

Safety Audit

for



Utilising

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Online Health and Safety Management

Audit Date:

Created By:

Template Title:

University of Cambridge SafeSpace Team Social Distancing Inspection V3

Internal Reference	
Date Assessed	
Assessed by	

School/Service/College/Institution	
Faculty/Service Division	
Department	
Sub Department	
Sub Division	

People preparation - Pre-opening plan

Execution of detailed plan on how to return to work (ref A3 - 2.1)

Please Select From...		
Not Applicable	Major outstanding actions and concerns	Some outstanding actions and concerns
Measures fully adopted		
Guidance		Comments
1. Evidence seen in plan of considerations of safe numbers of staff, working hours and patterns in place. Spot check areas to compare plan to who is working on site on the day of the inspection. e.g. are room count numbers being adhered to? 2. Evidence that importance of self isolating is being communicated and reinforced - (e.g. signage, staff questioning) 3. Return to work pack - ask to see a copy - it needs to be tailored for the department		
Remedial Actions	Action To	Due Date

Advice given of safe commuting (ref A3 - 2.5)

Please Select From...		
Not Applicable	Major outstanding actions and concerns	Some outstanding actions and concerns
Measures fully adopted		
Guidance		Comments
1. Staggered start and finish times? 2. review of car parking and parking provision completed?		
Remedial Actions	Action To	Due Date

Information given to staff of social distancing and hygiene protocols before return to work (ref - A3 - 2.6)

Please Select From...		
Not Applicable	Major outstanding actions and concerns	Some outstanding actions and concerns
Measures fully adopted		
Guidance		Comments
1. Staff information pack completed in detail 2. Online internet/intranet content available to be viewed from home.		
Remedial Actions	Action To	Due Date

Building Preparation - Pre-opening plan

Test 1 'safe to occupy check' and recommissioning activity completed

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
Pre-inspection check - will be confirmed by ED copy obtained from BTF		
Remedial Actions	Action To	Due Date

Risk assessment completed to ensure staff are able to work safely in the building. (ref. Document A2 -Test 2)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
Pre-inspection check confirmed by ED. Read to assess if suitable and sufficient, prior to site attendance.		
Remedial Actions	Action To	Due Date

Deep clean activities - pre opening (ref doc A3 - 1.5)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Plan in place to deep clean of all areas that have not been in regular use - evidence seen. e.g. cleaning schedules documented		
Remedial Actions	Action To	Due Date

Review Fire Safety Plans - pre opening(ref doc A3 - 1.8)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Ensure required number of fire wardens are available - ensure calculations match planned occupancy. 2. Reviewed and documented fire evacuation routes in light of any changes in configuration and/or circulation (See below) refer concerns to Fire safety - Mick Marsh?		
Remedial Actions	Action To	Due Date

Review of First Aid provision (ref doc A3 - 1.9)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Ensure appropriate number of trained first aiders has been reviewed in accordance with new occupancy/reviewed at each stage of reopening. 2. First aid signage/communication updated prior to opening		
Remedial Actions	Action To	Due Date

Building Access Control - including staff, visitors and deliveries
Control of entry points (ref A3 - 3.1)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Protocol for entry in place and followed- check on arrival, signing in book etc. Touch point access disabled. 2. Procedure in place for mail and deliveries- check on arrival (ask staff on reception) 3. Electronic monitoring of access? 4. Enhanced security presence considered? 5. Convention in place for external visitors ?		
Remedial Actions	Action To	Due Date

Reception screening (ref A2 - 1.3 and A3 1.7)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Where identified in RA as a need Plexiglass screens are suitable and sufficient in place? e.g. receptions, security desks, 2. Floor markings indicating stand points in front of receptions/security desks		
Remedial Actions	Action To	Due Date

Phasing of occupancy implemented? ref A3 4.2

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Staggered work weeks? 2. Staggered arrival/departure times? 3. Phasing based on roles? 4. Teams negotiated to decide schedules? evidence seen and put into practice.		
Remedial Actions	Action To	Due Date

Identification of safe occupancy density (ref A3 4.1)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Evidence seen of reviewed floorplans and safe capacity based on safe distancing guidance (University policy is to maintain 2m) 2. Signage displayed indicating max occupancy of areas. 3. Building occupancy levels based on risk assessment.		
Remedial Actions	Action To	Due Date

Space Usage - including communal areas and work areas

Specified seating areas - (ref A3 - 4.4)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Designation of work areas that can be used 2. Individual desks assigned sfrp, hot desking avoided. 4. Opposite work space not used or screen in place if less than 2m		
Remedial Actions	Action To	Due Date

Redesigned space usage (ref A3 - 4.5)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Workspaces configured to adhere to 2m social distancing - (consider route to workstations) 2. proportion of workstations taken out of use and marked as such 3. closed off areas where SD cannot be maintained		
Remedial Actions	Action To	Due Date

