Measures to Reinstate
Plant, Equipment and Processes

Guidance on how to reduce risk when reinstating mothballed
or shut down plant, equipment and processes.

AVIVA

Introduction

This Loss Prevention Standard contains guidance on how to reduce risks when you are planning to reinstate process plant and equipment that have been shut down or mothballed on a temporary basis, for example in response to a business downturn or forced closure due to external factors such as an epidemic/pandemic event.

It is not possible to provide detailed steps for every type of specific process or specific items of plant/equipment, but instead the following guidance seeks to support general principles that can be applied to the majority of situations and installations.

Such circumstances should be managed using your management of change procedures with a documented reinstatement plan derived and demonstrably followed. A checklist is provided as an appendix to this Loss Prevention Standard to aid you in the management of any reinstatement you are planning to make.

This document is part of a series of Aviva Loss Prevention Standards aimed at the reinstatement of premises, plant and operations and should be read in conjunction with the other standards in the series which include:

- Measures to Reinstate Buildings, Premises and the Working Environment
- Measures to Manage People and Operations following Reinstatement after a Shutdown

Planning

It's critical to plan in detail the steps needed to reinstate process plant and equipment. Allowing enough time and resources to enable thorough planning is vitally important and by doing so, the risks to your business can be greatly reduced. What needs to be considered depends on what you are planning to reinstate, be it an individual item of plant/equipment or an entire process line. However, within your plans you may need to include the following issues/factors:

Scope of Reinstatement Works and the Reinstatement Plan

It can be helpful to prepare a scope of reinstatement works. This can consider:

- What you are planning to re-instate?
  - An item of plant/equipment?
  - A process?

- The nature of the re-instatement?
  - Continuously operated?
  - Intermittently operated?

- Whether any changes are needed from how it was operated previously?
  - Changes to production requirements or outputs?
  - Changes to plant configuration and any new/ changed installations?
  - Changes to working practices and procedures?
  - Changes to maintenance requirements?
  - Changes to hours of operation?
  - New or changes to permits to operate?

- Whether any new or changed resources will be needed?
  - Changes to raw materials and/or suppliers?
  - Changed staffing requirements?
  - Changes to tooling, raw materials, etc.?
  - Any new facilities to accommodate changes in working practices, e.g. additional staff changing/welfare facilities, hand washing stations, toilets and lockers?
  - Changes to stock holdings of consumable items such as spares for machinery and Personal Protective Equipment (PPE)

You should consider developing a detailed re-instatement plan to oversee these works. A continually updated register, tracking progress against the plan and the status of items of processes, plant and equipment, should be developed.

Scheduling

When scheduling it can be helpful to build in time to deal with unexpected delays and unforeseen circumstances. It's also prudent to risk assess the sequence in which the reinstatement works are completed taking into account the impacts on interlocks and other safety systems, ensuring that safety is not compromised during any restart sequence. It's also important to consider risks to staff involved in the re-instatement works, minimising risks from lone working, reduced supervision and absence of key personnel (e.g. first aiders) wherever possible.

Identifying Critical Works

A key component of the planning process is to identify what works are absolutely necessary to safely restart and what works can be deferred until after the restart. For example, there may be some equipment and machinery that was shut down but was recently serviced or the opportunity was taken during the shutdown to service the equipment/machinery or complete tasks that would be required to enable safe start up. In such circumstances it may not be necessary to complete these works again and a simpler pre-start safety check sequence maybe more appropriate.

Notifying Stakeholders

Consider who may need to know about the reinstatement and how and when they will be notified?

- Employees needed to work and support the plant/ process or facility?

- Customers?
  - Manage their expectations of when they can expect to receive goods and services

- Supply Chain?
  - Check that your supply chain is still operational and able to supply in the required quantities at the required times
  - Enquire about the longevity of any stockpiled supplies and arrangements for replenishment

- Insurers and Insurance Brokers?
  - Check that policy coverage remains in effect and revisit and understand any existing policy conditions or endorsements

- Regulatory Bodies?
  - Confirm that existing permits to operate remain in effect and that no changes or additional regulatory compliance requirements are needed

- Contractors?
  - Check that any contractors used for servicing, maintenance are still operating and able to provide the services you need.

- Neighbours/shared premises?
  - Neighbours or other businesses sharing the premises may well have adjusted their own work practices and arrangements to reflect the shutdown/mothballed status of your operations. Discussing reinstatement with them can help ensure that risks to each other's businesses and employees are adequately controlled following reinstatement.

