HOSPITALITY EDITION

SAFER SPACES

TIPS AND ADVICE FOR REOPENING
THE BUSINESS DISTRICT AFTER LOCKDOWN

THINKING ABOUT RISK

■ Colmore BID are working with Yoello to bring you mobile ordering and payments. We are funding your set up and the first three months of Yoello. This service allows customers to access your venue for eat-in, takeaway, collection and delivery by placing orders over their phone. There are no contracts for the service so you can cancel after your free period if it isn't for you.

Yoello provide you with QR codes that you can place in your venue that customers can scan and access your menu online. Customers will be able to select the items they want and pay for it using a web app. The app will have a Colmore BID community option where users will be able to see what food options are available near their location.

This is available to all venues in the Colmore Business District.

Let us know if you would be interested in this system by contacting Katy.paddock@colmorebid.co.uk.

ALL EMPLOYERS SHOULD CARRY OUT A COVID-19 RISK ASSESSMENT

COVID-19 is a public health emergency. Everyone needs to assess and manage the risks of COVID-19, and in particular businesses should consider the risks to their workers and customers.

As an employer, you also have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise them, recognising you cannot completely eliminate the risk of COVID-19.

You must make sure that the risk assessment for your business addresses the risks of COVID-19, using this guidance to inform your decisions and control measures. You should also consider the security implications of any decisions and control measures you intend to put in place, as any revisions could present new or altered security risks that may require mitigation.

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. If you have fewer than five workers, or are self-employed, you don't have to write anything down as part of your risk assessment.

Your risk assessment will help you decide whether you have done everything you need to. There are interactive tools available to support you from the Health and Safety Executive (HSE) at https://www.hse.gov.uk/risk/assessment.htm.

Employers have a duty to consult their people on health and safety. You can do this by listening and talking to them about the work and how you will manage risks from COVID-19.The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely.

Involving them in making decisions shows that you take their health and safety seriously. You must consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by workers. As an employer, you cannot decide who the representative will be.

At its most effective, full involvement of your workers creates a culture where relationships between employers and workers are based on collaboration, trust and joint problem solving.

As is normal practice, workers should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer. Employers and workers should always come together to resolve issues.

CUT OUT & DISPLAY YOUR RISK ASSESSMENT POSTER: BACK PAGE

KEEPING STAFF, CUSTOMERS AND VISITORS SAFE

Steps that will usually be needed:
■ Calculating the maximum number of customers that can reasonably follow social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) at the venue.
■ Taking into account total indoor and outdoor space, specific venue characteristics such as furniture as well as likely pinch points and busy areas.
■ Reconfiguring indoor and outdoor seating and tables to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) between customers of different households or support bubbles. For example, increasing the distance between tables.
■ Working with your local authority or landlord to take into account the impact of your processes, including queues, on public spaces such as high streets and public car parks.
■ Working with neighbouring businesses and local authorities to provide additional parking or facilities such as bike-racks, where possible, to help customers avoid using public transport.
■ Reducing the need for customers to queue, but where this is unavoidable, discouraging customers from queueing indoors and using outside spaces for queueing where available and safe. For example, using some car parks and existing outdoor services areas.
■ Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids and before arrival, such as by phone, on the website or by email.
■ Managing the entry of customers, and the number of customers at a venue, so that all indoor customers are seated with appropriate distancing, and those outdoors have appropriately spaced seating or standing room. This is to ensure that the venue, including areas of congestion does not become overcrowded. Managing entry numbers can be done, for example, through reservation systems, social distancing markings, having customers queue at a safe distance for toilets or bringing payment machines to customers, where possible.
■ Managing outside queues to ensure they do not cause a risk to individuals, other businesses or additional security risks, for example by introducing queuing systems, having staff direct customers and protecting queues from traffic by routing them behind permanent physical structures such as street furniture, bike racks, bollards or putting up barriers.
■ Making customers aware of, and encouraging compliance with, limits on gatherings. For example, on arrival or at booking. Indoor gatherings are limited to members of any two households (or support bubbles), while outdoor gatherings are limited to members of any two households (or support bubbles), or a group of at most six people from any number of households.
■ Encouraging customers to use hand sanitiser or handwashing facilities as they enter the venue.
■ Ensuring any changes to entrances, exits and queue management take into account reasonable adjustments for those who need them, including disabled customers. For example, maintaining pedestrian and parking access for disabled customers.
■ Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.
■ Looking at how people move through the venue and how you could adjust this to reduce congestion and contact between customers, for example, queue management or one-way flow, where possible.
■ Planning for maintaining social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) in the event of adverse weather conditions, being clear that customers cannot seek shelter indoors unless social distancing can be maintained.
■ Working with neighbouring businesses and local authorities to consider how to spread the number of people arriving throughout the day for example by staggering opening hours; this will help reduce demand on public transport at key times and avoid overcrowding.
■ Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.
■ Encouraging use of contactless ordering from tables where available. For example, through an ordering app.
■ Adjusting service approaches to minimise staff contact with customers. Indoor table service must be used where possible, alongside further measures such as assigning a single staff member per table. Outdoor table service should also be encouraged, although customers are permitted to stand outside if distanced appropriately. Where bar or counter service is unavoidable, preventing customers from remaining at the bar or counter after ordering.
■ Adjusting processes to prevent customers from congregating at points of service. For example, having only staff collect food.
■ Minimising contact between kitchen workers and front of house workers. For example, by having zones from which front of house staff can collect food.
■ Encouraging use of outdoor areas for service where possible. For example, increasing outdoor seating or outdoor points of service such as stalls. and return empty glasses to the bar.

