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 after a period of closure is **carry out a risk assessment**. Business premises may need to close as a result of COVID-19 lockdowns, or due to staff having to self-isolate. Depending on the length of closure and the type of business, some of the areas may not need to be checked.

The risk assessment 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:

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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)			

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Asbestos Safety

Areas 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?			

Further comments and actions

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Legionella Safety

Areas 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?			

Further comments and actions

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Electrical Safety and PAT Testing

Areas 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?			

Further comments and actions

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Inspections, Maintenance, and Restarting Machinery

Areas 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			

Further comments and actions

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Manual Handling Safety			
Areas 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?			

Further comments and actions

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COSHH Safety

Areas 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?			

Further comments and actions