

Personal controls at the team base.	Yes	No	N/A
Colleagues know not report for work if showing any symptoms of COVID-19 symptoms include high temperature and/or new and continuous cough or a loss of, or change in, your normal sense of taste or smell (anosmia)	X		
Colleagues aware of other symptoms.	X		
Colleagues know to avoid contact with someone who is displaying symptoms of coronavirus (COVID-19).	X		
Colleagues know to avoid use of public transport, when possible.	X		
Colleagues Wash hands regularly as per government and NHSBT advice: Upon entering and prior to leaving a workplace. Before and after eating or smoking. After coughing or sneezing.	X		
Colleagues maintain social distancing of 2m from others, whenever possible.	X		
Colleagues know how to implement good respiratory hygiene measures when coughing, sneezing, wiping or blowing nose removing and putting on face coverings	X		
Colleagues take temperature on arrival and clean thermometer thoroughly after use.	X		
Colleagues use disposable tissues when coughing or sneezing and dispose of immediately after use into the nearest waste bin or clinical waste bin	X		
Colleagues wear an appropriate FFP2 face mask as required	X		
	X		
When on site, all Visitors / Contractors to sign in and out.	X		
Local Controls			
SOCIAL DISTANCING			
Daily communications to emphasise social distancing.	X		
Social distancing signage in place to remind staff about “hands face space”	X		
Office-based colleagues working from home, wherever possible	X		
Occupancy limits in place for maintaining social distance in separate areas to include where applicable			
Garage area;	N/A		
With both the vehicles inside.	N/A		
With one vehicle inside.	N/A		
Without the vehicles inside.	N/A		
Stores	X		
Main Office	X		
Kitchen	X		
Staff area	X		
Other offices	X		
Meeting room			N/A
Computers arranged to allow space between workstations	X		
Computers arranged to avoid face to face working	X		
Equipment moved to create wider walkways			N/A
Alternative work areas available for colleagues to work either in isolation or maintain 2m social distancing.			N/A

