



Coronavirus (COVID-19)

Council Recovery/Reopening Health, Safety & Fire Checklist/Risk Assessment

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

For clarification on any of the following items please contact BHIB Councils Insurance through your normal channels	Date	Revision
<p>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.</p> <p>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.</p> <p>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.</p> <p>Follow these links for an up-to-date summary of the UK Government advice. It includes information around social distancing, hygiene, cleanliness, staff sickness advice and staying at home. For advice across the UK, please see specific guidance set by the Northern Ireland Executive, the Scottish Government and the Welsh Government.</p>		

Information is changing rapidly, please continue to monitor Government websites on a regular basis for latest guidance.

Preparing to reopen after prolonged shutdown:

No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
1	Authority to reopen	Have you checked the UK Government website to ensure your office can reopen?		
2	Sector-specific advice	Have you checked the UK Government Sector specific advice for local authorities? https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-local-government		
3	Insurance	Have you checked with your insurance brokers that your insurance is still in place with your insurance company and no payments have been missed?		
4	Personnel & staffing	Have you considered your staffing requirements for the next period? For instance, will this result in a phased return to work and could this result in rotation of staff on furlough?		
		Have you considered the effect this 'business interruption' has/will have on your council?		

Preparing to reopen after prolonged shutdown:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
		<p>Have you considered whether there are any temporary or permanent changes to the way your council operates once it reopens that could result in:</p> <ul style="list-style-type: none"> a reduced requirement for staff in some areas that could result in redundancies an increased requirement for staff in some areas changes to responsibilities / roles changes to your operating hours and / or locations of work 		
4	Personnel & staffing (continued)	Have you considered that some clerks, councillors or volunteers may now have restrictions such as self-isolating due to family members, childcare responsibilities etc. i.e. flexible working?		
		Have you considered if any of your clerks, councillors or volunteers with vulnerabilities i.e. underlying health conditions, existing medical conditions, reduced immunity, pregnancy etc. are able to work?		
		Have you considered social distancing requirements and any mitigating actions to reduce the risk of transmission between staff?		
		Have you considered increasing the frequency of cleaning procedures and how you will do this?		
		Have you considered additional hand washing stations or facilities, providing soap, water and/or hand sanitisers?		

Preparing to reopen after prolonged shutdown:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
		Have you considered assigning council staff to the same shift teams to limit social interaction?		
		Have you considered if you can provide suitable welfare facilities for your council staff i.e. consider peripatetic workers?		
		Have you considered limiting staff congregations at break times i.e. staggered breaks, staff catering etc.?		
4	Personnel & staffing (continued)	Have you considered how you will communicate to all council staff that they should wash their hands with soap & water for 20 seconds or more at the beginning or end of every break?		
		Have you considered reminding staff daily to only come to the office if they are well and no one in their household is self-isolating?		
		Do you have the required Personal Protective Equipment to continue with specific tasks?		

Preparing to reopen after prolonged shutdown:

No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
Notes/comments				

Preparing to reopen after prolonged shutdown:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
5	Operating procedures & policies All councils will have to change how they operate to some extent. You should review all of your policies, risk assessments and safe systems of work to make sure they are still relevant. Do they reflect your current practices?	<u>Has your council's operating model changed?</u> Do you intend to operate differently now? For example: <ul style="list-style-type: none"> • Taking on more volunteers and creating specific 'COVID-19 Support Groups' to tackle the crisis • Adapting the way AGMs, decision making and large meetings are held • Home working is now a big part of your new operating rhythm 		
		<u>COVID-19:</u> have you considered COVID-19 specifically in your review of your operational policies & procedures? <ul style="list-style-type: none"> • Do you require a COVID-19 Policy? • Do you require a COVID-19 Risk Assessment? 		
		<u>Home working:</u> Have you considered what your council needs to provide to ensure your staff can work effectively from home? <i>(HSE has advised it not necessary to carry out DSE work Risk Assessments for temporary work at home during the pandemic. However, it's likely that home working may become more common so it makes sense to consider longer term arrangements for home working).</i>		

