**COVID 19 - Reopening of building checklist**

* **The re-opening of buildings will be subject to a Corporate approval process.**
* **Part 1 must completed prior to reoccupation of building**
* **Parts 2 & 3 to be completed by the Premises prior to full reoccupation of the building and only after Part 1 has been completed**
* **NO BUILDING SHOULD OPEN WITHOUT PRIOR APPROVAL OF THE FACILITIES MANAGEMENT TEAM**
* **No building should re-open with the prior approval of the Facilities and Health, Safety & Wellbeing teams.**

**Version history**

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| **Version** | **Date** | **Summary of Changes** |
| V0.1 | 11/06.20 | First draft  |
| V0.2 | 16/06/20 | Expanded Part 2 to Parts 2 & 3 and clarified requirements for progressing from Part 1 to Part 2 |

* **Part 1 – Statutory Property Checks completed by Development Services**

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| **Statutory Maintenance**  |
| 1. Portable Appliance Testing (PAT)
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| 1. Electrical Inspection Condition Report (EICR)
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| 1. Fire Alarm Servicing
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| 1. Fire Extinguisher Servicing
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| 1. Hoist Servicing
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| 1. Lift Servicing
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| 1. Legionella
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| 1. Emergency lighting
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| 1. Gas Servicing
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| 1. Affray/loop system
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| 1. Fall Arrest system
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**The above property checks MUST be completed by the Facilities Management Team, Development Services, prior to opening. These checks will be done on a priority basis. It should be noted that there may be a delay in completing these checks due to contractor availability.**

* **Parts 2 & 3 – Premises Manager checks**

The Premises Manager should consider the following points when reopening a building as any of these situations may occur:

1. There is not enough suitable staff to implement the building’s Fire Evacuation Procedure or it is not possible to develop a suitable Fire Evacuation Plan for the reduced Fire Evacuation Procedure. ***Organise for a number of staff occupying the building to be trained in fire evacuation and organise a briefing on the fire evacuation procedures.***
2. There is not enough suitable staff within the building to undertake or facilitate building compliance checks detailed within the Premises Manager Handbook (such as fire alarm tests, emergency lighting test, legionella temperature checks). ***Organise for these checks to be carried out over a period of time e.g. a week/ delegate to other staff who can help on a short-term basis***
3. There is not enough suitable staff to assist those occupants with Personal Emergency Evacuation Plans (PEEPs) to exit the building appropriately in the event of a fire or other emergency. ***Wherever possible people who have a PEEP should work from home, if not suitable then arrangements must be made for them to work from ground floor.***

As the Council begins to resume its services, Premises Managers need to make sure our buildings are safe to operate. The following checks must be carried out:

* If building has been closed **PARTS 2 & 3** must be completed by the Premises Manager before the building can be allowed to re-open. A copy of the completed checklist should be sent tohealth.safety@falkirk.gov.uk before the building can be allowed to re-open.
* If the building has been fully/partially open **PART 3** should be completed to ensure appropriate measures are in place. A copy of the completed checklist should be sent tohealth.safety@falkirk.gov.uk by the 2nd July 2020.

If the decision is made to re-open a building before this checklist can be completed please contact health.safety@falkirk.gov.uk as soon as possible to discuss what needs to be done. Buildings must not be re-opened before the checks are done or contact is made with the Health, Safety & Wellbeing team.

Before a building is reopened the Premises Manager should complete the following checklist:

**PART 2**

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| **Checklist** |
| **Building Fabric and Systems** |
| All areas of the building and surrounds checked; inside and out. Any building issues (such as leaks, broken windows, etc.) to be reported on the Premises Portal <http://premisesportal.falkirk.gov.uk/login.aspx> or via email to property.repairs@falkirk.gov.uk. |[ ]
| All heating/cooling plant and machinery returned to normal operation. Any faults should to be reported on the Premises Portal <http://premisesportal.falkirk.gov.uk/login.aspx> or via email to property.repairs@falkirk.gov.uk. | ☐ |
| HSB portal checked to see if any statutory inspections were missed while the building was closed. Alternative Inspections dates confirmed with HSB.  |[ ]
| **Comments** |
| **Building Security** |
| All door and windows secure and operating normally.  |[ ]
| External lighting is still operating appropriately. |[ ]
| Intruder alarms / CCTV are working. |[ ]
|  **Comments** |

