

REOPENING CHECKLIST



ROMERO
INSURANCE BROKERS

INTRODUCTION

Following a period of dormancy, there are a number of things you should check before recommissioning your premises. You should carry out the checks included in this document where relevant, to ensure your premises can reopen safely, avoiding damage and minimising risk.

BUILDINGS

- Check all escape routes are reinstated, fire doors operable, communal escapes accessible and back to normal with all security/lockdown measures removed.
- Ensure fire safety equipment (e.g. extinguishers, fire alarms, sprinklers) are in place, operable, in service date and tested where necessary.
- Check Intruder Alarm is operable, in service date and tested where necessary.
- Check any fuel supplies required are checked to be in good order, and safely turned back on.
- Make sure emergency arrangements with third parties (e.g. landlords, adjacent tenants, etc.) are back in place with any changes agreed and documented.
- Ensure first aid stocks are available and in date, with any AED's operable.
- Put heating and cooling equipment settings and controls back into normal operation.
- Check any other building service controls are set back to normal operation with service and maintenance in date.
- Check electrical and/or plant rooms are clear of any combustibles / flammables / etc.
- Consider the recommissioning of water systems. Ensure you are not at risk of legionella ([read more here](#)).
- Check for any damage, water ingress, damaged pipes, and ensure fences and gates secure (no signs of break in/damage), with no fly tipping or waste build up.

MACHINERY

- Complete all machinery safety and maintenance inspections.
- Source large machinery/plant start-up checklists from manufacturer/engineers and undertake all recommended checks.
- Have all plant manufacturer contact numbers and equipment manuals to hand to assist with any start-up problems.
- Equipment moved as part of dormancy measures inspected for damage or defects.
- Any battery equipment checked, charged up ready to be used.
- Resume waste removal contracts to prevent build ups of waste.
- Take inventory of all tools and small equipment to ensure all present and in good working order.

OPERATIONAL

- Re-order any hazardous/valuable stock with reduced levels as part of dormancy measures, ensuring storage and security facilities are in a good state of repair.
- Racking and storage facilities clean and clear with no defects and ready for new stock.
- Check Hot Work Permits/Risk Assessments etc. are all updated and in place for return to work
- Check suitable coverage of trained staff where there is a phased return to work.
- Consider staff refresher training on products, processes and procedures to ensure safe operation.
- Ensure adequate number of Fire Marshalls / First Aiders / etc. are back in the business
- Ensure procedures and property is in compliance with your insurance cover and notify brokers on details of any business changes.
- Ensure a stock of PPE relevant for the control of COVID-19 (e.g. face masks / gloves) where necessary.
- Put in place a comprehensive social distancing plan to ensure employee safety.
- Undertake a full COVID-19 site risk assessment to control any potential exposure to employees or public.
- Implement COVID-19 awareness procedures to identify symptoms and isolate potential incidents to avoid spread.
- Review cleaning procedures and adapt as necessary to increase efficacy against the spread of COVID-19.

PLEASE REMEMBER

Let your dedicated account executive know of:

- a. Any changes to business activities
- b. Any changes to products manufactured
- c. Any changes to sums insured
- d. Any changes to cover required (i.e. new equipment to safeguard staff)

**IF YOU HAVE ANY QUESTIONS REGARDING THIS OR YOUR INSURANCE COVER,
PLEASE DO NOT HESITATE TO SPEAK TO YOUR DEDICATED ACCOUNT EXECUTIVE**

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