

# GENERAL CHECKLIST FOR REOPENING YOUR BUSINESS DURING CORONAVIRUS



**NFU Mutual**  
RISK MANAGEMENT SERVICES

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# WHERE DO YOU START?

The Government's advice remains clear that where possible work should be undertaken from home. If it is not possible to undertake work from home and your type of business is not on the Government list required to remain closed, you can continue to work but should assess your activities in line with the latest Coronavirus prevention methods.

This document aims to help you identify what you need to do to reopen your business safely during Coronavirus.

Although this document does not replace the need to complete a risk assessment it may help guide you to what you may need to include in your risk assessment.

Further guidance on sector specific measures you may need to implement is also available via the Government websites. Please refer to those for specifics related to your industry.

## **STEP 1 – CORONAVIRUS REOPENING YOUR BUSINESS CHECKLIST**

The checklist later in the document will help you identify what actions you may need to take to safely reopen your business during Coronavirus. The completed checklist allows you to identify gaps where additional measures may be required.

## **STEP 2 – REVIEW YOUR RISK ASSESSMENT**

Coronavirus presents a new risk for all employers and businesses to consider when conducting risk assessments, formulating safe systems of work, providing appropriate equipment, information and training to employees, and monitoring compliance. Therefore, you should either compile a new assessment considering all hazards and risks from Coronavirus in your workplace, or review your current assessment.

For further guidance on how to carry out a risk assessment, please see our guidance note on Risk Assessments [here](#).

### **STEP 3 – ACTION PLAN**

Completing the checklist and reviewing your risk assessment will provide you with a list of different measures that you now need to implement. This is the time to evaluate the practicality of implementing each measure and determine how to take the necessary steps to ensure they're in place ready for you to reopen your business safely. Document your action plan steps and update accordingly.

### **STEP 4 – COMMUNICATION**

Communication is key and there are a lot of changes that your staff need to digest and consider before returning to work. Continuous communication throughout this process will demonstrate that you're putting your staff's safety at the heart of this decision.

### **STEP 5 – REVIEW**

The information and guidance around Coronavirus changes on a frequent basis and you will need to monitor the latest Government advice for any changes that could impact your business. Document your reviews and any changes needed to your documentation following a review.

# CORONAVIRUS REOPENING YOUR BUSINESS CHECKLIST

Business Name:

Address:

Checklist completed by:

Date:

1.1 Do you have a specific Coronavirus Management Policy? Does this include how you are managing the prevention of spread of the virus, how vulnerable categories of staff are protected, what to do if someone shows symptoms of the virus, what to do if staff are notified of the need to self-isolate, the policy on company and personal travel implications and return to work after self-isolation?

Yes  No  N/A

Comments:

1.2 Have you read the Sector Specific Government guidance on reopening your business? Links to these documents are available [here](#).

Yes  No  N/A

Comments:

- 1.3 Has the business risk assessment been reviewed, considering:
- How employees and contractors can safely enter premises that may have been closed for a number of weeks to prepare the site for reoccupation
  - How to safely start up equipment and machinery that has been de-energised or out of use for a period of time
  - How social distancing measures will be maintained (especially around entrances, workstations and other common areas such as car parks and smoking areas);
  - The provision of adequate hand washing, welfare facilities and cleaning operations (in the context of Coronavirus)
  - Whether further training is required both in relation to Coronavirus related changes to the workplace and operations that may have become unfamiliar to staff due to a period away from the workplace (and how this will be delivered)?

Yes  No  N/A

Comments:

- 1.4 Have you shared the findings of your risk assessment with your employees? As far as possible this should be completed electronically to avoid having to handle and share physical documents. Government guidance is asking as far as possible that the results of your risk assessment are published on your website and are expecting all

Yes  No  N/A

Comments:

- 1.5 Have you displayed the Government Notice ‘Staying COVID-19 Secure in 2020’ in your workplace? \* This can be downloaded [here](#). It may be useful to publish this notice on your website.