Monitoring of space usage (ref A3 4.6)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Monitoring protocol in place and evidence seen of reports 2. Review of arrangements on a regular basis - how? when? 3. Offices seen as empty/minimal usage - work from home implemented well		
Remedial Actions	Action To	Due Date

Reconfigured meeting rooms (ref A3 4.8)

Please Select From...		
☐ Not Applicable ☒ Measures fully adopted	☐ Major outstanding actions and concerns	☐ Some outstanding actions and concerns
Guidance		Comments
1. Chairs removed to allow 2m social distancing 2. Small rooms converted to single occupancy 3. Shared equipment removed?		
Remedial Actions	Action To	Due Date

Reduce touch points and increase cleaning
Enhanced cleaning practices implemented (ref A3 5.1)

Please Select From...		
☐ Not Applicable ☒ Measures fully adopted	☐ Major outstanding actions and concerns	☐ Some outstanding actions and concerns
Guidance		Comments
1. Evidence seen of enhanced cleaning of high and medium risk areas - consult cleaning schedules 2. Touch points cleaning schedule in place and followed? 3. Rota includes time for cleaning between shifts? 4. Visible cleaning observed? 5. Desks seen 'clear' to allow cleaning?		
Remedial Actions	Action To	Due Date

DIY cleaning enabled? (ref A3 5.2)

Please Select From...		
☐ Not Applicable ☒ Measures fully adopted	☐ Major outstanding actions and concerns	☐ Some outstanding actions and concerns
Guidance		Comments
1. Cleaning materials seen and made available? Instructions on correct use?		
Remedial Actions	Action To	Due Date

Removed/controlled use high touch shared tools (ref A3 - 5.5)

Please Select From...		
☐ Not Applicable	☐ Major outstanding actions and concerns	☐ Some outstanding actions and concerns
☒ Measures fully adopted		
Guidance		Comments
evidence seen of removed/controlled use of shared tools, printers, centrifuges etc.		
Remedial Actions	Action To	Due Date

Suspected COVID 19 cleaning kit/procedure in place (ref - COVID suspect case university Guidance)

Please Select From...		
☐ Not Applicable	☐ Major outstanding actions and concerns	☐ Some outstanding actions and concerns
☒ Measures fully adopted		
Guidance		Comments
1. Supply of gloves and bin bags on site 2. Disinfectant (household brand sufficient) on site 3. Disposable cleaning cloths on site 3. Disposable gloves and aprons on site for cleaners 4. Quarantine area designated for potentially contaminated materials/ bags clearly marked.date /time and name of person who filled the bag		
Remedial Actions	Action To	Due Date

Supply of hand gel, wipes, cleaning products and PPE as appropriate (ref A3 - 3.4)

Please Select From...		
☐ Not Applicable	☐ Major outstanding actions and concerns	☐ Some outstanding actions and concerns
☒ Measures fully adopted		
Guidance		Comments
1. Hand gel located at all entrances and in high risk areas - kitchens and toilets 2. Clear policy seen on use of PPE and PPE seen to be provided in the correct location for use. Follows university procedure. 3. Evidence that PPE use is driven by task based risk assessment - compare RA to practice in spot check. 4. Check use of personal face coverings - advice given on hygiene control and use.		
Remedial Actions	Action To	Due Date

Personal Protective Equipment

PPE in place where identified in RA as social distancing not possible (Ref - University PPE guidance)

Please Select From...		
☐ Not Applicable	☐ Major outstanding actions and concerns	☐ Some outstanding actions and concerns
☒ Measures fully adopted		
Guidance		Comments
1. PPE provided to GOVT and university guidelines 2. visors face masks type 2 R aprons and gloves in case of confirmed covid case		
Remedial Actions	Action To	Due Date

Supply of PPE (ref A3 3.4 and PPE guidance document)

Please Select From...		
☐ Not Applicable	☐ Major outstanding actions and concerns	☐ Some outstanding actions and concerns
☒ Measures fully adopted		
Guidance		Comments
1. Supply in situ which can maintain usage for numbers of people on site as per risk assessment 2. PPE for cleaning of areas with suspected COVID case 3. adequate supply for continued use		
Remedial Actions	Action To	Due Date

Glove use/washing hands (ref university PPE guidance A3 6.1)

Please Select From...		
☐ Not Applicable	☐ Major outstanding actions and concerns	☐ Some outstanding actions and concerns
☒ Measures fully adopted		
Guidance		Comments
1. Clear instructions of washing hands in preference to glove use for COVID contamination prevention. 2. Where gloves are needed for work clear instruction of differences of use for work/contamination control reasons 3. Where identified in RA as a need are they suitable and sufficient in place? e.g. receptions, security desks, catering cashiers between adjacent workstations if less that 2m apart.		
Remedial Actions	Action To	Due Date

Lab coat storage

Please Select From...

