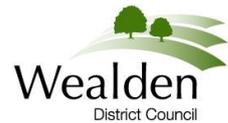


# Reopening checklist for voluntary groups during Covid- 19

Environmental Health - a shared service for:

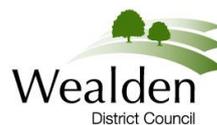


Planning and preparation	Completed	Date
Consider conducting initial telephone interviews with volunteers in order to assess their fitness to work <a href="#">COVID-19 symptoms</a> , and discuss any fears or concerns they may have about returning.		
Identify any volunteers deemed as high-risk, required to self-isolate for an extended period, or have members of their household within these categories.		
Review which elements of your operation, if any, can be done from home i.e. telephone and online.		
Do you normally offer activities/services which may not be appropriate to re-instate at this time i.e. fitting service, changing rooms, self-service equipment?		
Consider the number of volunteers required onsite in order for you to operate safely i.e. lone working.		

Risk Assessment - Social distancing measures	Completed	Date
Review the government advice on social distancing in the workplace in <a href="#">Working safely during coronavirus (COVID-19)</a> .		
Using the government guidance, <a href="#">Manage the Risks</a> , make sure your risk assessment/s for your voluntary operation address the risks of Covid-19. Remember to involve your volunteers.		
If you have five or more employees, your health and safety risk assessments should be documented.		
Using the guidance, consider what social distancing measures are needed within and outside your premises. See <a href="#">Shops and branches - Social Distancing</a> .		
Using the guidance, consider what steps can be implemented to minimize volunteer-customer interactions. See <a href="#">Shops and branches - Managing People</a> .		

# Reopening checklist for voluntary groups during Covid- 19

Environmental Health - a shared service for:

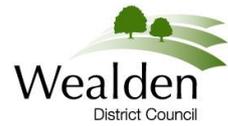


Risk Assessment - Social distancing measures	Completed	Date
Consider what cleaning and disinfection needs to take place before reopening and ongoing. See <a href="#">Shops and branches - Cleaning</a> .		
Review the government guidance on Personal Protective Equipment (PPE) outside of a medical or care setting. See <a href="#">Shops and branches - PPE</a>		
If your operation requires volunteers to wear PPE, check you have adequate stocks available and appropriate PPE laundering procedures are in place.		
Cohort volunteer teams to lower volunteer mixing. See <a href="#">Shops and branches - Workforce</a> .		
Consider how you will communicate with, update and where necessary train volunteers in new procedures. See <a href="#">Shops and branches - Communications</a> .		

Site Checks	Completed	Date
Check to ensure all means of escape (Fire Exits) are available i.e. doors open, routes are free from excessive vegetation.		
Check to ensure any fire and/or carbon monoxide detection systems are operating correctly.		
Carryout a visual inspection of all electrical appliances and equipment to identify any signs of damage. Take appropriate action if defects are found.		
Carryout a visual check on gas appliances. Contact an approved <a href="#">Gas Safe</a> engineer if concerns are identified.		
Carryout the required cleaning and disinfection of surfaces and equipment as identified in your risk assessment i.e. door handles, telephones, shopping baskets.		

# Reopening checklist for voluntary groups during Covid- 19

Environmental Health - a shared service for:



Site Checks	Completed	Date
Consider Legionella risks and take action in line with <a href="#">Legionella guidance from the Health and Safety Executive</a> to reduce risks.		
To help prevent a build-up of waste, check to ensure your waste collection arrangements remain in place.		
Carryout checks around your premises looking for evidence of possible pest activity i.e. droppings, smell, gnawing.		
Check to ensure appropriate handwashing facilities/stations and materials are in place i.e. hot and cold water, soap and paper towel.		
Consider updating volunteer training in line with government advice on handwashing <a href="#">wash their hands more frequently than usual</a> . This should be for 20 seconds with warm water and soap.		
Consider providing hand sanitiser in addition to handwashing facilities at appropriate locations i.e. entrances, tills, rest rooms.		
Develop a procedure for handling returns or donations i.e. 72-hour quarantine procedure.		

Equipment checks	Completed	Date
Carryout checks on all other equipment to ensure they are operating correctly i.e. volunteer fridges, microwaves.		
Review whether equipment requires maintenance after a period of inaction.		
Clean and disinfect the equipment before use.		