Preparing to reopen after prolonged shutdown:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
5	Operating procedures & policies (continued) All councils will have to change how they operate to some extent. You should review all of your current policies, risk assessments and safe systems of work to make sure they are still relevant. Do they reflect your current practices?	<u>Driving:</u> Have you considered if there are changes to drivers working hours, vehicle MOTs etc. you need to consider i.e. vehicles may be subject to social distancing restrictions & enhanced cleaning requirements? <ul style="list-style-type: none"> • Check and confirm all vehicle insurance cover is in place • Are vehicles currently road taxed? • Check vehicle MOTs are current and have not expired • Check relevant authorised employee drivers licences are still current 		
		<u>Travelling to work or sharing a vehicle at work:</u> Have you considered if your council staff fully understand the requirements? <ul style="list-style-type: none"> • Staff should consider alternatives such as walking, cycling and public transport; maintaining 2 metre social distancing. • If an essential journey must be made and there is no option but to share a vehicle with people who are not part of the same household then journeys should be shared with the same individuals and minimum number of people required. • Good ventilation (i.e. keeping windows open) and facing away from each other may help. • Private vehicles used by people from multiple households should be cleaned regularly. 		

Preparing to reopen after prolonged shutdown:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
5	Operating procedures & policies (continued) You should review all of your council's policies, risk assessments and safe systems of work to make sure they are still relevant. Does it reflect your current practices? Have you considered COVID-19 specifically in your current practices?	<u>Welfare</u> : Have you considered if you can provide suitable welfare facilities for your council staff (consider peripatetic workers), volunteers, contractors, delivery persons etc.?		
		<u>Lone Working</u> : Do you have councils staff that are lone working due to home working or reduced staffing levels? Do you need to consider additional steps to protect them?		
		<u>Manual Handling</u> : Have you considered any additional manual handling risks i.e. due to reduced staffing and social distancing?		
		<u>Wellbeing</u> : Have you considered the mental wellbeing of your council staff from isolation or general concerns? <ul style="list-style-type: none"> Employers should utilise the numerous online resources and guides on how to manage staff wellbeing. 		

Preparing to reopen after prolonged shutdown:				
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5	Operating procedures & policies (continued) You should review all of your council's policies, risk assessments and safe systems of work to make sure they are still relevant. Does it reflect your current practices? Have you considered COVID-19 specifically in your current practices?	<u>Fire:</u> Have you considered reviewing your fire risk assessment (FRA) and arrangements i.e. a change in staff levels or stock levels that may impact on your current fire safety arrangements? <ul style="list-style-type: none"> <i>You may have skeleton staff spread over a large area or a large number of temporary staff who require induction into the Fire Emergency Evacuation Plan?</i> <i>You still need to maintain your fire arrangements such as servicing, maintenance, training etc.</i> <i>Where buildings are closed up you need to consider measures to minimise the risk of arson</i> 		
		<u>First Aid:</u> Have you considered any changes you may need to make to ensure you have suitable first aid emergency arrangements in place i.e. with reduced staffing levels are the required number of first aiders or appointed persons in place at all times? <i>(COVID-19 should be considered specifically in your review. Are council staff trained how to identify the symptoms? Do they know what steps to take if an individual shows signs of having the virus?)</i>		
		<u>Water (Legionella Risk):</u> Have you checked that upon reopening all water systems have been flushed? <ul style="list-style-type: none"> Have you ensured all toilets are flushed and showers and taps have been run for a few minutes to flush 		

PREVENT THE SPREAD OF THE VIRUS.

Wash your hands or use sanitiser before and after travelling by any form of transport.

Work/Shift Patterns:

No.	Activity	Recommendations	Checked	Actions/Completion date
(a)	(b)	(c)	(d)	(e)
1	Look to split shifts as much as possible to build-in resilience to your essential work operations	Ensure sufficient management & supervision is available to cover all shifts.		
2	Avoid shifts overlapping	Look at building in a short gap between shifts to ensure staff on opposing shifts do not come into contact with others and allow cleaning time between shifts.		
3	Steady planned restart programme	Consider restarting employees steadily and on a planned programme to ensure a healthy and safe work environment is established and maintained with sufficient competent supervision available.		