Not Applicable

Major outstanding actions and concerns

Some outstanding actions and concerns

Measures fully adopted

Guidance
Comments

- Clear marked storage area that does not allow cross contamination Laundry service/laundry provision in-house and procedure for washing contaminated coats, quarantine area for contaminated coats.

Remedial Actions
Action To
Due Date
PPE for first aiders in place

Please Select From...

Not Applicable

Major outstanding actions and concerns

Some outstanding actions and concerns

Measures fully adopted

Guidance
Comments

- 1. Face covering 2. Face shield 3. Gloves

Remedial Actions
Action To
Due Date
Social Distancing Signage
Entrances and Exits

Please Select From...

Not Applicable

Major outstanding actions and concerns

Some outstanding actions and concerns

Measures fully adopted

Guidance
Comments

- 1. Signage for entrance and exits - If changed from pre- COVID practice. 2. COVID Secure - Govt signage on door 3. PPE/Handwashing signage upon entry

Remedial Actions
Action To
Due Date

Signposting of foot traffic in main circulation routes (ref A3 - 4.3)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Established circulation paths - 1 way flow where possible in place (narrow corridors) 2. Designated entry and exit only routes 3. Pinch points identified and mitigated 4. Designated up and down staircases 4. Taped floor marking in place to establish circulation paths 5. Fire regulations considered in circulation - evidence seen.		
Remedial Actions	Action To	Due Date

Room max density signage (ref A3 3.2, 3.3)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Max occupancy signage placed on doors to communicate safe occupancy levels to enable social distancing		
Remedial Actions	Action To	Due Date

Cleaning signage

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Instructions for DIY cleaning 2. Signs indicating where DIY cleaning is necessary		
Remedial Actions	Action To	Due Date

First aider/Fire warden signage

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Ensure that lists of fire wardens and first aiders have been updated following any changes.		
Remedial Actions	Action To	Due Date

Hygiene signage

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Signage to indicate when hand washing is necessary. 2. Signage to demonstrate handwashing and drying technique.		
Remedial Actions	Action To	Due Date

Building and Welfare Facilities
Lifts (ref govt workplace guidelines and A3 3.2)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Designated as goods only (max 1 person with goods if necessary due to contents) 2. Designated as up/down only 3. Cleaning in place for lift control panel and buttons		
Remedial Actions	Action To	Due Date

Ventilation and cooling (ref A3 1.6)

Please Select From...		
☐ Not Applicable	☐ Major outstanding actions and concerns	☐ Some outstanding actions and concerns
☒ Measures fully adopted		
Guidance		Comments
1. Review has been completed of ventilation and air conditioning settings e.g. enhanced extract, fresh air cycles 2. Desk fans prohibited unless in single occupancy area.		
Remedial Actions	Action To	Due Date

Toilet provision (ref -A3 4.1 and 1.6))

Please Select From...		
☐ Not Applicable	☐ Major outstanding actions and concerns	☐ Some outstanding actions and concerns
☒ Measures fully adopted		
Guidance		Comments
1. Max user allocation complete and displayed 2. Hand dryers disconnected and paper towels and lidded provided only with foot pedal. 3. warm water soap and hand sanitiser available in all toilets 4. If shower cleaning protocol in place		
Remedial Actions	Action To	Due Date

Staff kitchens/tea making facilities/food provision (ref A3 - 3.2 4.1 and 5.3)

Please Select From...		
☐ Not Applicable	☐ Major outstanding actions and concerns	☐ Some outstanding actions and concerns
☒ Measures fully adopted		
Guidance		Comments
1. Max density signs displayed - (1 per kitchenette) 2. Hand contact point cleaning in place for touch points 3. Food in fridges labelled by staff members 4. If food outlet open - individually wrapped foods, queuing 2m marks, touch screens disabled? 5. vending machines cleaning in place		
Remedial Actions	Action To	Due Date

Water Provision (ref A3 1.6)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. Water coolers disabled or if open justified in RA and cleaning procedure in place. 2. Bottled water supplied - staff required to bring own water bottle labelled		
Remedial Actions	Action To	Due Date

Isolation room (ref A3 5.7)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. designated isolation room and first aid protocols include PPE provision cleaning protocol		
Remedial Actions	Action To	Due Date

Storage areas for personal items (ref A3 5.6)

Please Select From...		
Not Applicable Measures fully adopted	Major outstanding actions and concerns	Some outstanding actions and concerns
Guidance		Comments
1. storage seen and used		
Remedial Actions	Action To	Due Date