

Business Recovery

Re-opening Health

Safety & Fire Check-List



Company name:

Date	Revision
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Following a business closure or change in business operating model due to the coronavirus (COVID-19) crisis the immediate reaction of many business owners is to reopen the business as soon as possible. However it is very likely that the business environment for the next period will be anything but “business as usual” for your business, your employees, key suppliers and customers. It is likely that many of the COVID-19 controls in place during the crisis will remain in place for some time or only be partially lifted i.e. social distancing requirements, etc.

This pandemic has had an impact on organisations in many different ways meaning that assumptions made prior to COVID-19 are no longer true, lessons need to be learned and businesses may need to adapt and change their operating procedures, policies and practices.

It may therefore be prudent to reflect on your options before you consider reopening. This Checklist aims to list some of the issues that businesses should take into account prior to reopening.

Follow these links for an up to date summary of the [UK Government](#) advice for employers and businesses to follow to protect their workforce and customers, whilst continuing to trade. It includes social distancing, hygiene, cleanliness, staff sickness advice and staying at home. For advice to businesses in the UK please see guidance set by the [Northern Ireland Executive](#), the [Scottish Government](#) and the [Welsh Government](#).

Information is changing rapidly, please continue to monitor Government web-sites on a regular basis for latest guidance.

Company name:

Preparing to re-open after prolonged shutdown:				
No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
1	Authority to reopen	Have you checked the Northern Ireland Government website to ensure your business can reopen?		
2	Sector Specific advice	Have you checked the UK Government Sector specific advice for your business sector? Social distancing in the workplace during coronavirus (COVID-19): sector guidance		
3	Employers Liability Insurance.	Have you checked that your Employers Liability Insurance is still in place with your insurance company and no payments have been missed?		
4	Personnel & staffing	Have you considered your staffing requirements for the next period? For instance, will this result in a phased return to work and could this result in rotation of staff on furlough?		
		Have you considered the effect this business interruption has/ will have on your business i.e. do you expect your business trade to increase or decrease when you reopen?		
		Have you considered whether there are any temporary or permanent changes to the way your business operates once it reopens that could result in: <ul style="list-style-type: none"> • A reduced requirement for staff in some areas that could result in redundancies; • An increased requirement for staff in some areas; • Changes to responsibilities / roles; • Changes to your operating hours and / or locations of work? 		

Company name:

Preparing to re-open after prolonged shutdown:				
No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
4	Personnel & staffing (continued)	Have you considered that some employees may now have restrictions such as self-isolating due to family members, child care responsibilities etc. i.e. flexible working?		
		Have you considered if any of your employees with vulnerabilities i.e. employees with underlying health conditions, existing medical conditions, reduced immunity, pregnancy etc. are able to work?		
		Have you considered social distancing requirements and any mitigating actions to reduce the risk of transmission between staff?		
		Have you considered increasing the frequency of cleaning procedures and how you will do this?		
		Have you considered additional hand washing stations or facilities, providing soap, water and/or hand sanitisers?		
		Have you considered assigning staff to the same shift teams to limit social interaction?		
		Have you considered if you can provide suitable welfare facilities for your staff i.e. consider peripatetic workers?		
		Have you considered limiting staff congregations at break times i.e. staggered breaks, staff catering etc.?		
		Have you considered how you will communicate to all staff that they should wash their hands with soap & water for 20 seconds or more at the beginning or end of every break?		

Company name:

Preparing to re-open after prolonged shutdown:

No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
4	Personnel & staffing (continued)	Have you considered reminding staff daily to only come to work if they are well and no one in their household is self-isolating?		
		Do you have the required Personal Protective Equipment to continue with specific tasks?		

Notes/Comments

Company name:

Preparing to re-open after prolonged shutdown:

No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
5	<p>Operating procedures & policies</p> <p>All business will have to change how they operate to some extent. You should review all of your company policies, Risk Assessments and safe systems of work to make sure they are still relevant. Has the business model changed?</p> <p>Do they reflect your current practices?</p>	<p><u>Has your business operating model changed?</u> Do you intend to operate differently now? For example;</p> <ul style="list-style-type: none"> • Restaurant business now operating as a take away service: Have you reviewed you Food Safety Management system (HACCP)? • Retail business now undertaking home deliveries • Home working is now a big part of your new operating rhythm <p><u>COVID-19:</u> have you considered COVID-19 specifically in your review of your operational polices & procedures?</p> <ul style="list-style-type: none"> • Do you require a COVID-19 Policy? <p>Do you require a COVID-19 Risk Assessment?</p> <p><u>Home working:</u> Have you considered what your business needs to provide to ensure your employees can work effectively from home?</p> <p><i>(HSE has advised it is not necessary to carry out DSE work Risk assessments for temporary work at home during the pandemic. However it's likely that this may become more of the normal so it makes sense to consider longer term arrangements for home working)</i></p>		