Work/Shift Patterns:				
No.	Activity	Recommendations	Checked	Actions/Completion date
(a)	(b)	(c)	(d)	(e)
Notes/comments				

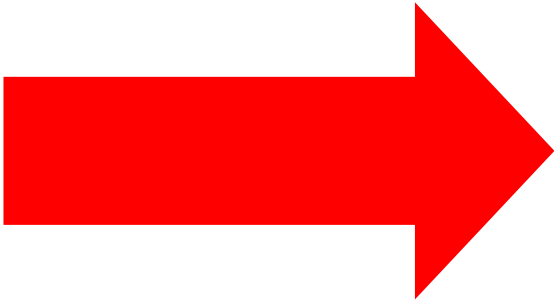








Social distancing requirements could be ongoing for some time. Consider how you are achieving and maintaining this for your employees.

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		
2	Numbers of council staff in the workplace	Review the number of council staff required in the workplace but maintain a safe working level.		

Social Distancing:				
No.	Activity	Recommendations	Checked	Actions
(a)	(b)	(c)	(d)	(e)
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.		
4	Consider sitting people on different floors	Space desks or tables out. Leave 2 metres in between each desk station.		
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.		
6	Protection screens	Can you install basic clear protection screens at critical locations? i.e. receptions, delivery points, tills etc.		
7	Delivery arrangements	Have you risk assessed and put in place safe working procedures for: <ul style="list-style-type: none"> • Goods inwards points, • Your delivery drivers, • Store deliveries, • Signing arrangements with suppliers 		
Notes/comments				

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.

Hand Washing:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
1	Hand washing	Ensure all council staff are regularly washing hands in line with government recommendations, you may find the attached information useful. https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing		
2	Protecting others	Remind staff on how to protect themselves and others following the government guidelines.		
3	Cash handling	Consider where possible using contactless card payments. <i>Contactless payment maximum has risen to £45.00.</i>		
		Provide cash handlers with disposable gloves and sanitiser.		
		Remind council staff to wash hands regularly.		
		Gloves should be treated like your hands. Do not touch face, mouth, nose or eyes while wearing gloves, follow 'DON' and 'DOFF' protocols below and replace frequently.		

Hand Washing:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
4	Smoking	Advise smokers to wash their hands thoroughly before and after smoking or handling cigarettes to prevent any cross-contamination from hand to mouth.		
<p>PREVENT THE SPREAD OF THE VIRUS: Promote frequent hand washing or use sanitiser. Display Government and NHS Guidelines on hand washing.</p> 		<p>HOW TO DON GLOVES</p> <div> <div>  <p>1 Remove one glove from the package and inspect it to be sure no pinholes or tears are present.</p> </div> <div>  <p>2 If gloves are ambidextrous, they can be worn on either hand. If not, align the glove's fingers and thumb with the proper hand before donning.</p> </div> </div> <div> <div>  <p>3 Insert five fingers into the cuff and pull the cuff over the wrist.</p> </div> <div>  <p>4 Check for a secure fit around the fingers and palm. The cuff should fit snugly around the wrist.</p> </div> </div>		
		<p>HOW TO DOFF GLOVES</p> <div> <div>  <p>1 Grasp the outside edge of the glove near the wrist.</p> </div> <div>  <p>2 Peel the glove away from the hand, turning it inside out. Hold it in the opposite gloved hand.</p> </div> </div> <div> <div>  <p>3 Slide an ungloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove.</p> </div> <div>  <p>4 Peel the remaining glove off from the inside, creating a "bag" containing both gloves. Discard.</p> </div> </div>		

Hand Washing:

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

Notes/comments

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

Health, Safety & Fire Compliance:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
1	Welfare facilities	Ensure all welfare facilities are cleaned thoroughly and disinfected before reopening and on a regular basis going forward		
		Ensure all water sources, taps and showers etc. have been run thoroughly to ensure no build-up of bacteria; Legionella etc. has occurred in them		
		Descale and disinfect shower heads		
		Undertake temperature checks on hot water systems, taps etc		
		Ensure sufficient social distancing measures are in place in council staff rest areas		
		Consider staggered break times to reduce numbers in rest areas		
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		