Staffing
When preparing a staffing plan to operate the reinstated process/plant/premises, it's worth considering whether you will have available all the necessary employees and support staff? Some may no longer be available or be unable to work for medical, financial or other reasons such as secondment to volunteer organisations. Also consider whether you need to engage with recruitment agencies or contractors to fulfil any shortages in staff.

Equipment and Tooling
Identifying whether specialist equipment, spares, components and tooling are required to complete the reinstatement works is a good idea. Knowing how quickly and when these resources become available can also help you schedule the necessary works. Consider needs for access equipment, PPE and other safety equipment.

Additional Facilities
Identifying any new or additional facilities that are needed is also important. This could include for example, additional toilets, changing rooms, welfare facilities or additional product testing facilities. It's helpful to identify what's needed, where and when they can be sourced/installed and incorporate this into the plan. You may also want to plan where to site or locate any additional facilities, so these do not impact other operations and activities.

Risk Assessments, Operating Procedures and Employee Training Packages
You should plan to review and if necessary, update any risk assessments, Standard Operating Procedures (SOPs), employee training packages for the reinstated operations, processes and plant. You should satisfy yourself that any changes introduced, or the period of shutdown have not resulted in new risks or a deterioration in the performance

of existing risk control strategies.

Emergency Procedures
You should plan to review and if necessary, update emergency procedures to reflect the reinstatement and changes made. This may need to reflect the introduction of new hazards, altered configurations and layouts or the loss or absence of key personnel/response equipment (e.g. skeleton staffing practices). If an increased risk to responding emergency services personnel results from the changes made, you may want to discuss this with the Emergency Services.

Impacts on Business Continuity Planning
Updating the Company's Business Continuity Plan (BCP) is a further consideration, especially if there are changes in your supply chain, any in-company interdependencies, the loss or redeployment of key personnel or the introduction or loss of any make-up capacity.

The Reinstatement Works

When reinstating an item of plant/equipment or a process line, it's prudent to prepare a risk assessment and action plan for each individual item detailing the steps and sequence by which they should be completed. What needs to be done to safely reinstate the items of plant/equipment will depend on each item. However, the following are worth considering for most plant/equipment/process lines:

- Recommendations from the equipment manufacturer/installer and requirements to maintain warranties or avoid installer penalty clauses
- Ensuring any software, programming or data input needed to safely operate the equipment has been uploaded into any control systems and is the most current and up to date safe version
- Inspection, testing and replacement of any components removed during the shutdown procedure
- Refilling any tanks and reservoirs and priming or purging lines necessary for safe operation.
- A visual inspection/check to ensure contamination, corrosion, seizure or blockage has not occurred during the period of shutdown
- Safe removal of any isolations and lock outs of power or process lines/feeds
- Checks on the integrity and condition of any machinery guarding

- Testing of any alarms or safety interlocks and emergency stops provided on the equipment, checking correct operation and impacts
- Confirming any automatic fire detection systems or fixed fire protection systems remain active/operational
- Confirming that any necessary maintenance and inspections (including statutory inspections) are up to date
- Whether any battery backup power supplies to equipment are able to be fully recharged or whether these battery backup units require replacement
- The condition of any pits, their integrity and the absence of any debris or other unwanted contents
- Checking the condition and integrity of any access equipment used to access plant and process lines, ensuring it remains safe for use
- Checking the areas around all plant/equipment and installations are clear and free from debris/combustible materials or other unwanted items that may have accumulated during the shutdown period
- Updating engineering drawings and schematics to reflect the status and configuration of the plant
- Re-ordering any spares/consumables used from stocks held on site to enable the completion of reinstatement works. Also, the sourcing of any newly required critical spare parts as a result of any changes made.

The following additional specific risks are also worth considering:

Ventilation Plant/Systems – Its prudent to inspect and clean ventilation ducts as contamination or corrosion may have occurred. Examples include fly infestations or corrosion of ducts or joints where liquid has pooled or been allowed to enter ductwork. Any filters should also be changed. Where local exhaust ventilation is used to control exposure of employees to hazardous substances or to prevent hazardous atmospheres forming, the performance of this system should be verified, confirming adequate capture, transport and exhaust velocities.

Calibration of Safety Devices and Monitoring Equipment – Where safety devices and monitoring equipment require calibration, it's important to verify this equipment remains in calibration before operations resume. This could apply to level measurement devices as well as gas, noise and vibration monitoring equipment.