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		<p><u>Travelling to work or sharing a vehicle at work</u>: Have you considered if your staffs fully understand the requirements?</p> <ul style="list-style-type: none"> • Staff should consider alternatives such as walking, cycling and public transport; maintaining 2 meter social distancing • If an essential journey must be made and there is no option but to share a vehicle with people who are not part of the same household then journeys should be shared with the same individuals and minimum number of people required • Good ventilation (i.e. keeping windows open) and facing away from each other may help • Private vehicles used by people from multiple households should be cleaned regularly 		

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		<p><u>Lone Working</u>: Do you have employees that are lone working due to home working or reduced staffing levels? Do you need to consider additional steps to protect them?</p>		
		<p><u>Manual Handling</u>: Have you considered any additional manual handling risks i.e. due to reduced staffing and social distancing?</p>		
		<p><u>Wellbeing</u>: Have you considered the mental wellbeing of your staff from isolation or general concerns over COVID-19?</p> <ul style="list-style-type: none"> Employers should utilise the numerous online resources and guides on how to manage employee wellbeing 		

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		<p><u>First Aid</u>: Have you considered any changes you may need to make to ensure you have suitable first aid emergency arrangements in place i.e. with reduced staffing levels have the required number of first aiders or Appointed persons in place at all times?</p> <p><i>(COVID-19 should be considered specifically in your review. Are staff trained how to identify the symptoms? Do they know what steps to take if an employee shows signs of having the virus?)</i></p>		
		<p><u>Water (Legionella Risk)</u>: Have you checked that upon reopening all water systems have been flushed?</p> <ul style="list-style-type: none"> Have you ensured all toilets are flushed, showers and taps have been run for a few mins to flush through stagnant water Review your Legionella Risk Assessments 		

Company name:

PREVENT THE SPREAD OF THE VIRUS.
Wash your hands or use sanitiser before and after travelling by any form of transport.

Work/Shift Patterns:

No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
1	Look to split shifts as much as possible to build-in resilience to your essential work operations.	Ensure sufficient management & supervision is available to cover all shifts.		
2	Avoid shifts overlapping.	Look at building in a short gap between shifts to ensure employees on opposing shifts don't come into contact with other and allow cleaning time between shifts.		
3	Steady planned restart programme.	Consider restarting employees steadily and on a planned programme to enable a healthy and safe work environment is established and maintained with sufficient competent supervision available.		

Notes/comments

Company name:

**Social distancing requirements could be on-going for some time.
Consider how you are achieving and maintaining this for your employees.**

Social Distancing:				
No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
1	Follow Government guidance on social distancing. This guidance is being updated regularly.	https://www.finance-ni.gov.uk/articles/faqs-covid-19-symptoms-social-distancing-and-self-isolating		
2	Numbers of staff in the workplace.	Review the number of staff required in the workplace but maintain a safe working level.		
3	Meal/break times.	How can employees avoid close contact for example, could they eat in their own vehicles? Staggering break times so staff do not group together.		
4	Consider sitting people on different floors.	Space desks or tables out. Leave 2 meters in between each desk station.		
5	Distances between people.	Consider marking the floor at 2m intervals to get people used to keeping the social distance, both in any queues and in the workplace.		
6	Protection Screens.	Can you install basic clear protection screens at critical locations? i.e. receptions, delivery points, tills etc.		

Company name:

**Social distancing requirements could be on-going for some time.
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Social Distancing (continued):

No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
7	Delivery Arrangements.	Have you risk assessed and put in place safe working procedures for: <ul style="list-style-type: none">• Goods inwards points• Your delivery drivers• Store deliveries• Signing arrangements with suppliers/customers		

Notes/comments

Company name:

PREVENT THE SPREAD OF THE VIRUS.
Promote frequent hand washing or use sanitiser.
Display Government and NHS Guidelines on hand washing.
Clean down surfaces regularly with a suitable surface cleaner.