Health, Safety & Fire Compliance:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
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 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		
		Ensure sufficient Fire Wardens are available on shifts		
		Ensure safe escape routes are maintained at all times		
		Remind all council staff to remain vigilant to fire safety precautions		
		Recommend fire practice drills are undertaken with all council staff to remind them of procedures and are recorded		
4	First-aid provisions	Ensure sufficient first-aid provisions and measures are maintained in accordance with any revised work activities		
		Check and confirm all first aid trained individuals are still in-date		
		Check all first aid equipment is in-date		

Health, Safety & Fire Compliance:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
5	Risk assessments	Ensure all risk assessments are thoroughly reviewed and amended where required if work practices have changed		
		Fully review all work processes/activities and produce new risk assessments for any new activities if required		
6	Safe Systems of Work (SSOWs), Safe Working Practices (SWPs), Safe Operating Procedures (SOPs)	Ensure all SSOW/SWPs/SOPs are reviewed and amended where required if work practices have changed		
7	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.		
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		

Health, Safety & Fire Compliance:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
Notes/comments				
<p><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></p>				

Workshop Environments:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
1	Lifting equipment & lifting accessories LOLER inspections/certificates.	Any lifting equipment or lifting accessories are in-date and certified?		
		<ul style="list-style-type: none"> Fork-lift trucks, cranes, hoists etc. Chains, shackles, lifting beams etc. 		
		Any Passenger Lifts have a current, in-date LOLER certificate?		
2	Machinery	Check all machine guards are correctly in place and all emergency stop systems/devices etc. are tested and work		

Workshop Environments:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
		effectively/correctly		
3	Local exhaust ventilation (LEV) systems	Check and confirm all LEV systems are in-date and certified		
4	Breathing air systems	Check and confirm all breathing air fed systems have been tested and have a current in-date certificate in place		

Display Screen Equipment:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
1	Employees required to use Display Screen Equipment (DSE) Employees using DSE when working from home	Encourage council staff to have a break for at least 5 minutes every hour		
		Get up from the desk and move about frequently, avoid awkward postures		
		Avoid eye fatigue by changing focus and blinking (as obvious as that sounds, it is often not done when concentrating on the screen)		
		For those working on a long-term basis you should ensure council staff complete a DSE assessment, click here to view the document - https://www.hse.gov.uk/msd/dse/		

Display Screen Equipment:

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

Notes/comments

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.		
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) <ul style="list-style-type: none"> • Desk surfaces • Telephones • Computer keyboards and mouse/mouse pad • Photocopier controls • Printers • Chairs/arms • Door handles • Light switches • Window handles • Any bio-metric clocking on/off machine areas each time before use • Credit card swipe/Contactless swipe areas • Fork-lift truck touch surfaces • Pallet truck handles/controls • Parcel tape guns • Machinery operating handles/controls etc. • Shared hand tools • Any touch surfaces! 		

Cleaning Regimes:

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

Notes/comments

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.		

Self-Isolation:

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

2

Stay at Home guidance for households: current guidelines illustrated

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 on in the original 14-day isolation period.

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 not need to restart the clock if other members become symptomatic during the 14 days self-isolation

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Person in household																					
Example household 1																					
A	X							✓													
B				X							✓										
C															✓						
D															✓						
Example household 2																					
A	X							✓													
B				X							✓										
C													X							✓	
D															✓						

Key: X = when illness started - first day of symptoms
✓ = allowed to go out again

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.		
Staff Communication:				
1	Council Staff Communication	How often are you going to keep in touch and how?		
	Home workers	What work will they be doing and how long for?		
		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.		
		Have daily Zoom calls to keep in touch and discuss the day. https://zoom.us/		
Notes/comments				

Self-Isolation:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)

Any views or opinions expressed in this document are for guidance only and are not intended as a substitute for appropriate professional advice. We have taken all reasonable steps to ensure the information contained herein is accurate at the time of writing. In relation to any particular risk assessment issues, readers are advised to seek specific advice.

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