Working Safely in Frontline Services Checklist

The purpose of this checklist is to ensure that all staff are aware of the new safety protocols required to ensure their own personal safety, as well as that of colleagues and Service Users.

Please ensure that you have read, signed and returned to your manager for filing in the **HR department by the 8th January. This form is required ONCE only**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Considerations** | **Yes** | **No** |
|  | Have you read the Working Safely in Frontline Protocol Handbook? |  |  |
|  | Have you completed the Covid Induction training on yourotc. ? |  |  |
|  | Do you know you must sign the Daily Health Declaration prior to entering the centre? |  |  |
|  | Have you informed your manager/HR if you are in a higher risk category? |  |  |
|  | Are you aware that if travelling by public transport you need to wear a mask and wash your hands on arrival to the building? |  |  |
|  | If travelling by car will you travel alone? |  |  |
|  | Do you know not to enter the building if you have any signs/symptoms of COVID 19? |  |  |
|  | Do you know what to do if you become unwell while in the building? |  |  |
|  | Will you ensure that you wear a face mask entering the building and while in the building? |  |  |
|  | Do you know you will be required to:  Wear a face mask  Sanitize your hands  Complete daily temperature check  Complete the daily health self declaration  Sign in for contact tracing purposed |  |  |
|  | Do you know to keep 2 metres physical distancing from others at all times at work ? |  |  |

## 

## When in the Centre

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Consideration** | **YES** | **NO** |
|  | Do you understand the purpose of giving your employer any necessary information to maintain a COVID-19 contact log?  Have planned to keep a contact log once in the building? |  |  |
|  | Do you know to avoid sharing items such as, pens, stationary etc.?  Wipe down frequently touched surfaces such as kettle, microwaves. |  |  |
|  | Will you avoid leaving items such as bags, phones on communal areas . |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Are you aware of the changes to emergency procedures, in light of Covid 10 measures |  |  |
|  | Wear a mask at all times when in the centre |  |  |

### Staff Rooms/ Sleepover rooms

|  |  |  |  |
| --- | --- | --- | --- |
|  | Keep the room well ventilated with window open |  |  |
|  | Ensure Only **one staff** member in the office space at any one time |  |  |
|  | Ensure that to complete the cleaning rota in place that includes guidance to clean all surfaces in the staff room, e.g. light switch, door frame, bed frame? |  |  |
|  | Be aware that you should enter to carry out a particular task (e.g. meds) and then leave the staff room |  |  |
|  | Be mindful that alternative arrangements to complete handovers are in place. Staff rooms do not permit the required space to ensure that 2m distance can be applied |  |  |

## Please be patient with everyone, as we implement these new requirements- it may take time for service users, families and staff to figure out this new way of working.

## Signature ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_