



Checklist: Restarting business premises following shutdown

Risk Control

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Purpose

1 This guidance document has been prepared to aid in the effective management of restarting business premises following the Coronavirus (COVID-19) crisis.

Introduction

Coronavirus has brought unprecedented times to the world causing large scale business interruptions. We have prepared this guidance note to aid the user in the restarting of business premises and business operations.

3 Upon the reopening of site premises to resume business operations, the guidance document should assist with the precautions and procedures to be implemented following the current crisis.

4 Essential site checks, inspections and maintenance prior to / upon restarting premises operations should reduce the likelihood of loss from fire inception or personal injury.

On the following pages are a checklist audit, which can be modified by the user to target specific areas and or there maybe questions which are not valid which should be removed.

For any further assistance relating to reopening site premises, please contact any member of the CNA Hardy Risk Control team.

Considerations

Guidance related to Coronavirus (COVID-19) provided by the national governments should be followed at all times.

In the UK, guidance should be followed utilising the government website and the HSE (Health and Safety Executive).

Restarting Business Premises – Employee / Staff Checklist

| Address | | Current Audit date | | Audit by | |
|--|--|--------------------------------|------------------|-----------|--|
| Site Area / Location | | Previous Audit date | | Audit by | |
| Topic to be reviewed | | Actions | | | |
| Employees / Staff | Controls and Inspections | What action needs to be taken? | Who and When by? | Completed | |
| Has a COVID-19 risk assessment been prepared and shared with staff, which has been discussed with employee representatives? <i>Consider social distancing and COVID-19 secure guidelines</i> | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Have all staff been contacted in advance of returning to the premises to check if they are in good health and if they or if anyone within their homes have had any recent potential symptoms of COVID-19? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Has all staff received a revised induction including information and reporting regarding COVID-19 and relevant precautions including hygiene? <i>Consider the temperature screening if deemed appropriate.</i> | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Has suitable Personal Protective Equipment (PPE) been provided as per the risk assessment, including the training in the use of it? | Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/> | | | | |
| Has additional information been provided to staff regarding suitable clothing? <i>Recommended to provide workwear and a workbag that can be kept in a locker at work or washed daily at 60 degrees or above.</i> | Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/> | | | | |
| Are the welfare facilities suitable and sufficient as per the Government and HSE guidelines, with sufficient hygiene measures implemented including increased signage? | Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/> | | | | |
| Are alternative shift patterns or staggered work activities required to adhere to current government social distancing guidelines? <i>Consider alternative workspace / desk arrangements</i> | Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/> | | | | |
| Has additional time allowances and flexibility been provided to staff to allow for hygiene procedures prior to starting work? <i>Consider providing additional time for showers and washing at work following the travel to the workplace.</i> | Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/> | | | | |
| Have travel procedures for staff been reviewed? <i>Consider the potential for exposure on busy public transport.</i> | Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/> | | | | |

Restarting Business Premises – General Premises Checklist

| | | | | | |
|--|--|---------------------------------------|-------------------------|------------------|--|
| Address | | Current Audit date | | Audit by | |
| Site Area / Location | | Previous Audit date | | Audit by | |
| Topic to be reviewed | | | Actions | | |
| General Premises | Controls and Inspections | What action needs to be taken? | Who and When by? | Completed | |
| Has a copy of the COVID-19 Secure Poster been signed and displayed within the workplace? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Are there any signs of malicious damage and peril damage? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Are there any signs of electrical issues or overheating? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Are there any signs of gas or water leakage? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Are the gas / boiler inspections complete and up to date? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Are the fixed electrical inspections complete and up to date? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Has the HVAC / Air handling units been cleaned / serviced to ensure efficiency of filters and good levels of clean air recirculation? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Has legionella testing been undertaken prior to restart? Legionella may have built up in the pipework systems due to being stagnant for a period of time. | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Have the fire protection / detection systems been checked to ensure they are in good working order and operating as per designed? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| <i>Have the security systems been checked to ensure they are in good working order and operating as per designed?</i> | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| <i>Have the premises been subject to a full deep clean / decontamination prior to restart?</i> | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Have the cleaning precautions been revised? Consider as per the Gov.uk guidance - Use of household detergents with a disposable cloth followed by disinfection (1000 ppm av.cl.) especially in high public traffic areas and areas subject to bodily fluids; Wearing disposable gloves and aprons for cleaning; All disposable waste (cloths) and disposable PPE should be double bagged, securely stored for 72 hours prior to disposing; Hands washed with soap and water for 20 seconds; Further guidance for suspects COVID-19 persons including waste as per reference 2. | | | | | |
| Have contractor controls and visitor controls been updated? | Yes <input type="radio"/> No <input type="radio"/> | | | | |

Restarting Business Premises – Plant Inspection Checklist

| Address | | Current Audit date | | Audit by | |
|--|--|--------------------------------|------------------|-----------|--|
| Site Area / Location | | Previous Audit date | | Audit by | |
| Topic to be reviewed | | Actions | | | |
| General Plant and Equipment – Pre-start | Controls and Inspections | What action needs to be taken? | Who and When by? | Completed | |
| Have you prepared a systematic recommissioning plan for your equipment? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Do you have a minimum number of suitably trained operators and maintenance support staff available for the proposed pre-start-up checks and for the planned commencement of operations? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Prior to the introduction of any power or hazardous materials are you planning to complete a punch list to check for any missing equipment items or unsafe equipment (e.g. checking all drain lines are closed, all relief systems are fitted, no open ended pipework is present and all trips and alarms are operational) | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Are there any signs of malicious damage and peril damage? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Are there any signs of plant deterioration? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Are there any signs of electrical issues or overheating? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Are the statutory inspections complete and up to date? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Are the LOLER inspections complete and up to date? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Have the fluid / fuel / oil levels been checked? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Have the service connections been checked to ensure connected correctly and secured without leakage? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Are all fixed safety measures in place and working as per designed? (i.e. guarding / auto-shut off devices)? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Are all beacons, alarms, fixed fire protection and other safety identification measures operating correctly? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| Are the areas surrounding the plant and equipment free of combustibles, flammables and debris? | Yes <input type="radio"/> No <input type="radio"/> | | | | |
| General Comments | | | | | |
| Distribution: | | Proposed Next Audit date | | | |

References

1. IChemE Hazards XIX Paper 48: Property Insurance: Risk Quality Assessment, by Stuart Kenyon, 2006
2. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Disclaimer

CNA Hardy and its Representatives shall not be liable to any person for any direct or indirect loss or damage of any kind arising from the reliance on anything contained in this guidance note.