



CORONAVIRUS (COVID-19) - COUNCIL RECOVERY/REOPENING HEALTH, SAFETY & FIRE CHECK-LIST/RISK ASSESSMENT

	Date	Revision
	04/05/2022	1
Following a council office closure or change in operating model due to the coronavirus (COVID-19) crisis, the immediate reaction of many councils is to reopen their offices as soon as possible. However, it is highly likely that the working environment for the next period will be anything but "business as usual" – not just for your council but also your clerks, councillors, volunteers and the community. It is likely that many of the COVID-19 controls put in place during the crisis will remain in place for some time, or only be partially lifted i.e. social distancing requirements etc. This pandemic has had an impact on organisations in many different ways, meaning that working assumptions made prior to COVID-19 are no longer true. Lessons need to be learned and councils may need to adapt and change their operating procedures, policies, and practices. Therefore, it may be prudent to reflect on your options before you consider reopening. This Checklist aims to list some of the issues that councils should consider prior to reopening.		



PREVENT THE SPREAD OF THE VIRUS.
Wash your hands or use sanitiser before and after travelling by any form of transport.

Social distancing requirements could be ongoing for some time. Consider how you are achieving and maintaining this for your employees.

Social Distancing:				
No.	Activity	Recommendations	Checked	Actions
(a)	(b)	(c)	(d)	(e)
1	Follow Government guidance on social distancing This guidance is being updated regularly	https://www.gov.uk/government/publications/COVID-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults	X	
2	Numbers of council staff in the workplace	Review the number of council staff required in the workplace but maintain a safe working level.	X	
3	Meal/break times	How can council staff avoid close contact, for example could they eat in their own vehicles? Staggering break times so staff do not group together.	X	
4	Consider sitting people on different floors	Space desks or tables out. Leave 2 metres in between each desk station.	X	
5	Distances between people	Consider marking the floor at 2m intervals to get people used to keeping the social distance, both in any queues and in the workplace.	X	



Social Distancing:				
No.	Activity	Recommendations	Checked	Actions
(a)	(b)	(c)	(d)	(e)
6	Protection screens	Can you install basic clear protection screens at critical locations? i.e. receptions, delivery points, tills etc.	x	
7	Delivery arrangements	Have you risk assessed and put in place safe working procedures for: • Goods inwards points, • Your delivery drivers, • Store deliveries, • Signing arrangements with suppliers	x	
Notes/comments				
x				

PREVENT THE SPREAD OF THE VIRUS.
 Promote frequent hand washing or use sanitiser.
 Display Government and NHS Guidelines on hand washing.
 Clean down surfaces regularly with a suitable surface cleaner.



Health, Safety, Fire and Environmental Regulations have not been relaxed or revoked.
Please ensure your council still continues to comply with all current regulations.

Health, Safety & Fire Compliance:				
No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions/Completion Date (e)
1	Welfare facilities	Ensure all welfare facilities are cleaned thoroughly and disinfected before reopening and on a regular basis going forward Ensure sufficient social distancing measures are in place in council staff rest areas	x	
2	Welfare facilities – delivery drivers	You must allow access to your welfare facilities for any visiting delivery drivers Normal hand washing procedures should be followed	X	
3	Fire safety precautions	Check and review your activities to ensure they do not alter or affect the existing Fire Risk Assessment for the premises Check and test all fire alarms to ensure they operate correctly and record tests Check and test that all the emergency lighting operates correctly and record tests Check that all final exit fire doors open easily and are not obstructed inside/outside Check and confirm all fire-fighting appliances are in service	X	



Health, Safety & Fire Compliance:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
		date and records held		
		Ensure all fire safety precautions are maintained in accordance with fire safety regulations and your fire risk assessment control measures at all times	X	
		Ensure safe escape routes are maintained at all times	X	
		Remind all council staff to remain vigilant to fire safety precautions	X	
		Recommend fire practice drills are undertaken with all council staff to remind them of procedures and are recorded	X	
4	First-aid provisions	Ensure sufficient first-aid provisions and measures are maintained in accordance with any revised work activities	X	
		Check and confirm all first aid trained individuals are still in-date	X	
		Check all first aid equipment is in-date	X	
5	Risk assessments	Ensure all risk assessments are thoroughly reviewed and amended where required if work practices have changed	X	
		Fully review all work processes/activities and produce new risk assessments for any new activities if required	X	
6	Safe Systems of Work (SSOWs), Safe Working Practices (SWPs), Safe	Ensure all SSOW/SWPs/SOPs are reviewed and amended where required if work practices have changed	X	



Health, Safety & Fire Compliance:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
7	Operating Procedures (SOPs) Health and safety training	Ensure council staff are suitably and sufficiently trained and authorised if they are required to undertake different tasks, new tasks, job roles, and machinery/equipment etc. Ensure all records of training are maintained.	X	
8	RIDDOR – Coronavirus – COVID 19	See the HSE website for full details, this can be found at: https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm	X	
Notes comments				
<i>The Health and Safety Executive (HSE) has recognised the potential challenges when carrying out legal requirements for thorough examination and testing (TE&T) of plant and equipment as a result of additional precautions people need to take to help reduce risk of transmission of coronavirus (COVID-19). The HSE have issued the following advice to help dutyholders.</i>				



Cleaning Regimes:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
1	Follow the latest Government guidance on cleaning.	Review the latest advice on the HSE website.	X	
2	Ensure ALL equipment etc. is cleaned after/before each shift.	Set up Safe Working Procedures for cleaning activities. Clean regularly and at the beginning and end of shifts. Some considerations: (Not an exhaustive list) • Desk surfaces • Telephones • Computer keyboards and mouse/mouse pad • Photocopier controls • Printers • Chairs/arms • Door handles • Light switches • Window handles • Shared hand tools • Any touch surfaces!	X	
Notes/comments				



Cleaning Regimes:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)

Self-Isolation:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
1	Rules on self-isolation:	Ensure that council staff are <u>CLEAR</u> on the rules regarding the symptoms of COVID 19 and self-isolation if required to etc.	X	



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2		Stay at Home guidance for households: current guidelines illustrate Criteria and guidance applied as of 17/03/2020: Incubation period = maximum 14 days Day 1 is the first day of symptoms The 14-day period starts from the day when the first person in the house became ill If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person Household members do <u>not</u> need to restart the clock if other members become symptomatic during the 14 days self-isolation																																																																																																																																																							
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Wellbeing & Mental Health:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
1	Stress	Look out for signs of stress and consider if any identified stress could be as a result of work pressure. If you are concerned about a member of council staff, encourage them to speak to their GP. If it is something that can be addressed due to work pressures, act accordingly.	X X X	
Staff Communication:				
1	Council Staff Communication Home workers	How often are you going to keep in touch and how? Ensure you are completing regular check in's with them to ensure they are safe and well, otherwise it can lead to employees feeling isolated. Keep in touch as a team, encourage staff to make calls to colleagues and support each other.	X X X	PHONE CALLS WEEKLY
Notes/comments				