Cooling Towers – These should be cleaned by your competent water management contractor prior to being put back into use and the absence of legionella confirmed by testing. Refer to current HSE guidance on managing legionella risk.

Pressure Systems – The integrity of pressurised lines and equipment should be checked and verified. Any statutory inspections must be up to date and you may want to bring forward a statutory inspection by a competent inspecting engineer if the equipment has been out of use for a considerable period. It's very important to check any pressure relief mechanisms for signs of corrosion or blockage that may impede operation.

Combustion Equipment (including boilers)
 – This should be serviced and maintained prior to being put back into use with the operation of any combustion safety controls and the integrity and adequacy of any flue/exhaust/chimney arrangements verified by your competent inspecting engineer.

Plant Handling Hazardous Substances and Flammable Liquids – It's important to inspect and verify the integrity of any plant/process lines handling hazardous substances/flammable liquids. This should be verified without the introduction of the hazardous substance so far as is possible (e.g. using pneumatic/hydraulic methods where safe and permitted to do so). Where flammable liquids are handled, the integrity and suitability of any electrical equipment in hazardous areas should be verified. Also, the earth bonding/grounding arrangements should be checked with earth continuity and the absence of any isolated conductors within the installation confirmed.

Electrical Charging Equipment – This should be inspected by a competent engineer to verify its continued safety, with particular regard to damaged connectors, the operation of safety cut offs and other protection devices on the electrical circuits. You should also confirm this equipment remains suitable for the loads anticipated when it is put back into use and that nothing new in the installation will compromise this.

Work at Height Access Systems – A competent person should inspect and check the condition of these systems with particular regard to the condition of anchorage points and any harnesses or fall arrest devices.

Lifts and Lifting Equipment – This equipment and any lifting accessories should be checked by a competent person prior to being put back into use. Any statutory inspections must be up to date and you may want to bring forward a statutory inspection by a competent inspector if the equipment has been out of use for a considerable period.

Emergency Generators – These should be inspected and serviced by a competent engineer. Consider the condition of any fuels within the fuel tank and whether this should be drained, flushed and replaced. The condition of any battery used to start the engine should be assessed and it should be replaced if necessary. It's important to conduct a test under full load also to confirm the generator will perform as required as well as exercising transfer switches.

Vehicles and Trailers – The condition of vehicles and trailers whether used on or off the public highway is an important consideration. They should be inspected by a competent person and certified as safe for use. Where statutory requirements for CVRT testing apply, these tests must be adhered to. In addition, Haulage Licence, where applicable, tax and insurance implications must be considered where the vehicles are planned to be used on the public highway. In all cases routine servicing and maintenance of both vehicles and trailers is good practice. Rodent damage may have occurred in storage, brakes can seize, tyre condition can deteriorate, air lines can perish, connectors can become damaged and safety equipment may have been removed. Conducting a thorough service and maintenance of each vehicle and trailed appliance can ensure roadworthiness, safety and reliability when put back into use.

Refrigeration Plant – You should also use your competent refrigeration engineer to check and verify the continued safety and performance of refrigeration plant. This should include the safety of the installation including any statutory inspections of pressure systems, the operation of any alarms, pressure relief and any shut down devices as well as the performance of the plant including cooling rates.

Electrical Installation - If the electrical installation is overdue it's formal fixed inspection and test required in accordance with the Safety Health & Welfare at Work (General-Application-Regulations) 2007 which sets out general duties for the testing of new and existing installations, these works should be scheduled within the reinstatement plan and completed by a competent electrical contractor.

The Electro-Technical Council of Ireland (ETCI) historically produced a full set of rules for Electrical Installations in the Republic of Ireland. These give a comprehensive set of requirements for the engineering requirements for the installation of electrical at voltages of 1000 Volt AC and below. Although the ETCI no longer operates, the operations previously undertaken by the ETCI are now undertaken by the National Standards Authority of Ireland (NSAI) and the Commission for the Regulation of Utilities (CRU).

A 4th edition of this document was published in 2008 with some additional amendments in 2011 (Amendment No1) and 2016 (Amendment No2). The standards set out in these rules should be applied for all new installations under construction and all extensions.

If an inspection and test is not yet due it can still be prudent to use thermal imaging tools to check for electrical hazards associated with electrical distribution boards and any electrical connections which may have become loosened during the shutdown.

