

# COVID-19: Health and safety checklist for care organisations

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

- 2 Working in a safe environment**  
Have you taken steps to engage with staff to ensure they are working in as safe an environment as possible where risks are mitigated?  

- 3 Engage with third-party stakeholders**  
Have you engaged with third-party stakeholders in demonstrating how you are managing service delivery in light of COVID-19?  

- 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-19 may raise other risks that need to be mitigated?  

- 7 Discuss health and safety 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-19 situation**  
Do you have a designated individual who is monitoring the changing situation around COVID-19 so the organisation remains agile in relation to updates?  

- 10 Documentation**  
Are the above matters all documented and retained?  