Hand Washing:

No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
1	Hand washing.	Ensure all staffs are regularly washing hands in line with government recommendations, you may find the attached information useful. https://www.nidirect.gov.uk/articles/hand-hygiene		
2	Protecting others.	Remind staff on how to protect themselves and others following the government guidelines.		
3	Cash Handling.	Consider where possible using contactless card payments. <i>Contactless payment maximum has risen to £45.00.</i>		
		Provide cash handlers with disposable gloves and sanitiser		
		Remind employees to wash hands regularly		
		Gloves should be treated like your hands; Do not touch face, mouth, nose or eyes while wearing gloves, follow don and doff protocol below and replace frequently.		

Company name:

Hand Washing:				
No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
4	Smoking	Advise smokers to wash their hands thoroughly before and after smoking or handling cigarettes to prevent any cross-contamination from hand to mouth.		

PREVENT THE SPREAD OF THE VIRUS:
Promote frequent hand washing or use sanitiser.
Display Government and NHS Guidelines on hand washing.

HOW TO DON GLOVES



1 Remove one glove from the package and inspect it to be sure no pinholes or tears are present.



2 If gloves are ambidextrous, they can be worn on either hand. If not, align the glove's fingers and thumb with the proper hand before donning.



3 Insert five fingers into the cuff and pull the cuff over the wrist.



4 Check for a secure fit around the fingers and palm. The cuff should fit snugly around the wrist.

HOW TO DOFF GLOVES



1 Grasp the outside edge of the glove near the wrist.



2 Peel the glove away from the hand, turning it inside out. Hold it in the opposite gloved hand.



3 Slide an un-gloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove.



4 Peel the remaining glove off from the inside, creating a "bag" containing both gloves. Discard.

Notes/comments

Company name:

Health, Safety, Fire and Environmental Regulations have not been relaxed or revoked.
Please ensure your company still continues to comply with all current regulations.

Health, Safety & Fire Compliance:				
No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
1	Welfare Facilities.	Ensure all welfare facilities are cleaned thoroughly and disinfected before reopening and on a regular basis going forward.		
		Ensure all water sources, taps and showers etc. have been run thoroughly to ensure no build-up of bacteria; legionella etc. has occurred in them.		
		Descale and disinfect shower heads.		
		Undertake temperature checks on hot water systems, taps etc.		
		Ensure sufficient social distancing measures are in place in staff rest areas. Consider staggered break times to reduce numbers in rest areas.		
2	Welfare Facilities – Delivery Drivers.	You must allow access to your welfare facilities for any visiting delivery drivers. Normal hand washing procedures should be followed.		

Company name:

Health, Safety & Fire Compliance:				
No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
3	Fire Safety Precautions.	Check and review your activities to ensure they do not alter or affect the existing Fire Risk Assessment for the premises.		
		Check and test all fire alarms to ensure they operate correctly and record tests.		
		Check and test all emergency lighting operates correctly and record tests.		
		Check all final exit fire doors open easily and are not obstructed inside/outside.		
		Check and confirm all fire-fighting appliances are in service date and records held.		
		Ensure all fire safety precautions are maintained in accordance with fire safety regulations and your fire risk assessment control measures at all times.		
		Ensure sufficient Fire Wardens are available on shifts.		
		Ensure and enforce safe escape routes are maintained at all times.		
		Remind all staff to remain vigilant to fire safety precautions.		
		Recommend fire practice drills are undertaken with all staff to remind them of procedures and are recorded.		

Company name:

Health, Safety & Fire Compliance:				
No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
4	First-Aid Provisions.	Ensure sufficient first-aid provisions and measures are maintained in accordance with any revised work activities.		
		Check and confirm all first aid trained employees are still in-date.		
		Check all first aid equipment is in-date.		
5	Safe Systems of Work (SSWs), Safe Working Practices (SWPs), Safe Operating Procedures (SOPs).	Ensure all SSOW/SWPs/SOPs are reviewed and amended as required were required if work practices have changed.		
		Fully review all work processes/activities and produce new risk assessments for any new activities if required.		
6	Safe Systems of Work (SSWs), Safe Working Practices (SWPs), Safe Operating Procedures (SOPs).	Ensure all SSOW/SWPs/SOPs are reviewed and amended as required were required if work practices have changed.		
7	Health and Safety Training.	Ensure staff are suitably and sufficiently trained and authorised if they are required to undertake different tasks, new tasks, job roles, use different machinery/equipment etc. Ensure all records of training are maintained.		
8	RIDDOR – Coronavirus – COVID 19.	See the HSE web-site for full details, this can be found at: https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm		

Notes/comments

Company name:

The Health and Safety Executive (HSE) has recognised the potential challenges when carrying out legal requirements for thorough examination and testing (TE&T) of plant and equipment as a result of additional precautions people need to take to help reduce risk of transmission of coronavirus (COVID-19). The HSE have issued the following advice is to help dutyholders.

