

RISK ASSESSMENT CRITERIA FOR START-UP FOLLOWING COVID-19

Area of Concern	Checks that should be undertaken
Asbestos	Are all areas where asbestos is present undamaged and checked against the Asbestos Management Plan
Boilers & Thermal Oxidisers	Have all start-up checks been carried out before commencement and are these documented
	Are all gauges and control systems working as they should
	Thermal Oxidisers: Have particulate limits been exceeded if they are monitored
Cleaning and Hygiene	Consideration and review of cleaning and hygiene across areas will be required as team cleaning will be limited by social distancing considerations
	If separate Cleaning schedules and Safe systems of work are used consideration as to training, and understanding of the requirements of social distancing will need to be undertaken
Chemicals and Chemical storage	Check all chemical containers in storage and across the working areas for leaks
	Check bunded areas and bunded trays for capacity (have they filled up during a shutdown period) and any leaks
	Check all chemical containers, drums Kegs and IBC's for labels are labels still intact and readable
	Are chemicals properly stored
Contractors	Can contractors be received onto site and into working areas safely considering social distancing measures
	Consider how site rules and permits to work procedures will operate considering social distancing measures
	Consider obtaining contractor Risk assessments and Method statement (RAMS) at least two weeks before work of any kind is undertaken, if not already done, so that control measures can be checked and possible alterations made in a timely manner
Communication & Consultation	How will daily start up / shift change-over briefings be undertaken considering social distancing requirements
	How will safety committees operate to ensure effectiveness of this method of communication
Drainage systems	Have drains overflowed or been blocked
	Are interceptors full and do they require draining and / or inspecting
	Has the site's discharge limits been exceeded during a closure period? If so has this been reported to the water company issuing the discharge consent?
Electrical Items	The condition of the cable runs, conduit, electric cables make sure all cable runs in the area are free from debris and litter, that there are no bare exposed wires and no broken wiring. Make sure all Conduit is covered and that covers are not missing.
	All Electrical cabinets locked or secured to prevent unauthorised access
	Electrical distribution switch rooms; locked & free of combustible materials
	In office and area control areas is cable management undertaken, are walkways clear of trailing wires and cables and check that plug sockets are not overloaded or that extension leads / cables are not over used due to social distancing measures

Environmental Permitting	If your site has an Environmental permit ensure all sections of the permit have been adhered to following a shut down and start up
	Is there any statutory reporting that should have been undertaken required and has the responsible person communicated with the regulator regarding this
	Is there a requirement to report any breaches of any permit conditions via a Schedule 1 report and if so has this been discussed with the regulator
First Aid Provision	First Aiders : Do all areas and shifts have sufficient First Aid Cover considering social distancing
	Do all employees know who their First Aider is in reduced working conditions and social distancing
	First Aid Boxes: are the box contents stocked sufficiently and are the contents in date
Fire and Evacuation Provision	Are there sufficient trained Fire Marshalls / wardens to cover the new working practices and shifts
	Do all employees understand their Emergency Evacuation Procedure and how has this changed due to social distancing
	Check that everyone can hear the Fire Alarm and the alarm works correctly
	Carry out an emergency evacuation in the new social distancing regime
	Does the Emergency Lighting work correctly following a shutdown
	Are all Fire Extinguishers correctly positioned around the site
	Does the Fire Extinguisher siting need to be revised due to Social Distancing Measures
	Are all emergency escape routes easily accessible even with new social distancing measures in place
	Are waste receptacles emptied and is there a plan in place to increase emptying routines so that general housekeeping is improved reducing the risk of fire
Flammable and Gas Storage	Are all gas bottles stored correctly, are they all securely stored and in the correct storage areas
	Are flammable cabinets over stocked following a shutdown period
	Are there new procedure required for the handling, transportation and storage of flammables under new social distancing working conditions
Interceptors	Check any site interceptors to ensure that they are not blocked and do not require cleaning
Legionella	Cooling Towers - Full Clean and Disinfect (External contractor may be required)
	Cooling Towers - Dip Slide Tests undertaken
	Cooling Towers - Water treatment chemicals tested for correct strength (External contractor may be required)
	Domestic Water systems - Flushed through; Furthest tap on the system opened for at least 3 minutes
	Emergency Showers and connected eyebaths - Are all these flushed through and tested that they work correctly
Local Exhaust Ventilation (LEV) Systems	Are LEV systems working as they should and has a visual check been made for leaks throughout the system
	Have dampers been closed that's would be open, have these been checked
	Is the system drawing air away from the area of ventilation correctly, is there a need to get the system re-checked
	Is there a requirement to review the system considering the implications of social distancing measures that may be required (More wending bays? More fume cabinets? More Spray booths?)