Yes  No  N/A

Comments:

\* At the time of publication this is only relevant in England.

- 1.6 Has the business Fire Risk Assessment been reviewed, considering:
- Full functional test of the fire detection and alarm system (using multiple call points across the site and involving the call receiving centre if appropriate)
  - Full discharge test of the emergency lighting system across the site;
  - Visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged and that annual servicing is within date
  - Checking that fire escape routes are clear of any obstructions
  - Checking that final fire escape doors are unlocked and operational
  - Checking the operation of internal fire doors to ensure that they close properly and are undamaged
  - Checking that automatic fire dampers, smoke venting and smoke extraction systems are operational where fitted
  - Scheduling fire drills (1 every 6 months)
  - Reviewing assembly points to follow social distancing guidelines
  - Do you have sufficient fire marshals in place as a result of reduced staffing e.g. due to self isolation / illness / furlough?

Yes  No  N/A

Comments:

- 1.7 Has the business, Control of Substances Hazardous to Health Regulations (COSHH) Assessment been reviewed, especially in light of increased cleaning activities and / or additional cleaning products? Has this been communicated to all relevant staff?

Yes  No  N/A

Comments:

- 1.8 Has the business created and implemented a daily health check form for staff?

Yes  No  N/A

Comments:

1.9 Has the business considered any signing in or clocking in procedures and the need to stagger these and / or maintain social distancing?

Yes  No  N/A

Comments:

1.10 Has the business implemented additional control measures for allowing contractors (including cleaners) on site? Are you aware of the contractors' control measures for controlling Coronavirus?

Yes  No  N/A

Comments:

1.11 Is the business displaying appropriate Hand Hygiene posters around the

Yes  No  N/A

Comments:

1.12 Have staff been instructed on how to wash hand / apply sanitiser effectively and to maintain good hygiene practices? [See Government hand washing video.](#)

Yes  No  N/A

Comments:



1.13 Has the business implemented procedures to ensure staff know what to do if a suspected case of Coronavirus is identified at work?

Yes  No  N/A

Comments:

1.14 Has the business implemented a business-critical visitors / contractors health check form?

Yes  No  N/A

Comments:

1.15 Has a deep clean been scheduled, considering:

- General hygiene and cleanliness purposes after a prolonged period of closure?
- If possible, all staff (and others) should be excluded from buildings / rooms for 72 Hours (3 days) ahead of re-occupation as an added safety precaution.

Yes  No  N/A

Comments:

1.16 Has the business legionella's risk assessment been reviewed in accordance with HSE requirements?

Yes  No  N/A

Comments:

1.17 Have any missed equipment maintenance inspections been re-scheduled prior to re-occupation?

Yes  No  N/A

Comments:

1.18 Have all statutory inspections been completed (e.g. lifting equipment / pressure tests etc)?

Yes  No  N/A

Comments:

1.19 Has all the statutory training been completed (including refresher training)?

Yes  No  N/A

Comments:



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Governmental guidance relating to the Coronavirus pandemic is updated frequently and different approaches may be taken in England, Scotland, Wales and Northern Ireland which may impact on the accuracy and validity of this guidance. We therefore do not give any warranty, whether express or implied, as to the accuracy and validity of this guidance. You are solely responsible for keeping up to date with developments relating to the Coronavirus pandemic.

To keep up to date, please read the information that your Government is sharing with the public which can be found at [www.gov.uk](http://www.gov.uk), [www.gov.wales](http://www.gov.wales) (for Wales), [www.gov.scot](http://www.gov.scot) (for Scotland) and [www.nidirect.gov.uk](http://www.nidirect.gov.uk) (for Northern Ireland) and consult the NHS website for health advice.

This guidance is provided on the strict understanding that you accept, without limitation, that you retain sole responsibility for compliance with health and safety legislation and regulations, all other legislation and any warranties/conditions attached to your insurance policies. We have not conducted any site visits as part of producing this guidance and we have not, and are not, providing any guidance in relation to your specific set up.

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