

REOPENING YOUR BUSINESS AFTER COVID-19 CLOSURES: HEALTH AND SAFETY CHECKLIST.

The first thing that an employer (or a designated competent person) should do before they reopen their business is **carry out a risk assessment**. This should include COVID-19 requirements and health and safety measures.

It should assess all the **risks that may have arisen during the period of closure**, such as overdue checks, deterioration of the building or equipment, and even new hazards created by COVID-19 controls. They should also consider any necessary information, instruction, and training for staff to cover new risks and how to follow control measures, as well as any overdue refresher training for health and safety.

Date:

Completed by:

HEALTH AND SAFETY REOPENING CHECKLIST .

Fire Safety			
Areas to check	Checked (Yes or No)	Any actions required	Further notes
Housekeeping measures (e.g. waste procedures, storage for hazardous substances)			
Fire alarm systems (e.g. manual alarm call points, visual alarms, pagers)			
Escape routes and exits (including additional measures for vulnerable people)			
Signage (e.g. direction signs, fire action notices, equipment signs)			
The whole system (including detectors, emergency lighting, main control panel)			
Extinguishers and blankets (e.g. physical condition and overdue checks)			

New hazards (e.g. new hazardous substances)			
Fire drills (due at least once a year and if there are significant changes)			
Is any information, instruction, and training required? (Staff and fire wardens)			

Additional notes:

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Asbestos Safety

Area to check	Checked (Yes or No)	Any actions required	Further notes
Asbestos-containing materials – has there been any degradation?			
Is any information, instruction, and training required?			

Additional notes:

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Legionella Safety

Area to check	Checked (Yes or No)	Any actions required	Further notes
Water systems, including past risk assessment information			
Requirements for inspecting, cleaning, flushing out, and restarting			
Is any information, instruction, and training required?			

Additional notes:

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Electrical Safety and PAT Testing

Area to check	Checked (Yes or No)	Any actions required	Further notes
General safety of electrical equipment (condition of wires, plugs, faultiness, etc)			
Whole electrical safety system check – is it due?			
PAT tests for any appliances used – are they due?			
Combined inspections and tests for equipment – are they due?			
Is any information, instruction, and training required?			

Additional notes:

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Inspections, Maintenance, and Restarting Machinery

Area to check	Checked (Yes or No)	Any actions required	Further notes
Appliances, equipment, plant, machinery – are they due a statutory check?			
General inspection of equipment before restarting			
Checked manufacturer's instructions and guidance			
Procedures for restarting machinery safely			

Additional notes:

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Manual Handling Safety

Area to check	Checked (Yes or No)	Any actions required	Further notes
Considered LITE – load, individual, task, and environment			
Have the capabilities of individuals changed?			
Have lifting aids been inspected?			
Has team lifting been affected by social distancing?			
Is any information, instruction, and training required?			

Additional notes:

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COSHH Safety

Area to check	Checked (Yes or No)	Any actions required	Further notes
Existing controls for hazardous substances (e.g. safe storage)			
Any new hazards (e.g. cleaning chemicals for COVID-19)			
Is any information, instruction, and training required?			

Additional notes: