COVID-19: Employer health and safety checklist

1 Review existing health and safety policies
Have you reviewed your existing health and safety policies in light of COVID-19 guidance?

2 Work from home where possible
Have you ensured that staff are working from home where possible and, if this is not possible, reasonable steps have been taken to ensure they are working in a safe environment?

3 Engage with staff
Have you engaged with staff in relation to perceived risks and their respective personal situations?

4 Update policies and risk assessments
Have you updated your policies and risk assessments in light of the changes to your operational and working practices?

5 Take steps to embed changes
Have you taken steps to embed these changes in your organisation through discussion, training, policy updates, signage etc.?

6 Consider risks that may arise due to changes
Have you considered how any changes in response to COVID may raise other risks that need to be mitigated? Examples may include compliance with display screen equipment regulations and lone working policies.

7 Discuss health and saftey and COVID response with senior management
Do you have health and safety/COVID response discussions at board and senior management level?

8 Emergency response plan
Do you have an emergency response plan in the event of an outbreak of COVID 19?

9 Assign delegated individual responsible for monitoring COVID situation
Do you have a designated individual who is monitoring the changing situation around COVID so the organisation remains agile in relation to updates?

10 Documentation
Are the above matters all documented and retained?

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