



ASTONLARK

RECOVERY CHECKLIST

As measures on the COVID-19 pandemic lockdown are relaxed, use this recovery checklist to aide you in ensuring all considerations have been made to get your business back up and running as quickly and efficiently as possible.

SUPPLY

- Have you communicated your business plans to your suppliers?
- Are your suppliers ready to supply?
- Do you have adequate inventory stock levels to restart production?

CUSTOMERS

- Have you communicated your business plans to your customers re: when you will be operational?
- Have you communicated any operational changes or restricted services to your customers?
- Have you used local media sources to communicate your business plans?

STAFF

- Do you have adequate numbers of staff available to resume operations?
- What training or retraining arrangements will need to be made for employees, whether they are new employees or furloughed employees?
- Are there an adequate number of experienced employees to operate key items of machinery and equipment?
- Have you communicated any changes in procedures or operations to your employees?
- Will there be adequate numbers of trained first aiders and fire marshals available?

PROPERTY

- Have you carried out inspections to ensure the premises are in a safe condition?
- Have you tested the fire alarm system to ensure it is fully operational?
- Have you reviewed and updated the fire risk assessment to note any changes to the building or its occupation?
- Have you tested the emergency lighting system?
- Is the Electrical Condition Inspection Report in date?
- Have first aid facilities been checked?
- Have you carried out water safety checks?
- Have you checked heating and ventilation systems are fully operational?
- Have you advised your alarm monitoring company that the premises will now be occupied during business hours?
- Is your alarm keyholder information up to date?

EQUIPMENT

- Have you tested critical equipment/plant to ensure it is operational, in good condition and fully guarded?
- Are statutory inspections in date (lifting equipment, pressurised systems etc)
Is Portable Appliance Testing required?