Lifting Equipment (LOLER)	Is all lifting equipment and all attachments still in date (Statutory check still effective)
	Is there provision for an area to be set aside when statutory checks are undertaken taking new social distancing measures and ways of working into consideration
	Does the procedure for enabling statutory checks of lifting equipment need to be revised in light of social distancing measures (Having a central point for equipment to be brought to rather than the external engineers walking around the facility)
Machinery	Check all fixed guarding around machinery, is fixed or are there access points, fixings missing? Check the fixed guarding is fit for purpose, not damaged and doesn't enable ease of access to moving parts of the machine
	Interlock Guards - Do all of these types of guards operate as they should and have they been checked before start up
	Check the machines in the area to ensure that non of the moving parts can be accessed. Look for gears, rollers, wheels, chains and belts that can be accessed easily
	Conveyor Systems - Are nip points fully guarded
	Conveyor Systems - Are all movable conveyors positioned correctly
	Can E-stops be accessed easily from the operator's operating position without stretching especially with social distancing measures in place, are the E-stops in the correct place.
	Are all light guards functioning correctly
	Are all warning signs still firmly affixed in place
Mental Health & Welfare	Is there a requirement to have or increase trained mental health and welfare personnel across your organisation
	Is there a requirement to review and revise your mental health and welfare policy to ensure it includes social distancing and heightened anxiety following a return to working post Covid-19 lockdown
Mobile Materials Handling Equipment	Are charging areas checked for build up of possible explosive atmospheres
	Is there a requirement to instigate a stand alone maintenance area for MHE which is undertaken by external contractors due to new social distancing working practices
Manual Handling	Where team lifts are required can this be undertaken safely considering new social distancing measures or is there a need to increase Manual Handling Aids or materials handling equipment
Occupational Health	Can Occupational Health appointments and surveillance be carried out effectively considering social distancing measures
	Do Occupational Health procedures need to be reviewed and revised considering social distancing requirements
Personal Protective Equipment	Are new items of PPE required considering new social distancing measures and have specific risk assessments carried out of these items
	Can the supply of PPE be assured in light of new social distancing requirements
	Have employees been consulted with regard to the issue, supply and requirements to wear PPE and how this is communicated throughout the workforce
Planned Preventative & Total Preventative maintenance	Have PPM / TPM schedules been missed? If so is there a plan in place to ensure these items are checked and the schedule adhered to
Radiation	Has the Radiation Supervisor been consulted about extra measures that may be required due to social distancing measures around ionising radiation sources
Site Perimeter	Has the site perimeter been breached in the period of a shut down, check all fences and barriers around the site
Storage areas and Racking	Has racking been checked for damage or degradation following a shutdown period

Spill Kits	Are all spill kits fully stocked
	Are all spill kits in the correct position
Safe Systems of Work	Do safe systems of work need to be reviewed or revised taking into consideration possible changes to working practices due to social distancing measures
Training and Supervision	Induction training for returning staff introducing all returning staff to new ways of working following social distancing requirements
	Heightened training requirements around social distancing requirements and safe systems of work
	Increased supervision requirements across all work areas
Traffic Routes and Parking areas	Do traffic routes have to be re-engineered due to social distancing requirements
	Do parking areas have to be re-engineered due to social distancing requirements
	Does signage need to be reviewed in light of new traffic routes being initiated
Visitors	Can visitors be received on site safely considering social distancing measures and does the procedure for accepting visitors into the organisation need to be revised with these considerations in mind
	Does the number of visitors to the organisation at any one time need to be curtailed, consider what is a manageable number of visitors within the site at any one time
Walkways and working surfaces	Is there a requirement to review walkways due to social distancing requirements
	Are all walkways free from litter and debris and trip hazards
	Are all walkways free from defects and holes
	Are all working surfaces free from debris and litter
	Are steps free from defects and are all hand rails in place
	Is there provision in place to ensure cleaning schedules are increased due to social distancing measures
Welfare Facilities	Are canteen areas sufficient for new social distancing measures
	Are changing areas sufficient considering new social distancing measures
	At shift changeovers is there sufficient time between one shift finishing and the next shift starting to ensure social distancing measures are maintained at all times
Waste	Has there been a build up of waste during the organisations shutdown or reduced working period
	Check Hazardous waste storage areas for leachate of polluting materials and overflowing waste containers
	Check Non-Hazardous waste areas for materials overflowing from waste containers
	Have all wastes been contained within the site boundaries
	Is there any consideration for new waste streams and the handling of these new waste streams considering the implications of Covid-19 (i.e. Face masks, protective coveralls etc.)
Working at Height	Has scaffolding that has been used or left on site been checked in accordance with the WAH Regulations
	Are fixed ladders on site still serviceable
	How will Work at Height be undertaken considering the new social distancing measures? Do policies and procedures need to be reviewed in light of social distancing measures