

Downend Baptist Church Reoccupation Checklist

Use this template to record important checks of your premises before returning to work after lockdown. Stay alert to government announcements on return to work and complete **before** reoccupation.

	Yes	No	N/A	Action Required
Statutory Checks				
Is the five-yearly fixed wiring (electrical installation condition report) within date and rated as satisfactory?		√		Arrange Within 2 Month
Is the gas safety certificate(s) in date for annual review?	√			Nov 2020
Plant rooms: Has all plant and equipment been suitably serviced?			√	
Has PAT testing been completed where relevant?		√		Arrange Within 3 Months
Have all pressure vessels been examined as per the scheme of examination?			√	
Fire Safety				
Have you reviewed your Fire Risk Assessment (FRA)?	√			Assembly Point B relocated, plans amended
Are boiler rooms and electrical cupboards free from combustible storage?	√			
Are skips and bins a safe distance away from your building(s)?	√			
Have you informed your Alarm Receiving Centre (ARC) of your re-occupation (where necessary)?			√	
Has the fire alarm system been serviced within the timescale outlined by the contractor?		√		Arrange Within 2 Month
Has the fire alarm been tested weekly during the lockdown period?		√		Tested before re-occupation
Is the fire alarm functioning correctly?	√			
Have all fire doors, maglocks, acoustic closing mechanisms and other associated equipment been checked for functionality?			√	
Are all fire extinguishers in place and free from defects?	√			
Have all fire suppression / sprinkler systems been suitably maintained and checked for sufficient pressure (where appropriate)?			√	
Have fire dampers been maintained (within the last 12 months)?			√	

Have the automatic smoke vents been maintained (within the last 12 months)?			√	
Has the lightning protection been tested and maintained (within the last twelve months)?			√	
Emergency Lighting				
Has the emergency lighting system been serviced (within the last 12 months)?		√		Arrange within 2 month
Has the emergency lighting been tested monthly during the lockdown period?		√		Tested before re-occupation
Is the emergency lighting system fully functional?	√			
Building Security				
Is there any damage to the structure, roof, windows or fixtures?		√		
Is the CCTV system functioning correctly?			√	
Is the intruder alarm functioning correctly?			√	
Contractors				
Have contractors been re-engaged (where possible)?			√	
Can contractors be controlled on site?	√			
Have measures been put in place to ensure contractors (and other visitors) with identified symptoms are not permitted entry to your premises?	√			
Water Safety				
Has your Legionella Risk Assessment been reviewed?	√			Low risk – no storage tanks
Is there a re-commissioning plan (where necessary)?		√		All taps run through before reopening
Has weekly flushing of all unused/little-used outlets (including external taps) been completed during lockdown?		√		All taps run through before reopening
Have temperatures been checked against acceptable ranges?			√	All instant heat mains fed
	Recorded temperature			
Cold water storage tank (maximum 20°C)			√	
Hot water storage tank (minimum 60°C)			√	
Sentinel tap (furthest tap from the boiler – minimum 50°C)			√	
Have all spray fittings been removed, descaled and replaced?			√	

Is Thermostatic Mixing Valve (TMV) maintenance up to date?			√	
Has the system been disinfected/chlorinated (including water tanks) where necessary?			√	
Utilities				
If any utilities have been temporarily shut off, have these been turned back on?			√	
Equipment				
Are all first aid kits in place, in date and fully stocked?		√		In place, stocked but some items past expiry date
Has the defib(s) been checked for safe operation?			√	
Has all equipment been switched on and checked for correct function?			√	
Are all necessary guards in place / undamaged?			√	
Has equipment been serviced or maintained as necessary by a competent person?			√	
Have the annual services been completed on all oil / electric boilers?			√	
Have all six-monthly LOLER checks been completed by a competent person?			√	
Have all window restrictors been checked to ensure they are in place and safe?			√	
Staffing				
Have risk assessments and plans been reviewed and agreed with vulnerable persons?		√		Individual risk assessment form June2020 Version 1 - Return to Work Discussion - To be done for PG, KM, DQ, BM
Has your Lone Working Risk Assessment been reviewed?	√			Needs completing
Are there sufficient staff on site to undertake safety-critical roles e.g. first aiders, maintenance, fire wardens?	√			
Is there sufficient supervision and support of staff?			√	
Does re-occupation need to be staged to maintain social distancing?			√	
General				
Has a pest control contractor visited the premises recently and are suitable controls in place?	√			
Is any asbestos likely to have been disturbed during lockdown?		√		

Has the insurance company been informed of the recommencing of activities within the premises?	√			Email sent 23-07-20
Has re-occupation been considered within the Business Continuity Plan?	√			
Can social distancing measures be observed, where reasonable, at all times?	√			See Coronavirus Risk Assessment
Has a COVID-19 Re-occupation Risk Assessment been completed to ensure controls are implemented to protect staff?	√			
Has the risk assessment been communicated to all staff to ensure their awareness of requirements?	√			
Have all areas to be occupied been deep cleaned?	√			
Do you have sufficient cleaning staff, stock and processes in place to ensure that your premises remain safe?	√			
Are there sufficient hand-cleaning facilities made available, such as soap and hot water or hand sanitiser?	√			
Do trees and boundary walls within your grounds appear visually safe?	√			
Have you reviewed your last General Risk Assessment (GRA)?	√			

Summary of actions identified

Action required	By	Priority	Time scale	Completed
Arrange Five-yearly fixed wiring report	J Pitman	1	By 30/09/20	
Arrange PAT testing	J Pitman	2	By 31/10/20	
Arrange Fire Alarm service	J Pitman	1	By 30/09/20	
Arrange Emergency Lighting service	J Pitman	1	By 30/09/20	
Re-stock First Aid kits (expired items)	K Pope	2	By 31/10/20	
Return to Work for PG	P Instone	1	By 31/08/20	
Return to Work for KM	S Hemmings	1	By 31/08/20	
Return to Work for DQ	S Copp	1	By 31/08/20	
Return to Work for BM	P Gardiner	1	By 05/09/20	