

Burton upon Stather Parish Council

Preparing to Open after prolonged shutdown Checklist

		Checked	Action/Completion Date
Activity	Recommendations		
Authority to reopen	Have you checked the UK Government website to ensure your office can reopen?	YES	30/06/2020
Sector specific advice	Have you checked the UK Government Sector specific advice for local authorities? https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-local-government	YES	30/06/2020
Insurance	Have you checked with your insurance brokers that your insurance is still in place with your insurance company and no payments have been missed?	YES	insurance paid till 30/9/2020
Personnel & Staffing	Have you considered whether there are any temporary or permanent changes to the way your council operates once it reopens that could result in: changes to responsibilities / roles - changes to your operating hours and / or locations of work	YES	visitors by appointment only. Front door kept lock. Weekly clean. All table surfaces cleaned daily and after visitors. Tables placed two
	Have you considered that some clerks, councillors or volunteers may now have restrictions such as selfisolating due to family members, childcare responsibilities etc	YES	Clerk has been asked and okay to work in office
	Have you considered if any of your clerks, councillors or volunteers with vulnerabilities i.e. underlying health conditions, existing medical conditions, reduced immunity, pregnancy etc. are able to work?	YES	No health issues

	Has your council's operating model changed? Do you intend to operate differently now? For example: Adapting the way AGMs, decision making and large meetings are held	YES	Remote meetings currently
Social Distancing	Ensure that social distancing guidelines can be adhered to once building is open	YES	All tables/chairs placed two metres apart. No more than one visitor at
Hand washing	Check that all council staff, Councillor and visitors are able to regularly washing hands in line with government recommendations. Provide hand gel where required.	YES	hand sanitiser and toilet facilities readily available
Cleaning	Ensure the buildings will be thoroughly cleaned prior to opening	YES	Building cleaned 3/7/2020
Welfare Facilities	Ensure all welfare facilities are cleaned thoroughly and disinfected before reopening and on a regular basis going forward	YES	Cleaned weekly and more regularly if used by Cllr or MOP
	Ensure all water sources, taps and showers etc. have been run thoroughly to ensure no build-up of bacteria; Legionella etc. has occurred in them	YES	run through 30/6/2020
Fire Safety Precautions	Check and review your activities to ensure they do not alter or affect the existing Fire Risk Assessment for the premises	YES	activities in office haven't changed
	Check and test all fire alarms to ensure they operate correctly and record tests	YES	06/07/2020
	Check and test that all the emergency lighting operates correctly and record tests	YES	06/07/2020
	Check that all final exit fire doors open easily and are not obstructed inside/outside	YES	6/7/2020
	Check and confirm all fire-fighting appliances are in service date and records held	YES	06/07/2020
	Ensure all fire safety precautions are maintained in accordance with fire safety regulations	YES	06/07/2020
	Ensure safe escape routes are maintained at all times	YES	exit through main door

First Aid	Ensure sufficient first-aid provisions and measures are maintained in accordance with any revised work activities	YES	same as before
	Check and confirm all first aid trained individuals are still in-date	YES	same as before
	Check all first aid equipment is in-date	YES	checked 6/7/2020
Risk Assessments	Ensure all risk assessments are thoroughly reviewed and amended where required if work practices have changed	YES	updated June 2020
Training	Ensure council staff are suitably and sufficiently trained and authorised if they are required to undertake different tasks, new tasks, job roles	YES	

Checklist Completed 6/7/2020 by Candace Brent