Staff Checklist

Restart Checklist for Staff Wellness, Return to Work, Movement and Communications				
Consultation - Who should go to work?	**Yes**	**No**	**N/A**	**Actions / Comments**
Are staff able to work from home? If so carry out an assessment to ensure they have what they may need to do this safely. *See HSE guidance on working from home*				
Are staff fit to return to work? Refer to the latest NHS guidance on symptoms, self-isolation and vulnerable groups. https://www.nhs.uk/conditions/coronavirus-covid-19/				
Will some staff members be unable to return to work or need to work differently? E.g. consider those in higher risk groups or that have dependants? Are any extra considerations needed to help them?				
Are all staff able to return to the same duties? Consider whether workers may have lost fitness/condition during shutdown. If tasks are reduced to single employee due to social distancing, do manual handling assessments need reviewing and adapting for single person e.g. lifting tasks etc. Can jobs and tasks be changed to reduce the risk? Have training needs been considered for any changes to job roles? Further training required?				
Are sufficient staff available to carry out work required? Will additional recruitment / agency staff be required?				
Do staff have concerns about returning to work? (You will need to consider the mental health of individuals returning to work. They may have concerns about the controls being implemented.) Workers are likely to have been and will continue to be exposed to stress at home. Changes at work are also likely to cause stress. Provide support for employees going through bereavement and anxiety. Encourage employees to raise queries with you to reassure them of controls and your commitment to their safety and well-being				
Have all staff received briefing / re-training in symptom reporting procedures; social distancing; handwashing rules as applicable?				
Workers will have been away from work for some time and may be unfamiliar with tasks. It is likely that you will need to undertake refresher training on work tasks and equipment, particularly where that work is safety critical. Attitudes towards work may have changed and many will be unused to the social aspects of work. You may need to take steps to ensure that social distancing doesn't give rise to social isolation.				

Communications- Getting into and leaving Work	Yes	No	N/A	**Actions / Comments**
Are phased returns / changes to Pre-COVID-19 work patterns (i.e. days or hours of work) required and communicated to all staff?				
Have you identified how staff are travelling to work? Are any further actions needed? E.g. advice on use of public transport, facilities for changing if promoting cycling to work *See Travel to work tool kit*				
Are measures in place and observed to avoid congestion at entrances by employees?				
Are finishing times organised to reduce the number of operators present in collected spaces e.g. Clocking machines, Changing Room, Toilets etc. at the same time?				
Communications- General	Yes	No	N/A	**Actions / Comments**
Have you identified and implemented ways to communicate to staff members about recent and on-going changes to the site i.e. communications boards, staff briefings, letters, what's app groups etc.				
Has someone taken responsibility to keep up to date with government advice / customer requirements etc.?				
Are staff wellbeing initiatives including mental health support available and communicated to all staff members?				
Communications Site- Movement Changes	Yes	No	N/A	**Actions / Comments**
Have site procedures and measures to risk assess and take action to accommodate the 2-metre distancing on site been communicated to staff returning to work?				
Have site access routes been changed, if yes have these changes been communicated to staff?				
Have markings been laid out (as applicable) to support the social distancing measures across the site including rest areas, smoking areas and office spaces? Have these been explained to staff?				
Try to maintain dedicated work teams. If staff have been put into shifts, are they buddied up with the same people to limit social interaction? Have you consulted on who they are buddied with?				
If breaks have been staggered to reduce the number of people present inside the Staff Canteen or breakout area at the same time and has this been communicated?				

Communications-Cleaning and Personal Hygiene	Yes	No	N/A	Actions / Comments
Handwashing and cleaning Are all staff aware of the new procedures for handwashing cleaning				
Laundry/Clothing Employees attending work should change into a different set of clothes for work and then change again on returning home. If over clothes (e.g. chefs jackets) are provided for work there needs to be somewhere for staff to change and to leave their protective clothing during break times? This could be a bag marked with the staff member's name? Daily change of protective overalls or disposable overalls need to be available. Where arrangements are in place to change into work clothes at work, work clothes should be transported home in a disposable plastic bag which should then be disposed of into the usual household non-recyclable waste or a bag that can be laundered. Work clothing should be laundered: ▪ Separately from other household linen. ▪ In a load not more than half the machine capacity. At the maximum temperature the fabric can tolerate, then ironed or tumble-dried.				
Communications -PPE	Yes	No	N/A	Actions / Comments
You need to continue providing the PPE that you normally provided to protect yourself or workers, for example exposure to wood dust, flour, welding fume, silica dust. (i.e. any PPE that was part of your usual controls before the COVID-19 outbreak). Ensure your supplier has adequate supplies. Staff need to be consulted on your policy for PPE. See references to PPE Guidance.				

Signature:		Date:		