



Ten steps to re-opening the workplace Checklist



01 Understand the requirements

Identify sources of guidance and list in this section

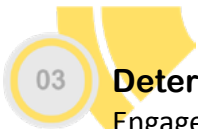
» The Management of Health and Safety at Work Regulations 1999
» Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
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02 Set realistic expectations

Identify potential constraints and limitations

Constraints	Impact
» e.g. Cleaning staff furloughed, shortage of hand gel, insufficient bike/car parking etc.	» e.g. 14 day notice required to resume service, very unhappy staff, staff delayed/late (again unhappy)
»	»
»	»
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03 Determine needs

Engage senior leadership to determine precise nature of business needs

Who?	What?	Where?	When?	How?
Payroll admin x 1	Generate pay-run	Finance area	1 x per week	Dedicated terminal
HR	Establish who is WFH & who is due in and when		Ongoing	Contacting HoD



07 Develop emergency procedures

Emergency procedures should include the following:

Procedure	Document title	Reference	Date
Person develops symptoms whilst in the workplace			
Person who has been to the workplace develops symptoms			
Confirmed infection in person who has been to the workplace			
First aid procedures			
Evacuation procedures			
Other:			
Other:			
Other:			



08 Record your findings

Risk assessment findings, control measures and actions should be recorded as per best practice. The document reference numbers should be noted in the relevant sections above.



09 Develop a communications strategy

Consider which groups you will need to communicate with, which methods you will use and what frequency. Consider how staff can raise concerns, questions and provide feedback.

Consider a daily briefing to staff in the building that day – to remind them of the rules



10 Review and update

Regularly review, update and communicate any findings

Review Triggers

- New guidance
- Changed alert level
- Confirmed infection
- Other:

Data reviewed

- New guidance
- Safety walks/inspections
- RIDDOR reports
- Near-miss reports
- Employee feedback
- Other:

People involved

Review	Notes	Date
01		
02		
03		
04		