

COVID-19 Setting Reopening Health and Safety Checklist

These checklists have been prepared to help owners and managers to get their business up and running again in a way that will help prevent the spread of Covid-19. Further information can be found at www.Gov.ie, www.gov.dcy.a.ie; www.hse.ie, www.hp.sc.ie and www.hsa.ie

No	Check Required	Completed	Date
	Management of Health and Safety		
1.	Carry-out a full site assessment to determine and carry out a thorough clean		
2.	Identify hazards and required controls in place.		
3.	Updated risk assessment and record risks and controls in the risk assessment.		
4.	Confirm that the utilities (heat, water, gas, electricity) are working.		
5.	Phone and Internet connected and working.		
6.	Test security system (cameras, alarms, etc.) to ensure that they're in working order.		
	Cleaning Hygiene and Maintenance		
7.	Source suitable cleaning and disinfection consumables and check existing stocks are within their use-by date. Cleaning products made-up or diluted before any closure should be disposed of as effectiveness reduces over time.		
8.	Check all cleaning consumables are stored away safely.		
9.	Check all areas are free from evidence of pest activity (Consider resetting your pest-control schedule if necessary).		
10.	Ensure that your registered waste carrier services are running and available as required, to ensure there is no build-up of waste on site.		
11.	Consider Legionella risks and take action in line with Legionella advice from HSPC. (https://www.hp.sc.ie/abouthp.sc/scientificcommittees/publications/File,3936,en.pdf)		
12.	Check hot and cold running water is available at all sinks and hand wash basins.		
13.	Check handwashing materials' availability (this includes soap, sanitiser and paper towels) and within date for use.		
14.	Obtain enough of your regular hand hygiene consumables such as soap, sanitiser and paper towels. Provide suitable alternatives if your regular products are unavailable.		
15.	Have adequate stocks available of aprons, gloves for nappy changing and toileting and small supply of masks available		
16.	Review laundering procedures, where appropriate, to ensure linen can be safely changed and cleaned regularly.		
17.	If you have any child's individual items in the service e.g. clothes, soothers, toys. Check if they need to be cleaned/returned to parent.		
18.	Check utensils e.g. plates, cups to ensure they are clean and wash all utensils as necessary.		
19.	Visual check of all equipment, furniture and toys for signs of deterioration or damage.		

20.	Mechanical ventilation checked for cleaning or maintenance.		
21.	Water boiler checked to ensure it is working and if it requires maintenance.		
22.	Heating system checked to ensure it is working and if requires maintenance.		
23.	Check all leads and sockets for wear and fraying and are still out of reach of children.		
24.	All blind cords checked and out of reach of children.		
25.	All carpets and floor coverings checked and in good repair/clean.		
26.	Outdoor Equipment and toys checked and in good repair.		
27.	All inside and outside stairs, ramps, porches and other walkways to the building are safe to use and in good repair and are well lit.		
	Kitchen and Food Stuffs		
28.	Check the use-by and best before dates on existing stock.		
29.	Ensure that storage has been in-line with manufacturer's instructions. For example, check that any opened or unsealed product has been stored in line with labelled instruction such as 'Once opened consume within'.		
30.	For foods frozen by you on closure, check that labelling and records are sufficient to allow the safe use of the food.		
31.	Check your fridges, chilled display equipment and freezers, ovens etc. Check required temperatures.		
32.	Thoroughly clean equipment before restarting and restocking.		
33.	Review whether such equipment requires maintenance after a period of inaction.		
	First Aid		
34.	Checked first aid kit to ensure it is fully stocked and all items in date.		
35.	Names, addresses and telephone numbers of local emergency services are up to date and clearly displayed.		
36.	Medicines – check any medicines stored on the premises are within date and can be used.		
	Fire Safety		
37.	Escape Routes are clear.		
38.	Fire Alarm checked.		
39.	Smoke Alarms tested.		
40.	Fire Extinguishers checked.		
41.	Emergency exits checked.		
	Additional Information/Checks		

Name.....Signature.....Date.....

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