

## COVID-19 WORKPLACE 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 to reduce the risk of workplace infections.



**SITE:** Brentwood Park Ski & Snowsports Centre

**SITE ADDRESS:** Warley Gap, Brentwood, Essex, CM13 3DP

**INSPECTION UNDERTAKEN BY:** Steven Cis

**DATE OF REPORT:** 05 May 2021

Number of issues not closed out from previous inspection: 0

Number of issues that are repeated from previous report: 0

### FINDINGS OF INSPECTION:

Level of compliance should be included in report using a Rag Rating - **Green** – Full compliance (no action required), **Amber** - breach identified (remedial action recommended), **Red** – significant breach (action required)

### A: BUILDING / SITE CONTROL

NO	ISSUES	Y/N/NA	RATING= R/A/G		COMMENTS
1	Have the entry and exits to the building/site been limited to the minimum number of points required.	Y	G		One for each.
2	Has access to the building/site been restricted to participants and visitors only.	Y	G		A booking system is in place.
3	Is it practicable to confine participants and visitors to strictly defined areas and avoid unnecessary movements around the building.	Y	G		Socially distanced areas have been designated for participants to get their equipment on and leave their belongings.
4	Can hand sanitisation points be clearly placed at all entrance and exit points.	Y	G		Also in the building and other areas.
5	Have staff been informed to direct all participants and visitors to use hand sanitiser when entering and leaving the building.	Y	G		
6	Are all regular contact points on access/egress doors e.g. handles cleaned throughout the day.	Y	G		

<b>B: CLEANING</b>					
<b>NO</b>	<b>ISSUES</b>	<b>Y/N/NA</b>	<b>RATING= R/A/G</b>		<b>COMMENTS</b>
1	Is the cleaning frequency such that cleaning can be undertaken when site/building is occupied.	Y	G		
2	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.	Y	G		
3	Are appropriate cleaning products being used during daily preventative clean regime.	Y	G		
4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	G		
5	Can where practical curtains, blinds and doors be removed to minimise the areas where viruses can be difficult or time consuming to remove.	Y	G		Outer toilet doors have been removed. Changing room cubicles have been closed and curtains removed.
6	Can blinds be kept opened and locked if they cannot be removed.	Y	G		
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	G		
8	Is it practicable to introduce a daily steam cleaning procedure for washrooms	N	R		Inpractical and too expensive.

<b>C: INFORMATION, INSTRUCTION, TRAINING</b>					
<b>NO</b>	<b>ISSUES</b>	<b>Y/N/NA</b>	<b>RATING= R/A/G</b>		<b>COMMENTS</b>
1	Have staff been instructed on how to hand wash effectively and for the correct duration.	Y	G		All staff have undergone a COVID-19 online course and gained a certificate of completion.
2	Have staff been instructed on social distance where practicable while at work.				All staff have undergone a COVID-19 online course and gained a certificate of completion.
3	Have participants and visitors been instructed on social distance where practicable while on site.	Y	G		This is being done through signage and verbal reminders.
4	Are daily alerts from government departments e.g. Public Health England being sourced.	Y	G		

D: SIGNAGE					
NO	ISSUES	Y/N/NA	RATING= R/A/G		COMMENTS
1	Are advisory notices and markings displayed throughout the building/premises, especially at entrances and exits and were people congregate.	Y	G		
2	Are the signs displayed reviewed and replaced as necessary.	Y	G		

E: STAFF					
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	G		All staff have undergone a COVID-19 Risk Assessment.
2	Where practicable have staff been allowed to work from home/remotely	NA	NA		Not Practical.
3	Have staff been informed not to wear neck ties and scarves due to the risk of transmitting the virus when working in close proximity to colleagues.	Y	G		
4	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	G		
5	Have staff been discouraged from hand shaking and general close personal greetings.	Y	G		
6	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.	Y	G		
7	Have appropriate hand sanitiser pump action containers been made available in every work area throughout the building.	Y	G		

F: SLOPES					
NO	ISSUES	Y/N/NA	RATING= R/A/G		COMMENTS
1	Has access to the slopes been restricted to participants only.	Y	G		
2	Is there a limit to how many users at any on time.	Y	G		In line with Government guidelines.
3	Are practical distancing measures in place? Please explain what and how.	Y	G		Use of markers / cones.
4	Have participants been instructed on social distancing while on the slopes.	Y	G		
5	Have social distancing signs been allocated to these areas.	Y	G		
6	Is a monitoring system in place.	Y	G		CCTV and direct visual.

G: SKI LIFTS					
NO	ISSUES	Y/N/NA	RATING= R/A/G		COMMENTS
1	Are distancing measures in place? Please explain what and how.	Y	G		Use of markers / cones.
2	Have participants been instructed on social distancing while on the slopes.	Y	G		
3	Are all contact points cleaned on a frequent basis throughout the day.	Y	G		

H: EQUIPMENT					
NO	ISSUES	Y/N/NA	RATING= R/A/G		COMMENTS
1	Is equipment cleaned after each use.	Y	G		
2	Are appropriate cleaning products being used for this task.	Y	G		
3	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	G		
4	Is it practicable to introduce a daily steam cleaning procedure for equipment.	Y	G		Inpractical and too expensive.

I: ACTIVITIES - RECREATIONAL USE					
NO	ISSUES	Y/N/NA	RATING= R/A/G		COMMENTS
1	Are practical distancing measures in place? Please explain what and how.	Y	G		Use of markers / cones.
2	Have participants been instructed on social distancing while on the slopes.	Y	G		
3	Are numbers limited for each session?	Y	G		In line with Government guidelines.
4		Y	G		

I: ACTIVITIES - LESSONS / COACHING					
NO	ISSUES	Y/N/NA	RATING= R/A/G		COMMENTS
1	Are practical distancing measures in place? Please explain what and how.	Y	G		Use of markers / cones.
2	Have participants been instructed on social distancing while on the slopes.	Y	G		
3	Are numbers limited for each session?	Y	G		In line with Government guidelines.
4					

I: ACTIVITIES - TUBING					
NO	ISSUES	Y/N/NA	RATING= R/A/G		COMMENTS
1	Are practical distancing measures in place? Please explain what and how.	Y	G		Use of markers / cones.
2	Have participants been instructed on social distancing while on the slopes.	Y	G		
3	Are numbers limited for each session?	Y	G		In line with Government guidelines.
4					