Testing of electrical circuit breakers, Residual Current Devices (RCDs) and surge protection devices is also advised.

If Uninterruptible Power Supplies (UPS) are provided, these should be checked and tested to confirm correct switching and operation.

Gas Supplies – Exercise gas isolation valves and check the operation of any interlocks to fire alarm systems or other safety devices on specific equipment or installations.

Reinstatement Following a Pandemic

Resuming operations during or following a pandemic brings a number of specific challenges for each organisation. Risks will be distinctly unique to the processes and equipment involved. However, the following are some of the additional considerations which you may need to consider within your plans to reinstate processes, plant and equipment following a pandemic.

Social Distancing and Infection Control– It's important that you check and follow the Ireland Government Return to Work Safely Protocol. Consider how they can be applied to your workplace. You may need to adjust the working environment, develop/ devise new working practices and alter employee working patterns to comply with these guidelines and to create lower risks for employees whilst at work and on their journeys to and from work.

Procedures for Reporting Ill Health– Your employees should be provided with clear guidelines on the steps they should take if they feel ill whilst at work and at home. These should be unambiguous and in line with the Return to Working Safely Protocol. *(There is no requirement for an Employer to report Covid-19 infections of staff to the Health & Safety Authority).*

Restricting Visitors – Until the risk of spread of the pathogen subsides, limiting and restricting who is allowed to access the workplace is an important risk control measure, and persons within the workplace should only be those essential for its safe operation. With the exception of an enforcement officer, it is unlikely that a visitor will have a legitimate reason to be on site. You can make good use of video-conferencing tools where other stakeholders are wishing to view/ review site operations.

Contractors – You may still need to utilise sub-contractors for key tasks, including cleaning and maintenance. It is important that you check and review the contractor's arrangements and protocols for reducing risk of spread of the pathogen whilst on your premises. These details should be provided to you within the risk assessments and method statements before attending site.

Washing/Cleaning/Laundry– You may need to review your provision of facilities for hand washing and cleaning, ensuring there are a sufficient number of appropriately sited hand washing facilities that are kept well stocked with soaps, hand cleaners, sanitisers, hand drying equipment and where appropriate moisturisers. Knee operated or automated taps as well as automated soap dispensers can reduce risks of cross contamination. Reminders of correct hand washing techniques can also be helpful. Resources to help you promote good hand hygiene can be found in the Sources and Useful Links section later in this document.

Ensuring that work surfaces, including floors are regularly cleaned and sanitised is especially important. Where workstations are having to be shared (e.g. by employees on different shifts), it is important this is done between each use.

Careful consideration is required where workwear is required to be laundered. In such circumstances, it is recommended that where available you follow advice specific to your sector provided by Health Services Executive or advice is sought from your specialist laundry services provider.

PPE–During a pandemic, supplies of PPE may have been diverted to support national efforts for infection control. This may mean you are unable to source items of PPE that you normally provide for your workers. If you are unable to source suitable PPE and your risk assessment shows this is necessary for effective risk control, you should explore other options and engineering controls to reduce risk. Be wary of any temporary relaxation of PPE requirements without being able to adequately demonstrate that risks are reduced to an acceptable level by other means. If you are unable to do this, review whether it is appropriate to restart your operations.

Temporary Relaxation of Statutory Obligations– In some circumstances, government authorities may relax statutory obligations for a short-defined period to help businesses reduce risks of spread of infection during a pandemic. However, you should not assume statutory obligations have been relaxed unless you have had this confirmed from an authoritative source. It's always best to check with the relevant enforcing authorities:

Information and advice from the Health and Safety Authority can be found here.

Information and advice from the Road Safety Authority can be found here. NDLS , NCTS, CVRT

Where this is the case you should note on your risk assessments details of the relaxation and its expiry date. Scheduling the date of expiry within future work plans can help you ensure that your business remains fully compliant.

Residual Homeworkers– Some employees may be required to continue working from home. It's important that these employees are not overlooked within work plans and that risks to the continued health, safety and wellbeing are assessed and managed. Further guidance can be found with the Health & Safety Authority Working from Home .

Mental Health and Wellbeing– Loss of loved ones, anxiety over catching an infection or risk of loss of employment and the additional pressures of working that maybe experienced during a pandemic can be very detrimental to an employee's mental health and wellbeing. It's especially important that employees feel supported during a crisis of this nature. Encourage employees to be honest about their feelings and where possible put in place mechanisms by which employees can access support services. These do not need to be privately provided wellbeing and mental health services and can be publicly available services provided by the HSE and various charities. Work Positive is a FREE State and stakeholder supported psychosocial risk management. Work Positive is a completely confidential psychosocial risk management process. It involves a 'whole workforce' approach which can be rolled out over a three to six month period and be re-used every few years Click here to register/login.

