



# Checklist and risk assessment form

## Checklist for planning to reopen a property owned by Girlguiding with Covid-19 considerations

If you manage a freehold or leasehold property, going through this checklist will help you reopen safely.

You need to:

- Complete this checklist
- Check official advice for your local area before planning to reopen and completing the risk assessment
- Complete the risk assessment template and update regularly as requirements change
- Share both documents with other staff, volunteers and hirers

You do not need to have your risk assessment signed off by anyone else, it is the responsibility of the property management committee.

Task	Done
Check up-to-date local government guidance on Covid-19 safety measures and restrictions. Make sure it is safe for you to reopen. Within your team, check that you can carry out the checklist and risk assessment. If this is not possible, then do not reopen your building.	Y
Contact the property's buildings and contents insurers, let them know that you plan to reopen, and when, and find out if they have any requirements. See also <a href="#">Insurance issues for property managers</a>	Y
Carry out a Covid-19 risk assessment, involving any employees or committee members, if you have them. Our risk assessment template is pre-filled with some suggestions and will help you make sure all areas are covered.	Y
<b>Cleaning</b>	
Organise extra cleaning before you reopen. Consider arrangements for moving, storing and cleaning equipment. The property needs thorough cleaning before it reopens, and you'll need to plan the future cleaning arrangements. Ordinary household products can be used, PPE should be worn and hands washed thoroughly.	Y
Discuss with your caretaker/cleaner/contractor any changes in work patterns needed to make sure the space meets the Covid-19 Secure guidelines. HSE provides a leaflet of things to discuss with an employee. Agree any changes in writing with cleaners/employees.	Y
Ensure the caretaker/cleaner has appropriate PPE. Ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed. A set of disposable PPE is also needed in case decontamination is required. Hirers should use their own equipment, but an employee should be provided with the necessary equipment.	Y
<b>Property maintenance</b>	
Flush through the water system, five minutes for each tap or shower head, to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray (place showerheads in a container of water while flushing to avoid spray) and wipe up afterwards with household disinfectant. Check hot water system is set at a minimum 50C.	Y
Carry out the routine health and safety risk assessment of the whole premises. Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads. Ensure any fridge or freezer is working at correct temperature, and check the heating and hot water system are working. Check internet is working. Cut grass. Inspect trees on the property. Check perimeter fencing and security. Identify and address anything that needs attention, for example, replace broken light bulbs and remove trip hazards. See also <a href="#">Be prepared: health and safety</a>	regular checks continued through closure
Check first aid kit if on site, ensure all equipment is included and in date.	Y
Ensure the Fire Safety Risk Assessment and routine fire safety checks are up to date. For example, fire exit doors are clear, not sticking, fire extinguishers have been serviced, emergency lighting system and any alarm system are working. If you have automatic fire response, notify your provider of the date that the building will be re-opened. See also <a href="#">Fire Risk Assessment pdf</a>	Regular fire safety checks were not discontinued
Ensure that the gas or heating oil/LPG supplies are turned back on and tested as appropriate. See also <a href="#">Be prepared: health and safety</a>	Y

Preparing the property	
Provide hand washing and drying facilities: Hand sanitiser needs to be provided at entrance and exit routes. Tissues, soap, toilet rolls, paper towels or hand driers and cleaning products, including disposable cloths or paper roll, should be provided.	Y
Consider 'Engaged/Vacant' signage at the entrance to toilets to limit the number of people in these areas at any one time. Think about similar signage if you have other "pinch points". Clean any signs if they are regularly touched.	Unit Leaders Responsibility to operate 1 in 1 out
Provide signage: Display at the entrances a notice showing you comply with Covid-19 Secure guidelines and a sign saying people must not enter if they have symptoms.	Y
The PHE posters encouraging frequent, good handwashing techniques and hygiene 'Catch It, Bin It, Kill It' available on the HSE and PHE websites should be displayed.	Y
Think about social distancing arrangements in corridors and at the entrance and exits. Consider using tape to mark out a 2m distance outside and inside the entrance, and outside fire exits, to encourage people to wait their turn to enter and exit the property.	Y
Prepare Covid-19 hire conditions and instruct booking secretary as to any changes in the property's hire policy during re-opening. This could include information on which bookings can be accepted, any changes to charges, and to provide hirers with a copy of the Covid-19 Secure poster. Allow appropriate time between bookings for cleaning. This might mean taking less bookings than usual. See also <a href="#">Hiring out your hall</a>	Y
Identify designated space for someone with suspected Covid-19.	First Aid Room
Consider marketing and communications. Put your updated information on your website, including special conditions of hire. Advertise availability as appropriate. Ensure any answerphone message is up to date.	FB and newsletter
Review your budget forecast for 2020-21.	Normal business
Working with hirers	
Share all information above with anyone planning to use the building or site, run through the checklist and make sure they know about any changes to the building and the steps you've taken to ensure safe maintenance.	Y
For a one off or casual hire, a specific risk assessment should be completed by the management committee and the hirer.	RA attached
Long term hirers and third party contractors must complete risk assessments for their activity and have given you a copy for review and approval.	N/A
Make sure hirers understand their role in cleaning and disposing of waste and laundry in a secure way after use. And they understand the expectations of how they should use the property safely.	In Guidelines
Tell hirers to collect contact details of all those who enter the building, so if needed, contact tracing can be done.	Unit Leaders required to keep consent forms for 3 weeks and QR code available