

## Return to Work Checklist

A Flint Insurance Communication

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Business



Motor Trade



Motor Fleet



Personal



Private Clients

## Return to Work - Example Checklist

With recent Government announcements, Businesses are starting to think about getting their staff back to work. Whilst this is a positive step, there are many areas to consider to ensure that your staff remain protected and you can reopen your premises safely and effectively.

Here is a simple, example checklist for businesses to consider, which concentrates on some key areas. This is by no means a full list of all processes and procedures to follow, but may help prompt your business and give you some action points to follow:-

Restoring Power	Done	In Progress	Not Started
Has power been isolated during a period of shutdown? Has there been any deterioration to the power system? Please note that we would always suggest consulting a qualified electrician if you are unsure about the condition of your electrical wiring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered a fixed wiring inspection? If your wiring is due to be inspected soon, could you bring forward this inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does any machinery or equipment need to be inspected following a period of non-use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is good practice to restore power in sections to avoid power surges and damaged sensitive equipment. Consult a qualified electrician if unsure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Once power is restored, have you monitored the system to ensure that everything is working correctly? Checking after 30 minutes and then 24 hours should hopefully identify any issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statutory inspections may be due following a period of shutdown. Please refer to the following HSE website for guidance:- <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Restoring Services	Done	In Progress	Not Started
If you have air conditioning systems, consider a phased switch on to avoid power surges. Do the units need to be inspected before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your heating system may have been turned off or switched to a lower setting. Consider discussing with a plumber if the system has been isolated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Management Systems can identify faults so you should ensure that this is given your attention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If your water supply was switched off, you may need to drain the system before allowing staff to reoccupy. Check for any leaks in the system and fluctuations in pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sprinklers and Fire Alarms should be tested, and any faults relayed to your provider. Check that any remote signalling is in place for the fire alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you carried out enhanced cleaning of the workplace? Consider washing facilities, toilets, door handles, handrails, office equipment and food preparation areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you introduced hand sanitisers into the workplace? Consider that this product could be considered flammable and should be stored in the appropriate conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROPERTY INSPECTION & UPDATING PROCESSES	DONE	IN PROGRESS	NOT STARTED
Roof leaks should be considered and a visual inspection from a safe location should be undertaken. Also check for any signs of water ingress such as puddles, damp patches or stains as this may indicate a leaking pipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A walk around of your building should be done on a regular basis as this should identify any obvious issues. Check for signs of break-in, blocked drains or any discarded rubbish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An internal walk around should include a check of all emergency access points such as fire doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You should also consider a test of all smoke alarms and fire detection systems prior to staff reoccupying the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the emergency contact list up to date? Have you reviewed your emergency response procedures? Consider fire marshals, first aiders etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review existing risk assessments and actions – you should ensure that the processes in place are still relevant to your business and do not need adaptation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you observed and enforced COVID-19 workplace restrictions in line with government regulations and guidance? Consider social distancing (physical markings in work areas to keep people 2m apart), PPE & Signage, staggered shifts/hours and break periods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review your Business Continuity Plan to reflect the changes made by your business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have your staff been briefed about their return to work? Discussions should include social distancing, hygiene, awareness of amended processes and procedures and giving suitable guidance for the safety of all staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

