



Close working checklist

On-site risk assessment guidance, issued by the
Construction Industry Coronavirus (CICV) Forum

CLOSE WORKING CHECKLIST



When considering any close working construction activities, a thorough risk assessment is still a key consideration.

Where close working is required in relation to a particular activity, managers **MUST** carry out a risk assessment and consider whether that activity needs to continue for the business to operate.

When completing such a risk assessment for close working in an enclosed space, the points below should therefore be considered.

In addition, where such activities need to continue, appropriate mitigation methods should also be put in place, e.g.:

- Increased hand washing
- Increased environmental cleaning
- Social distancing, keeping 2m apart from colleagues where possible
- Lateral flow testing programme
- Wearing of face coverings
- Keeping activity times as short as possible.

PEOPLE	NOTES
Who will be completing the tasks?	
What age group are they in?	
Are they in a vulnerable group? If yes, give details.	
Have they received both vaccinations? If the worker has not received both doses of the vaccine, it is not necessary to exclude them from the work area. The employer should implement further controls within the risk assessment to provide further protection for any vulnerable individuals. If the employee reserves the right to not reveal their COVID test status, extra controls must be introduced to provide adequate protection from the virus.	
Do they have a negative lateral flow test result?	



CLOSE WORKING CHECKLIST (cont.)



SPACE	NOTES
How big is the space?	
Is the space adequately ventilated?	
How many persons can safely use the space while remaining 1m apart?	

TASK	NOTES
Can the need for close working be eliminated?	
What work will be completed?	
Does the work involve exertion/physical force?	
Identify any work activity or situation that may cause further transmission.	

CICV Forum members



Further information



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