Workshop Environments:				
No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
1	Lifting Equipment & Lifting Accessories LOLER Inspections/ Certificates.	Any Lifting Equipment or Lifting Accessories are in date and certified? <ul style="list-style-type: none"> • Fork-lift Trucks, Cranes, Hoists etc. • Chains, shackles, lifting beams etc. 		
		Any Passenger Lifts have a current, in-date LOLER certificate?		
2	Cutting Fluids.	Checks on the condition of cutting fluids/coolants in machines and that any changes are made. These could have stagnated through lack of use. Ensure a management programme is in place.		
3	Machinery.	Check all machine guards are correctly in place and all emergency stop systems/devices etc. are tested and work effectively/correctly.		
4	Local Exhaust Ventilation (LEV) systems.	Check and confirm all LEV systems are in date and certified.		
5	Breathing Air Systems.	Check and confirm all breathing air fed systems has been tested and has a current in-date certificate in place.		
6	Workshop Cleanliness.	Are all workshops clean and free from any dusts etc. before re-opening?		

Company name:

Display Screen Equipment:				
No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
1	Employees required to use Display Screen Equipment (DSE). Employees using DSE when working from home.	Encourage staff to have a break for at least 5 minutes every hour.		
		Get up from the desk and move about frequently, avoid awkward postures.		
		Avoid eye fatigue by changing focus and blinking (as obvious as that sounds, it is often not done when concentrating on the screen).		
		For those working on a long term basis you should ensure staff complete a DSE assessment, see attached document. HSE Web-link https://www.hse.gov.uk/msd/dse/		

Notes/comments

Company name:

Cleaning Regimes:					
No. (a)	Activity (b)	Recommendations (c)		Checked (d)	Actions (e)
1	Follow the latest Government guidance on cleaning.	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely			
2	Ensure ALL equipment etc. is cleaned after/before each shift.	Set up Safe Working Procedures for cleaning activities Clean regularly and at the beginning and end of shifts. Some considerations: (Not an exhaustive list)			
		<ul style="list-style-type: none"> • Telephones • Computer key boards and mouse/mouse pad • Photocopier controls • Printers • Chairs/arms • Door handles • Light switches • Window handles • Any bio-metric clocking on/off machine areas each time before use 	<ul style="list-style-type: none"> • Desk surfaces • Credit card swipe/ Contactless swipe areas • Fork-lift truck touch surfaces • Pallet truck handles/ controls • Parcel tape guns • Machinery operating handles/controls etc • Shared hand tools • Any touch surfaces! 		

Notes/comments

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Self-Isolation:																																																																																																																																																																																																																																			
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1	Rules on Self-isolation:	Ensure that staff are <u>CLEAR</u> on the rules regarding the symptoms of COVID 19 and self-isolation if required to etc.																																																																																																																																																																																																																																	
2	<p>Stay at Home guidance for households: current guidelines illustrated</p> <p><u>Criteria and guidance applied as of 17/03/2020:</u> Incubation period = maximum 14 days Day 1 is the first day of symptoms The 14-day period starts from the day when the first person in the house became ill</p> <p>If you live with others and you are the first in the house to have symptoms of coronavirus, then you must stay at home for 7 days. If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period. Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person.</p> <p>Household members do <u>not</u> need to restart the clock if other members become symptomatic during the 14 days self-isolation.</p>																																																																																																																																																																																																																																		
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Wellbeing & Mental Health:				
No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions (e)
1	Stress	Look out for signs of stress and consider if any identified stress could be as a result of work pressure.		
		If you are concerned about a member of staff encourage them to speak to their GP.		
		If it is something that can be addressed due to work pressures, take action accordingly.		
2	Staff Communication: Home workers	How often are you going to keep in touch and how?		
		What work will they be doing and how long for?		
		Ensure you are completing regular check in's with them to ensure they are safe and well, otherwise it can lead to employees feeling isolated.		
		Keep in touch as a team, encourage staff to make calls to colleagues and support each other.		
		Have daily zoom calls to keep in touch and discuss the day. https://zoom.us/		

Notes/comments