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| **Legionella** |
| Checked cold water temperature at the sentinel taps is below 20oC after running the cold water for up to two minutes. | [ ]  |
| Checked hot water temperature at sentinel taps is at least 50oC after running hot water for one minute. | [ ]  |
| Checked calorifier(s) (hot water cylinders) temperature outflow is at least 60ºC and return at least 50oC. |[ ]
| If a weekly flushing regime for all outlets has not been maintained during closure a request for water quality tests to be logged on the Premises Portal <http://premisesportal.falkirk.gov.uk/login.aspx> or via email to property.repairs@falkirk.gov.uk. |[ ]
| **Comments** |
| **Fire Safety & First Aid** |
| Fire alarm checked and working. |[ ]
| Emergency lighting checked and working. |[ ]
| Fire doors (internal and external) are opening/closing correctly. |[ ]
| Fire escape routes and exits are free from obstruction and in working order. |[ ]
| All extinguishers still in allocated positions. |[ ]
| Fire exit/escape signage is in place. |[ ]
| Contact Centre – emergency.control@falkirk.gov.uk - notified the building is reopening. |[ ]
| First aid boxes checked to ensure supplies are in date. |[ ]
| **Comments** |
| **Cleaning** |
| Cleaning Services notified the building is reopening |[ ]
| Floors and work surfaces are cleaned appropriately |[ ]
| All fridges & freezers have been cleaned before turning on.  |[ ]
| **Comments** |

**PART 3**

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| **Emergency Arrangements** |
| Fire Risk Assessment reviewed and updated to take account of reduced occupation numbers. |[ ]
| Emergency Evacuation Plan reviewed and updated as required. Particular attention to be paid to:* fire warden cover to account for occupancy levels. Any newly appointed Fire Wardens to complete the [Fire Warden training module on Olle](https://tracking.brightwave.co.uk/LNT/coursestore/clients/Falkirk/61482-TheRoleoftheFireWarden-201865115259/en_index.htm).
* physical distancing at assembly points.
 | ☐ |
| Any new Personal Emergency Evacuation Plans (PEEPs) completed. | ☐ |
| First aid needs assessment reviewed to ensure there is adequate cover. |[ ]
| Employees briefed on any changes to Emergency Arrangements. | ☐ |
| **Comments** |
| **Housekeeping** |
| Arrangements for frequent cleaning regime high traffic/contact communal areas within the building agreed. |[ ]
| [Additional Cleaning](https://www.falkirk.gov.uk/employees/coronavirus/additional-cleaning.aspx) materials are available for use by building occupants |[ ]
| Hand sanitizer available for use by employees and visitors and arrangements are in place to monitor and replenish stocks as required. |[ ]
| **Comments** |
| **Physical Distancing** |
| Separate single points of entry and exit are in place where possible and clearly marked.  |[ ]
| One-way circulation routes are in place where possible and clearly marked. |[ ]
| Workspaces, canteens/coffee stations, and other common areas reconfigured to accommodate 2 metre (6 feet) physical distancing. |[ ]
| Floors in any queuing zones, delivery areas or other common areas where people are likely to congregate are marked to allow for physical distancing.  |[ ]
| Suitable screens are in place in Reception areas to protect employees or arrangements are in place to ensure physical distancing is possible. |[ ]
| Physical distancing signage is displayed outside lifts.  |[ ]
| Arrangements are in place to provide information on circulation routes, physical distancing and hygiene facilities to contractors and visitors on/before arrival. |[ ]
| **Comments** |

**The Premises manager should email** **health.safety@falkirk.gov.uk** **to confirm completion of this checklist. The Premises Manager and Chief Officer will be notified that the building can be re-opened.**