EVERSHEDS SUTHERLAND

Checklist
Business restoration planning

⊕ COVID risks

Risk Assessment	Stand-alone COVID19 risk assessment, review and introduce COVID19 control measures, social distancing plan, consider temperature screening (and the management of personal data), consider a specific enclosed room to isolate any person displaying symptoms, ensure assessment is compliant with the relevant UK Government Secure COVID19 guidance, display the COVID-19 safe working poster (Secure COVID19 guidance), share risk assessment with employees, publish on intranet/ prepare an alert listing key control measures, consider publishing factual summary of COVID19 control measures rather than a risk matrix, continue to track UK Government guidance (register for alerts)
Health	Guidance and instruction on COVID19 management and notification of symptoms, encourage employees to heed any notifications to self-isolate and support them when in isolation under the NHS test and trace service (consider introducing a policy/ protocol to provide guidance on the application of the Test and Trace Service)
Hand washing facilities	Increase facilities and frequency of washing, additional facilities at lift call points and doorways
Contingency plan	Consideration for a second wave of COVID19
Cleaning procedures	Increase frequency and intensity of cleaning operations, introduce pre-use clean, post-use clean of workstations, equipment, machinery, cabs of vehicles and regular touch points (rails, buttons), provision of additional cleaning and disinfection facilities, consider the use of single-use items in kitchens, regular housekeeping in bathroom and kitchens, switch off hand dryers and introduce paper towels, reduce the number of men's toilet facilities to ensure social distancing, if changing rooms are provided increase cleaning at peak periods
PPE	Is this required in the workplace? Would it alleviate workforce concerns? disposable masks, gloves, aprons, should PPE be provided to first aiders with additional guidance? If there is a requirement to provide PPE check the supply chain suitability. The Government has confirmed that face coverings are 'a condition of travel' on public transport.
Ventilation	Open windows in premises, cabs, where possible keep doors open to reduce touch points and aid ventilation (not emergency doors)

🔒 SMS & SSoW

RA and SSoW	Revisit risk management documentation to implement necessary revisions, communication and implementation, ensure effective change management strategy
PPE and equipment	Consider additional PPE and installation of equipment - plexiglass barriers, personal hand sanitiser, gloves, overalls (change of clothes) if required, disable touch screens, remove high-touch equipment (white boards, remote controllers), institute a clear desk policy, create designated storage areas for personal items, encourage workforce to use own stationary and equipment
DSE	Revisit DSE workstation self-assessments for an increased workforce working from home, consider if reasonable adjustments are required
Cohorting	Consider cohorting to reduce number of teams and limit social interaction (teams, alternate working weeks, staggered arrival and departure times) and implement a handover process where required
Lone working	Consider policy and guidance where lone working now arises, ensure a system for regular communication and reviews
Social distancing	Update working practices - stagger breaks, side by side working or facing away working arrangements, enforce building control measures with 2 metre markings and signage and one direction foot-traffic, queue management - entering and leaving premises, use stairs rather than lifts, reduce lift occupancy numbers (2 people per lift and promote good 'lift etiquette' of standing side by side and facing forwards), in car park ask employee to reverse into parking spaces, review bike storage arrangements
Supply chain	Communication with supply chain in relation to safe deliveries procedure – control the entry points, staggered delivery times, plexiglass shields where appropriate, cleaning of packages, additional hand washing facilities, restrict visitor attendances, review signing in procedures
Welfare	Regular engagement with the workforce, introduce stress and wellbeing initiatives, consider virtual work support, monitor working patterns to tailor guidance and assistance, consider conducting a survey to understand employees concerns to assist in the return to work initiative
RIDDOR	Awareness of RIDDOR requirements - issue guidance where required

🏢 Premises

Security	Review of security and general condition of the premises and undertake remedial works prior to re-entry, check electrical equipment and appliances
Fire Life Safety	Review fire safety arrangements, inspect firefighting equipment and life safety systems ensure quota of first aiders and fire marshals on site, consider postponing planned fire drills but ensure everyone has completed fire evacuation training
Water Risks	Review legionella risk assessments, consider a safe flushing regime and treatment programme
Statutory Inspections	Review equipment and machinery (engineers categorised as essential workers)
Site reorganisation	Re-design spaces and reduce capacity in lobby, reception and canteen areas, consider office furniture reconfigurations, convert shared spaces and meeting rooms to single capacity, reduce the number of printers/ copiers, where possible prevent hot desking or increase cleaning operations

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👥	**People**
Consultation, guidance and instruction	Develop and execute a comprehensive return to work plan, communication on COVID19 control measures and ongoing support to mitigate workforce anxiety – consider a centralised Q & A platform, modifications to SMS and SSoW, regular updates on evolving government and PHE guidance, engage workforce in the back-to-work plan, ensure leadership alignment on re-entry, manage employee expectations consider the introduction or update to policies on home working, travel (to include 'commuting' whether via public transport or employer provided / sponsored vehicles (vans, coaches etc)), sickness, health screening and reporting, data privacy and information security (home working risks – consider reasonable adjustments)
Training	COVID19 measures, refresher training, PPE guidance, changes in SSoW and re-skill training

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