

COVID-19 Business checklist and outbreak procedure

Business name:
Address:
Person carrying out this checklist:
Date of original completion:
Date of last review:

Areas considered when carrying out checklist

Persons considered when carrying out checklist					
Staff		Part time staff		Young workers (<18)	
Pregnant staff		Contractors		Members of the public	
Person with disabilities		Young children		Other (detail in box)	

Risk assessments and management controls	Yes	No	N/A
1. Has the business carried out a COVID-19 risk assessment and shared the results with the people who work in the business? (including specific risk assessments for Black, Asian and minority ethnic (BAME) staff)			
Notes:			
2. Is there a senior person in charge responsible for preventing and controlling COVID-19? Does the senior person understand the reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR), when reporting on COVID-19?			
Notes:			
3. Is there a documented COVID-19 prevention and control procedure? Have employees been instructed in the COVID-19 prevention and control procedure?			
Notes:			
4. Does the business have in place adequate cleaning, handwashing and hygiene procedures in line with guidance? Are there facilities in place for workers to wash their hands when entering and leaving the business? Is there a system in place for enhanced cleaning procedures at touch points in entry and exit areas?			
Notes:			
5. Has the business taken all reasonable steps to help people work from home?			
Notes:			
6. Have all workers been briefed on the criteria for deciding whether to travel to work or not (for example, if someone falls ill, social distancing or self-isolation)? Is there a system for recording details where individual workers have fallen ill or are in self-isolation?			
Notes:			
7. Has the business briefed workers on the importance of social distancing in all areas of the business including when entering and leaving? Are there posters/ signage on display?			

Risk assessments and management controls	Yes	No	N/A
8. Where applicable is there a sufficient track and trace procedure to ensure that visitors and customers contact details are taken so they can be informed if they are required to get tested for COVID 19 at a subsequent time?			
Notes:			
9. Is there a system in place for stopping all non-essential visitors? Are all necessary visitors briefed on the measures in place in advance of visiting the business?			
Notes:			
10. Is there a system in place to ensure that deliveries are being managed properly?			
Notes:			
11. Has the business reviewed its first aid provision using HSE guidance?			
Notes:			
12. Has the business fully risk assessed all tasks where work within 2 metres cannot be avoided? Are there clear protocols in place including duration and personal protective equipment (PPE) requirements?			
Notes:			

Environment controls	Yes	No	N/A
13. Has the business taken all reasonable steps to maintain a 2m distance in the workplace? Where people cannot be 2m apart, has the business done everything practical to manage transmission risk?			
Notes:			
14. Are safety shields fitted to help prevent the spread of droplets entering through the eyes, nose or mouth from person to person in the reception where social distancing cannot be met?			
Notes:			
15. Are there an adequate number of entry and exit points to reduce congestion and promote social distancing? Are you staggering start and finish times? Have you introduced a one-way system at entry and exit points?			
Notes:			
16. Has the business enhanced cleaning procedures for tools and equipment being used by more than one person? Have you removed unnecessary equipment? Are you following government guidance regarding waste disposal?			
Notes:			
17. Have floors been marked in areas such as canteens, locker/ changing rooms and offices in order to comply with social distancing measures?			
Notes:			
18. Has the business provided additional hand washing facilities (for example, pop-ups) in appropriate areas? Are you providing hand sanitiser (minimum 60% alcohol based) in locations where fresh water and soap are not readily available? Are there hygiene posters on display?			
Notes:			

Environment controls	Yes	No	N/A
19. Has the business restricted the number of staff using canteen and rest area facilities in order to comply with social distancing measures?			
Notes:			
20. Has the business rearranged seating and tables in order to reduce face-to-face interaction? Have you clearly identified the capacity on all canteen and rest area facilities?			
Notes:			
21. Has the business restricted the number of personnel using toilet facilities at any one time?			
Notes:			
22. Has the business enhanced the existing canteen and rest area cleaning procedures, with particular focus on touch points, tables, kettles, refrigerators and microwave ovens, to ensure that they are cleaned more often and to a greater degree?			
Notes:			
23. Has the business provided sufficient facilities for the disposal of rubbish in all facilities? Has the business provided additional hand washing facilities for people entering and leaving these areas?			
Notes:			