Checklist

A generic Measures to Reinstate Plant, Equipment and Processes Checklist is presented in Appendix 1 which can be tailored to your own organisation.

Sources and Useful Links
Ireland Gov Roadmap to ReOpening Society & Business
Ireland Gov. Return to Work Safely Protocol
Agency Support Irish business during the Covid19 pandemic Here
Covid-19 Advice for Employers & Employee Health & Safety Authority
HSE Covid-19 Update latest Information Here
Securing Building Sites Garda Advice Here
NSAI Covid-19 Workplace protection & Improvement Guide Here

Additional Information

Relevant Loss Prevention Standards include:
Aviva Ireland Covid-19 Initiatives Here
Aviva Ireland Covid-19 Other Loss Prevention Standards here

Appendix 1- Measures to Reinstate Plant, Equipment and Processes

Location	
Date	
Completed by (name and signature)	Name: Signature:

	Planning	Y/N	Comments
1.	Have you prepared a scope of works with a supporting schedule to support your reinstatement plans?		
2.	Have you identified critical works and those tasks which can be deferred until after reinstatement?		
3.	Have you notified the appropriate stakeholders of your plans to reinstate your process/plant/premises?		
4.	Have you prepared a staffing plan to complete the reinstatement works?		
5.	Have you identified whether specialist equipment and tooling is required to complete the works, including access equipment, PPE and other safety equipment?		
6.	Have you identified any additional facilities that maybe needed to permit reinstatement and resumption of operations?		
7.	Have you planned to review and update risk assessments, operating procedures and employee training packages?		
8.	Have you planned to review and update emergency procedures?		
9.	Have you planned to review and update your BCP to reflect the reinstatement and any changes made?		

	The Reinstatement Work	Y/N	Comments
10.	Have reinstatement plans been made for individual items of plant/equipment or process lines?		
11.	Have recommendations from the equipment manufacturer/installer been adhered to and requirements to maintain warranties or avoid installer penalty clauses?		
12.	Have you been able to ensure any software, programming or data input needed to safely operate the equipment has been uploaded into any control systems and is the most current and up to date safe version?		
13.	Have you inspected, tested and replaced any components removed during the shutdown procedure?		
14.	Have you refilled any tanks and reservoirs and where appropriate primed or purged lines where this is necessary for safe operation?		
15.	Have you conducted a visual inspection/check to ensure contamination, corrosion, seizure or blockage has not occurred during the period of shutdown?		
16.	Have you safely removed any isolations and lock outs of power or process lines/feeds?		
17.	Have you checked the integrity and condition of any machinery guarding?		
18.	Have you tested and verified the correct operation of any alarms, safety interlocks and emergency stops provided on the equipment?		
19.	Have you confirmed that any automatic fire detection systems or fixed fire protection systems remain active/operational?		
20.	Have you confirmed that any necessary maintenance and inspections (including statutory inspections) are up to date?		
21.	Have you checked that any battery backup power supplies to equipment are able to be fully recharged or whether these battery backup units require replacement?		

	The Reinstatement Work	Y/N	Comments
22.	Have you checked the condition of any pits and sumps, confirming their integrity and the absence of any debris or other unwanted contents?		
23.	Have you checked the condition and integrity of any access equipment used to access plant and process lines, ensuring it remains safe for use?		
24.	Have you checked that areas around all plant/equipment and installations are clear and free from debris/combustible materials or other unwanted items that may have accumulated during the shutdown period?		
25.	Have you updated engineering drawings and schematics to reflect the status and configuration of the plant?		
26.	Have you re-ordered any spares/consumables used from stocks held on site to enable the completion of reinstatement works?Also have you sourced any newly required critical spare parts as a result of any changes made?		
Additional Items for Specific Plant/Equipment			
Ventilation Plant/Systems			
27.	Have you inspected and cleaned ventilation ducts?		
28.	Have you replaced/changed filters?		
29.	Where local exhaust ventilation is used to control exposure of employees to hazardous substances or to prevent hazardous atmospheres forming, have you confirmed the performance of this system?		
Calibration of Safety Devices and Monitoring Equipment			
30.	Have you ensured all measurement devices remain in calibration including all safety devices such as those used for level measurement devices as well as gas, noise and vibration monitoring equipment?		
Cooling Towers			
31.	Have cooling towers been cleaned by your competent water management contractor and the absence of legionella confirmed by testing?		

