boilers and microwaves and vending machines etc.? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 33** | Yes | No | N/A |
| Have personnel been encouraged to bring in, use and clean their own cups, mugs, plates etc. and cutlery? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 34** | Yes | No | N/A |
| Are there sufficient arrangements in place to regulate occupancy and maintain social distancing in locker rooms and changing rooms? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 35** | Yes | No | N/A |
| Are there sufficient arrangements in place to regulate occupancy and maintain social distancing in toilets and showers? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 36** | Yes | No | N/A |
| Are there sufficient means available and notices on display in toilets instructing personnel to clean hands with soap and water for at least 20 seconds? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 37** | Yes | No | N/A |
| Have electric hand dryers and shared hand drying facilities such as towel rolls been removed in favour of disposable paper towels? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 38** | Yes | No | N/A |
| Are there adequate arrangements in place for the cleaning and sanitisation of welfare facilities? |  |  |  |
| Evidence or Action Required: | | | |

**Section 7 – Managing contact with Third Parties**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 39** | Yes | No | N/A |
| Is there adequate guidance and information on display or provided to visitors, Third Party Drivers and Contractors explaining the COVID-19 measures in place? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 40** | Yes | No | N/A |
| Are Visitors and Contractors required to complete the PD Ports health questionnaire prior to, or on arrival to the premises? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 41** | Yes | No | N/A |
| Has access to specific parts of the site / premises been restricted to visitors, third party drivers and contractors? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 42** | Yes | No | N/A |
| Are there sufficient arrangements in place to limit contact with third party drivers during interactions with PD Personnel at security gatehouses, weighbridges, driver debrief offices and engineering stores etc.? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 43** | Yes | No | N/A |
| Are there sufficient arrangements in place to clean and sanitise areas used by visitors, third party drivers and contractors? |  |  |  |
| Evidence or Action Required: | | | |

**Section 8 – Dealing with Emergencies, First Aid and Security**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 44** | Yes | No | N/A |
| Are all personnel aware that the social distancing measures do not apply to emergency situations such as fire evacuation or rescue, providing first aid or detaining personnel for security purposes? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 45** | Yes | No | N/A |
| Have first aiders been provided with additional face masks, gloves and hand sanitiser and information on how to protect themselves from exposure? |  |  |  |
| Evidence or Action Required: | | | |

**Section 9 – Arrangements in Warehouses and Workshop Environments**

|  |
| --- |
| **Provide details of the Warehouses / Workshops covered in this audit below:** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 46** | Yes | No | N/A |
| Are adequate arrangements in place to maintain social distancing while PD personnel travel through and around the warehouses / workshops and to/from other work areas? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 47** | Yes | No | N/A |
| Are adequate arrangements in place to maintain social distancing between personnel when they are at their workstations / workbenches? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 48** | Yes | No | N/A |
| Are adequate arrangements in place for personnel to maintain social distancing when order picking from racking and at packing stations / areas? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 49** | Yes | No | N/A |
| Are adequate arrangements in place for personnel to maintain social distancing where possible when handballing goods from containers and stacking goods on pallets? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 50** | Yes | No | N/A |
| Where possible, can restrictions be put in place to reduce unnecessary movement of personnel within and around warehouses / workshops? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 51** | Yes | No | N/A |
| Are there adequate arrangements in place to keep the workplace clean and prevent transmission by touching surfaces of shared equipment such as control panels, shrink wrappers, vehicle lifts, hand tools / portable tools etc.? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 52** | Yes | No | N/A |
| Are you able to reduce transmission through contact with objects that are brought into the workplace such as paperwork and supplies etc.? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 53** | Yes | No | N/A |
| Are you able to change the way work is organised to create distinct groups and reduce the number of contacts each employee has? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 54** | Yes | No | N/A |
| Are you able to maintain social distancing between PD Ports personnel and third parties during deliveries or collection of goods on site? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 55** | Yes | No | N/A |
| Where Engineers are required to work in teams of 2 or more or in close proximity to each other for specific tasks, are adequate procedures in place to maintain social distancing? |  |  |  |
| Evidence or Action Required: | | | |

