

## **Buildings Services and Utilities Checklist**

You need to consider the risks associated with restarting processes and equipment which have not been used for some time. Some facilities and or maintenance teams may have already been present at work during the closure of the business to maintain critical systems and services. However, the table below gives consideration of the kind of things that should be addressed before reopening the workplace. The checklist can help you record your findings.

|                          |   | COMPLETED |   |     | Actions/Comments |
|--------------------------|---|-----------|---|-----|------------------|
|                          |   | Y         | N | N/A |                  |
| <b>Service Providers</b> | <p>Are all pre-Covid-19 Service Suppliers still able to meet business needs?</p> <ul style="list-style-type: none"> <li>▪ Waste and refuse removal</li> <li>▪ Pest Management</li> <li>▪ Utilities</li> <li>▪ Laboratory Analysis and Services</li> <li>▪ Logistics -storage and distribution</li> <li>▪ Engineering ,e.g. refrigeration</li> <li>▪ Laundry Providers,</li> <li>▪ Contract Cleaners,</li> <li>▪ Calibration Services</li> <li>▪ Employment Agency Staff etc.</li> </ul> <p>Where relevant, have Service Providers issued the site revised procedures, which take into account necessary COVID-19 measures</p> |           |   |     |                  |
| <b>Water Systems</b>     | <p>Ensure that all water systems are restarted in line appropriate procedures to avoid the risks associated with Legionella.</p> <p><b>See separate legionella guide</b></p> <p>Ensure hot water systems are in working order. These will be needed for cleaning and personal hygiene.</p>  |           |   |     |                  |
| <b>Other utilities</b>   | <p>Have all Gas, Electric, Water, Phone, Wi-Fi etc. services been checked for site?</p>   |           |   |     |                  |

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| <b>Fire safety</b> | <ul style="list-style-type: none"> <li>▪ Functional test of the fire alarm system.</li> <li>▪ Test of the emergency lighting system.</li> <li>▪ Visual inspections for fire extinguishers and escape routes and assembly site.</li> <li>▪ Operational checks on fire doors and smoke venting systems.</li> </ul> |  |  |  |  |
|--------------------|--|--|--|--|--|

|                                       |   | COMPLETED |   |     |                  |
|---------------------------------------|---|-----------|---|-----|------------------|
|                                       |   | Y         | N | N/A | Actions/Comments |
| <b>Restarting plant and equipment</b> | <p>You should restart plant and equipment in accordance with documented restart procedures/manufacture's instructions.</p> <p>Consideration should be given to stored energy in systems and potential failure of equipment due to lack of use.</p> <p>Check refrigeration/ other compressor units for signs of leaks/ contamination and ensure are in good working order?</p> |           |   |     |                  |
| <b>Statutory Inspections</b>          | You should ensure that all inspections required under the Lifting Operations and Lifting Equipment Regulations (LOLER) and Pressure Systems Safety Regulations (PSSR) have been completed.  |           |   |     |                  |
| <b>Local Exhaust Ventilation</b>      | <p>A checklist for ensuring the safe restart of Local Exhaust Ventilation is given in Appendix I.</p> <p>Ventilation and extract systems in good working order</p>  |           |   |     |                  |
| <b>General Hygiene</b>                | A deep clean of the workplace may be necessary for COVID-19 but may also be necessary to prevent exposures to accumulations of dusts or chemicals.  |           |   |     |                  |
| <b>Asbestos</b>                       | Undertake a visual inspection of all asbestos containing materials to ensure that there hasn't been any deterioration in them during the lockdown period.   |           |   |     |                  |

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|------------------|--|-------------|--|
| <b>Signature</b> |  | <b>Date</b> |  |
|------------------|--|-------------|--|

## **APPENDIX I – Local Exhaust Ventilation restart check**

Before restarting processes, which require the use of local exhaust ventilation, carry out a pre-use check. This check should include your monthly checklist;

**Stage 1** – Visual inspection of your system to check for faults and structural integrity.

- Check all components of the system, hoods, ducting, air cleaners, fans and outlet for damage and or deposits of dust etc.
- Inspect filters to make sure there is no build up or damage and replace where necessary
- Check all the alerts work such as; flow gauges and or alarms
- Ensure the sound of the fan operating is normal
- Check the correct position of any dampers, where applicable
- Carry out any planned or unplanned repairs needed
- Use the LEV log book to record checks

**Stage 2** – check the operational performance of the LEV system to capture and remove airborne hazardous substances generated by the process.

- Observe how the LEV captures and removes the airborne contaminants away from the operator.
- Use smoke tests to check the ability of the hood to capture the airborne contaminants and that the system can remove them from the breathing zone of the operator.
- Use a dust lamp with the process running to check for escape of dust, fume or mist from the capture zone.

### **Local Exhaust Ventilation Thorough Examination and Test**

- Where LEV is required it is a necessary to undertake a thorough examination and test of each system at a minimum frequency of every 14 months, in order to comply with the law.
- Businesses are expected to make all reasonable efforts to ensure that their LEV systems do have their thorough examination and test carried out. HSE is not issuing exemptions or relaxation of these requirements, but does acknowledge that this position is constantly under review.
- Businesses who are operating and any service provider workers visiting site to carry out examinations, need to adjust their procedures to follow Public Health England's advice regarding good hygiene practices and social distancing, this is in addition to following any site-specific rules to manage the risk of coronavirus infection. No service provider showing symptoms of coronavirus should continue to carry out Thorough Examination and Test (TExT) visits.