	The Reinstatement Work	Y/N	Comments
Pressure Systems			
32.	Has the integrity of pressurised lines and equipment been checked and verified?		
33.	Are statutory inspections up to date?		
34.	Have any pressure relief mechanisms been checked for signs of corrosion or blockage that may impede operation?		
Combustion Equipment (including boilers)			
35.	Has all equipment been serviced and maintained prior to being put back into use with the operation of any combustion safety controls and the integrity and adequacy of any flue/exhaust/chimney arrangements verified by your competent inspecting engineer?		
Plant Handling Hazardous Substances and Flammable Liquids			
36.	Has the integrity of any plant/process lines handling hazardous substances/flammable liquids been verified?		
37.	Has the integrity and suitability of any electrical equipment in hazardous areas been verified?		
38.	Have earth bonding/grounding arrangements been checked with earth continuity and the absence of any isolated conductors within the installation confirmed?		
Electrical Charging Equipment			
39.	Has electrical charging equipment been inspected by a competent engineer to verify its continued safety, with particular regard to damaged connectors, the operation of safety cut offs and other protection devices on the electrical circuits?		
Work at Height Access Systems			
40.	Has a competent person inspected the condition of these systems with particular regard to the condition of anchorage points and any harnesses or fall arrest devices?		

	The Reinstatement Work	Y/N	Comments
Lifts and Lifting Equipment			
41.	Have lifts and all lifting equipment and any lifting accessories been checked by a competent person prior to being put back into use?		
42.	Are statutory inspections up to date?		
Emergency Generators			
43.	Have emergency generators been inspected and serviced by a competent engineer?		
Vehicles and Trailers			
44.	Have all vehicles and trailers been serviced and maintained?		
45.	Are all statutory requirements complied with (e.g. CVRT, NCT, Tax, Driver Training, etc.)?		
Refrigeration Plant			
46.	Has a competent refrigeration engineer verified the continued safety and performance of refrigeration plant?		
Electrical Installation			
47	Has the electrical installation been inspected and tested as required under the Safety Health & Welfare at Work (General-Application-Regulations) 2007 and NSAI & CRU & have all faults been repaired?		
48.	Have you used thermal imaging tools to check for electrical hazards associated with electrical distribution boards and any electrical connections which may have become loosened during the shutdown?		
49.	Have you confirmed the correct operations of all electrical circuit breakers, RCDs and surge protection devices?		
50.	Have you checked and tested UPS to confirm correct switching and operation?		
Gas Supplies			
51.	Have you exercised gas isolation valves and checked the operation of any interlocks to fire alarm systems or other safety devices on specific equipment or installations?		

	Reinstatement Following a Pandemic (additional considerations)	Y/N	Comments
52.	Have you been able to fully implement Government guidelines relating to social distancing and shielding/protection of vulnerable persons?		
53.	Have you established and communicated to employees' procedures and protocols they must follow should they feel ill at work or at home?		
54.	Have you made arrangements for the cleaning and sanitisation of the workplace in accordance with Government guide-lines?		
55.	Have you prohibited unnecessary visitors to the workplace and established alternative arrangements such as video conferencing for stakeholders wishing to speak with employees and to view the premises and processes?		
56.	Have you checked that contractors working at your site are able to fully comply with social distancing and other infection control procedures?		
57.	Is there adequate provision of suitably designed facilities for hand washing and cleaning, with a sufficient number of appropriately sited hand washing facilities that are kept well stocked with soaps, hand cleaners, sanitisers and where appropriate moisturisers?		
58.	Have you identified and put in place procedures to minimise risks of spread of contamination/infection from any contaminated workwear?		
59.	Are you able to maintain supplies of appropriately specified PPE?		
60.	Have you implemented a system to ensure you manage any temporary relaxation of statutory obligations so that you remain legally compliant?		

	Reinstatement Following a Pandemic (additional considerations)	Y/N	Comments
61.	Have you assessed risks to employees who remain as homeworkers, with adequate risk controls demonstrably implemented?		
62.	Have you ensured employees know how to access services that provide support for mental health and wellbeing?		
63.	Additional comments:		

| Retirement | Investments | **Insurance** |