**Section 10 – Arrangements for working in outdoor environments and/or on board vessels**

**(This section should only be completed where applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 56** | Yes | No | N/A |
| Are you able to maintain social distancing as far as possible while PD personnel travel through / around the workplace? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 57** | Yes | No | N/A |
| Are you able to maintain social distancing between persons who work in specific areas? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 58** | Yes | No | N/A |
| Are adequate arrangements in place to maintain social distancing, reduce contact with ship’s crew and to limit where PD Personnel can go when aboard vessels? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 59** | Yes | No | N/A |
| Are you able to reduce transmission through contact with work equipment, materials and onsite vehicles / plant in the workplace? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 60** | Yes | No | N/A |
| Are you able to change the way work is organised to create distinct work groups and reduce the number of contacts each employee has? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 61** | Yes | No | N/A |
| Are you able to avoid unnecessary work travel and keep people safe when travelling around site and travelling between locations? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 62** | Yes | No | N/A |
| Are you able to maintain social distancing working on the quayside when loading and unloading cargo? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 63** | Yes | No | N/A |
| Are you able to maintain social distancing working on vessels when loading and unloading cargo? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 64** | Yes | No | N/A |
| Are there procedures in place to reduce the risks of transmission from handling lifting slings, lifting equipment and cargo? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 65** | Yes | No | N/A |
| Are there procedures in place to maintain social distancing whilst trimming bulk cargoes? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 66** | Yes | No | N/A |
| Are there procedures in place to maintain social distancing whilst marshalling and securing / un-securing transport units on RORO vessels? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 67** | Yes | No | N/A |
| Are there procedures in place to limit the sharing of securing tools and ensure that they are cleaned before and after use? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 68** | Yes | No | N/A |
| Are there procedures in place to maintain social distancing where possible aboard small craft and are there adequate personal hygiene measures and equipment in place? |  |  |  |
| Evidence or Action Required: | | | |

**Section 11 – Use of Vehicles / Driving for Work**

**(This section should only be completed where applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 69** | Yes | No | N/A |
| Have personnel been instructed to avoid unnecessary business travel wherever possible and where this is not possible to avoid travelling with other passengers in vehicles where possible? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 70** | Yes | No | N/A |
| Where the use of passenger vehicles carrying multiple people (e.g. minibuses) cannot be avoided, can the occupancy of these vehicles be regulated to maintain social distancing? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 71** | Yes | No | N/A |
| Areadequate arrangements in place to maintain social distancing and hygiene practices when PD Personnel are delivering to other sites such as factories, logistics sites or customer premises? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 72** | Yes | No | N/A |
| Aredrivers supplied with adequate supplies of PPE including disposable gloves and facemasks and provided with an adequate supply of hand sanitiser? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 73** | Yes | No | N/A |
| Aredrivers supplied with adequate supplies of cleaning materials and instructed to keep their vehicles clean? |  |  |  |
| Evidence or Action Required: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 74** | Yes | No | N/A |
| Have drivers been instructed and have they been given information on how to maintain social distancing and personal hygiene measures they should adopt during visits to motorway services and rest facilities etc. and the actions to taken in the event of a breakdown. |  |  |  |
| Evidence or Action Required: | | | |

**Section 12 – Audit Completion**

|  |  |
| --- | --- |
| **Audit Completed by:**  **(Team Details)** |  |
| **Signature:**  **(Site Manager)** |  |
| **Date:** |  |
| **Date all actions closed out:** |  |
| **Signature:**  **(Site Manager)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question Number** | **Action Required** | **Person (s) Responsible** | **Action to be completed by** | **Status** |
|  |  |  |  |  |
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**Action Plan**