

# COVID-19 Building re-occupation checklist for volunteer organisations

## Before re-occupation equipment and testing

Has the Fire equipment been checked and passed:

	Checked?	Passed?
• Alarms:	Yes / No	Yes / No
• Extinguishers:	Yes / No	Yes / No
• Automatic doors:	Yes / No	Yes / No
• Smoke detectors:	Yes / No	Yes / No
• Alarm system:	Yes / No	Yes / No
• Sprinklers:	Yes / No	Yes / No
• Emergency Lighting:	Yes / No	Yes / No
• Emergency Signage:	Yes / No	Yes / No

Has a Legionella test been undertaken?	Yes / No
Do I/we need to do a PAT test on electrical equipment?	Yes / No
Is the heating/AC system in working order?	Yes / No

## Before re-occupation practical other

Can the Staff/Volunteers enter the building with little or no physical contact?	Yes / No
---	----------

Have you produced/put in place:

• A floor plan to ensure that Staff/Volunteers can maintain 2 meters distance at their work stations?	Yes / No
• Clear floor markings to maintain a two-metre distance throughout the workplace?	Yes / No
• Physical screening where needed?	Yes / No

**\*Please note:**

This is a checklist that is designed to inform your risk assessment. This is not a risk assessment and does not replace your legal requirement to produce one before allowing staff/volunteers and/or contractors to re-occupy buildings



• Appropriate signage and instruction for Staff/Volunteers?	Yes / No
• A way to engage with members of the public who may want to enter the building without a prior appointment?	Yes / No
• A system in place to safely inform visitors of actions needed whilst visiting?	Yes / No
• Appointed COVID-19 Marshals' to assist with the effective monitoring and enforcement of social distancing?	Yes / No
• Blocked of/closed areas or rooms where social distancing cannot operate?	Yes / No
• Planned for maximum occupancy for each area and room and informed all/put signs up informing?	Yes / No
• Ensured that any cloakroom/toilets are able to operate with social distancing rules with the numbers of staff/volunteers present?	Yes / No
• A physical barrier for the reception area to ensure social distancing?	Yes / No

\*Make sure you know how you can #VolunteerSafely throughout the COVID-19 pandemic. Visit our website for advice and resources (including risk assessments and safeguarding) to keep you and your community safe.

## Before re-occupation practical other continued

### Have you produced/put in place:

- A system in place to deal with incoming and outgoing mail in a safe way? Yes / No
- A system in place to safely deal with supplies coming into the building? Yes / No
- Additional and adequate deep cleaning? Yes / No
- A plan for additional and adequate weekly/daily cleaning? Yes / No
- Adequate washing and hand sanitising facilities in place? Yes / No
- A plan to limit or eliminate shared equipment (phones/pens/mugs/other kitchen equipment)? Yes / No
- A plan to use stairways instead of lifts for staff/Volunteers where possible? Yes / No

## Before re-occupation staff/volunteer behavior/welfare and other

Have you produced a risk assessment that covers the following: (this is a suggested list and may not be complete for you?)

- Staff/Volunteers individual situation/vulnerability and health? Yes / No
- Situation/vulnerability of those living with Staff/Volunteers? Yes / No

Have you produced a risk assessment that covers the following: (this is a suggested list and may not be complete for you?)

- Staff/Volunteers individual situation/vulnerability and health? Yes / No
- Situation/vulnerability of those living with Staff/Volunteers? Yes / No
- Staff/Volunteers travel to work arrangements? Yes / No
- The 'need' for Staff/Volunteers to work in a building? Yes / No
- The maximum number of Staff/Volunteers in the building at one time? Yes / No
- Staggered start and finish times to minimise numbers/contact? Yes / No
- Change to shift patterns to minimise numbers/contact? Yes / No
- Daily pre-entry temperature checks for all Staff/Volunteers? Yes / No
- Need and supply of PPE? Yes / No
- Reporting system for symptoms? Yes / No
- Face to face meeting protocols? Yes / No
- System of Support or counselling for Staff/Volunteers who are returning? Yes / No
- A system of RIDOR reporting of confirmed COVID-19 cases? Yes / No

\*The above checklist is an example of types of areas you may need to think about for COVID-19. You may need to consider other factors that have not been covered above