



Health and Safety: At a Glance Checklist

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We outline below the health and safety steps that employers should take when reopening their workplace and on a continuing basis as the pandemic continues to develop.

Employers should always consider their own unique circumstances, and act accordingly, but this checklist provides a typical reopening process. It should help employers to ensure that the workplace is "COVID-secure".

For further information on health and safety concerns and queries take a look at our [in-depth overview](#) which covers the employers health and safety obligations, risk assessments, workplace adjustments and health testing of employees.

Health and Safety: At a glance checklist

- Review the government's '[Working Safely During Coronavirus](#)' guidance which is comprised of the 6 relevant sectorial guidance



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- Clean your workplace thoroughly prior to reopening, and make a plan for further regular cleaning
- Update your a specific COVID-19 risk assessment, by identifying hazards, deciding who may be harmed, evaluating the risks, and deciding on suitable precautions
- Pay particular attention to the recommendations set out in the guidance when completing your risk assessment
- Consult with your workforce (or union representatives if applicable) on your risk assessment and make plans to continue to engage with your workforce as guidance develops
- For larger employers (more than 50 employees) share a summary of your conclusions on your website
- Implement the measures required by your risk assessment
- Display confirmation in your workplace that you have made your workplace COVID-secure
- Provide PPE/facemasks to your employees if they request it, or if your risk assessment concludes that you should
- At all times, act with *reasonable care* and ensure the health, safety and welfare of your employees as far as is *reasonably practicable*