Environment controls	Yes	No	N/A
24. Are staff being encouraged to bring in their own food in order to reduce canteen staffing levels? Can the canteen provide pre-prepared or wrapped food in order to promote social distancing?			
Notes:			
25. Has the business ensured all servicing is up to date for all work equipment?			
Notes:			
26. Is the business following government, HSE and industry guidance and keeping up to date with any updates? Is the business following healthcare advice and protocols on testing of staff for COVID-19?			
Notes:			
27. Does the business continue to review its PPE and respiratory protective equipment (RPE) requirements for the business?			
Notes:			
28. Is the business consulting with staff and providing training as required? Have any procedures changed and are employees aware of the content?			
Notes:			
29. Is the business reviewing and updating the COVID-19 risk assessment as required?			
Notes:			

Procedure to follow if a COVID outbreak occurs

- 1) Confirmed test result for COVID-19 for a staff member/visitor/customer.
- 2) Ensure that affected individual has followed the guidance on the NHS website in regards to track and trace.
<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>.
- 3) Ensure that other potentially affected staff members take a COVID test via an approved NHS testing centre or drive-thru.
- 4) Assess the scale of the outbreak amongst your staff team.
- 5) Where the outbreak is minimal (under 20% of workforce with confirmed cases), review your COVID risk assessment and controls and ensure that these are all in working order and no further controls are needed.
- 6) Where the outbreak is more severe (over 50% of workforce with confirmed cases) and you are prevented from continuing to work safely in line with your established procedures, a rapid shut down may be required.
- 7) Where a rapid shut down is necessary either due to lack of ability to operate or due to instruction from the HSE or local authority the following should be considered:

a. Business Continuity

- i. Where staff can work remotely businesses should enact plans to allow this to occur.
- ii. Communication with all of the staff team is imperative to update them on the measures that the business is implementing and a likely date of return to the premises.
- iii. Quarantining, return to work and home working processes should all be followed sufficiently to ensure safety in all of these areas.

b. Management of stock in food and beverage businesses

- i. Temperature control – You should assess your stocks to ensure you have sufficient temperature-controlled storage space for all chilled and frozen foods. You should continue to maintain appropriate monitoring records. If you cannot guarantee the temperature control of products, you should consider alternative arrangements. This could include sending stock to appropriate storage facilities.
- ii. Durability – When you re-open, you will not be able to use foods that have passed their use-by date. You should assess your stocks, as it may be possible to freeze items in-order to extend life.
- iii. Hygiene – You will need to ensure that foods can be stored safely and hygienically. Be sure to avoid allergen cross-contamination during storage.
- iv. Pest control – It is essential to keep pests out of your premises. You may need to contact your contractor and review programmed inspections during the closure period.
- v. Foods held in staff canteen, restaurant or welfare areas – You will need to consider the safe and hygienic storage of any food ingredients and products. This should include temperature controls, assessment of durability and pest control.
- vi. Redistribution of surplus ingredients or products – Where storage is not suitable or possible, you can consider re-distribution.
- vii. Deliveries – Where necessary, you should contact suppliers and cancel deliveries which will no longer be required during the closure period.

c. Plant and machinery

- i. Normal shut down and cleaning processes should be followed prior to leaving.
- ii. All machinery should be isolated from their power source and locked where applicable.
- iii. Where there is non-essential cleaning this should be done at the re-opening.

d. Waste collection

- i. You should contact your waste contractor and arrange for collection of general waste as soon as practicable.
- ii. You should avoid accumulation of waste on site as this will reduce additional issues such as pest infestation.

e. Caretaking duties

- i. Where a site is to be left empty, appropriate security measures to prevent unauthorised access should be considered.
- ii. Essential equipment maintenance, pest control and building maintenance should still be inspected and undertaken during the period of shut down.

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