

 **COVID-19 Return to work questions**

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| Has your employer carried out a Covid-19 risk assessment and have GMB safety reps been involved? |  |
| Has a Covid-19 risk assessment been fully briefed and understood by all employees? |  |
| What PPE does the company intend to use and does it meet the standards required to keep employees protected from Covid-19? |  |
| Has the company identified “hot spots” where employees are most likely to be at risk of breaching social distancing measures? |  |
| Have additional cleaning rotas been put in place for areas of common use, i.e. rest areas, toilets, smoking shelters etc? |  |
| Has additional cleaning been put in place for contact points such as door handles, light switches, vending machines etc? |  |
| What cleaning equipment is available, does it eliminate Covid-19? |  |
| Has additional time been allocated for cleaning down workstations regularly? |  |
| How are the company communicating and educating employees about Covid-19 control measures? |  |
| Has the company provided a system for employees to put forward suggestions to improve on Covid-19 safety? |  |
| Is the company tracking how employees travel to work to ensure that they arrive at work with minimal exposure to Covid-19? |  |
| Has the company committed to reviewing current risk assessments and made provisions for specific job related Covid-19 risk assessments? |  |
| Has the company placed clear, visible alert signs in identified hotspots to alert employees of the risks? |  |

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| Has the company accepted that productivity may drop to accommodate Covid-19 control measures? |  |
| Has the company committed to facilitating everyone who can work from home to work from home? |  |
| Has the company identified how much equipment used on site is shared between employees? |  |
| Has the company increased the frequency of safety committee meetings whilst Covid-19 is an issue? |  |
| Has the company agreed to weekly reviews of Covid-19 control measures?  |  |
| Has the company provided extra and staggered breaks to facilitate vigilant hygiene control measures? |  |
| Has the company staggered shift start/finish times to reduce numbers of employees in changing areas, near clock machines etc? |  |

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| Has the company provided hand sanitiser for employees? |  |
| Has the company introduced additional hand washing facilities? |  |
| Has the company considered introducing weekend working as a social distancing control measure?  |  |
| Has the company committed to specific risk assessments for BAME,Vulnerable and at-risk employees? |  |
| What additional resources have been provided to clean and disinfect areas of high pedestrian traffic? |  |
| Has the company introduced a one-way system along walkways, staircases etc?  |  |
| What is the maximum number of employees allowed in the rest area at break times? |  |
| How often are common areas being cleaned and disinfected, is there a signoff sheet to evidence this? |  |
| What are the cleaning and disinfecting materials? Where are they and how are they identified? |  |
| What measures have the company made to isolate an employee showing symptoms of Covid-19? |  |
| What procedures are in place to enforce social distancing? |  |
| Is the company allowing safety reps to carry out daily walks of the workplace to advise and enforce control measures?  |  |
| What procedure is there to provide a “deep clean” for an area where an employee has worked and displayed Covid-19 symptoms? |  |
| How does the company intend to inspect goods that enter the site to ensure they are Covid-19 safe? |  |
| What training has been provided for employees, team leads, managers and staff on social distancing measures? |  |
| Are the company providing smaller work “teams” to ensure that cross contamination does not occur? |  |

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| Have supervisors and line managers been trained to identify employees that may be suffering mentally? |  |
| Have supervisors and line managers been trained in conflict resolution? |  |