

*Back to Work
Checklist*



BACK TO WORK CHECKLIST

Have the following standards been achieved?	Yes / No / Partial Choose an item
COVID-19	
<p>1. Have you completed a Covid-19 risk assessment for the workplace? <i>Tip: If your organisation has more than:</i></p> <ul style="list-style-type: none"> • 5 employees this must be written down and recorded • 50 employees you should publish the risk assessment on your website 	
<p>2. Has your return-to-work policy & procedure been communicated to the workforce</p>	
<p>3. Do you have a Lone Working Policy in place? <i>Tip: If any employee intends to work at the business premises alone (inc. a requirement for employees to record and notify another employee of when they arrive and leave)</i></p>	
<p>4. Have you undertaken Internal premises checks? <i>Tip: this should include checks of fire call points, first aid boxes, plant and equipment etc.</i></p>	
<p>5. Has clear signage been prominently displayed to explain what is expected from visitors? (e.g. one way systems)</p>	
Health, Safety & Welfare	
<p>6. Has the H&S policy been reviewed and updated in the last 12 months?</p>	
<p>7. Has a risk assessment been completed for all relevant activities, locations and people and reviewed in the last 12 months?</p>	
<p>8. Have legionella checks / controls have been carried out following any period where premises have been unoccupied? <i>Tip: this should include tap running, flushing of infrequently used outlets, checking of air condition systems etc.</i></p>	
<p>9. Have driver declarations, assessments and authorisation checks been completed in the last 12 months?</p>	
<p>10. Have new starters (including volunteers and agency staff) received a documented health and safety induction?</p>	



Have the following standards been achieved?	Yes / No / Partial Choose an item
Fire, Gas & Electrical Safety	
11. Has a fire risk assessment of your workplace been completed and reviewed in the last 12 months?	
12. Is a written fire evacuation strategy specific to your premises in place?	
13. Is the fire alarm and evacuation plan be regularly tested?	
14. Have gas boilers, appliances, pipework and flues been inspected within the past 12 months by a Gas Safe registered engineer?	
15. Have the fixed electrical wiring installation(s) been inspected within the last 5 years?	
16. Is a programme of portable appliance testing in place and carried out by a competent person?	
Where Required - A Dangerous Substances and Explosive Atmospheres (DSEAR) risk assessment has been completed for any areas of the workplace where explosive atmospheres may occur	
Training	
17. Have personnel received fire safety and fire marshal training in the last 12 months?	
18. Have appointed first aiders and received initial, ongoing and refresher training?	



Have the following standards been achieved?	Yes / No / Partial <i>Choose an item</i>
Working from Home (Where agreed)	
19. Has a risk assessment for homeworking been carried out?	
20. Has a homeworking policy been developed following completion of the risk assessment?	
21. Have individual homeworker checklists been completed?	
22. Have personnel who are working from home been given the information, instruction and training required to do so safely? <i>Tip: This should include training on phishing and other cyber threats</i>	
Business Continuity Planning (BCP)	
23. Has a BCP been completed and reviewed in the last 12 months?	
24. Is there a process in place to periodically test the BCP?	
25. Has a member of the workforce been appointed to oversee the BCP?	