SERVING CUSTOMERS AND TAKING ORDERS

■ Maintaining social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) from customers when taking orders from customers.
■ Using social distance markings to remind customers to maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) between customers of different households or support bubbles.
■ Minimising customer self service of food, cutlery and condiments to reduce risk of transmission. For example, providing cutlery and condiments only when food is served.
■ Providing only disposable condiments or cleaning nondisposable condiment containers after each use.
■ Reducing the number of surfaces touched by both staff and customers. For example, asking customers to remain at a table where possible, or to not lean on counters when collecting takeaways.
■ Encouraging contactless payments where possible and adjusting location of card readers to social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).
■ Minimising contact between front of house workers and customers at points of service where appropriate. For example, using screens or tables at tills and counters to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).
■ Ensuring all outdoor areas, with particular regard to covered areas, have sufficient ventilation. For example, increasing the open sides of a covered area.

BEFORE REOPENING

■ An assessment for all sites, or parts of sites, that have been closed, before restarting work.
■ Cleaning procedures and providing hand sanitiser before restarting work.
■ Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.
■ Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.

ENTERTAINMENT AND LIVE PERFORMANCES

For many restaurants, pubs and bars, providing entertainment such as recorded music, live sports broadcasts, quizzes, live musicians or comedians are an important part of their business.

At this time, venues should not permit live performances, including drama, comedy and music, to take place in front of a live audience. This is important to mitigate the risks of aerosol transmission – from either the performer(s) or their audience.

There will be further guidance setting out how performing arts activity can be managed safely in other settings, for instance rehearsing or broadcast without an audience.

All venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting. This is because of the potential for increased risk of transmission, particularly from aerosol transmission. You should take similar steps to prevent other close contact activities, such as dancing.

FOOD PACKAGING

The World Health Organisation (WHO) advises that the likelihood of an infected person contaminating commercial goods is low. The risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also very low.

While food packaging is not known to present a specific risk, efforts should be made to ensure it is cleaned and handled in line with usual food safety practices.

SOCIAL DISTANCING
FOR YOUR WORKERS

You must maintain social distancing in the venue wherever possible.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Mitigating actions include:
■ Further increasing the frequency of hand washing and surface cleaning.
■ Keeping the activity time involved as short as possible.
■ Using screens or barriers to separate workers from each other and workers from customers at points of service.
■ Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
■ Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
■ Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing and workers should be specifically reminded.

WORKING AREAS

To maintain social distancing between individuals when they are at their working areas.

■ For people who work in one place, for example waiter captains or cashiers, working areas should allow them to maintain social distancing from one another as well as the public.
■ Working areas should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.
■ If it is not possible to ensure working areas comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) then businesses should consider whether that activity needs to continue for the business to operate, and if so take all mitigating actions possible to reduce the risk of transmission.
■ Reviewing layouts and processes to allow staff to work further apart from each other.
■ Only where it is not possible to move working areas further apart, arranging people to work side-by-side or facing away from each other rather than face-to-face. Where this is not possible, using screens to separate people from each other.
■ Using floor tape or paint to mark areas to help people comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).

KEEPING THE KITCHEN CLEAN

Steps that will usually be needed:
■ Cleaning surfaces and objects between each customer use. For example, cleaning tables, card machines, chairs, trays and laminated menus in view of customers before customer use.
■ Recognising that cleaning measures are already stringent in kitchen areas, consider the need for additional cleaning and disinfection measures.
■ Having bins for collection of used towels and staff overalls. Washing hands before handling plates and cutlery.
■ Continuing high frequency of hand washing throughout the day.

SUPPORT THE NHS TEST AND TRACE

The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace.

You should assist this service by keeping a temporary record of your customers and visitors for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.

Many businesses that take bookings already have systems for recording their customers and visitors – including restaurants, hotels, and hair salons. If you do not already do this, you should do so to help fight the virus.

The government is working with industry and relevant bodies to design this system in line with data protection legislation, and set out details shortly.

Indoor gatherings should only be occurring in groups of up to two households (including support bubbles) while outdoor gatherings should only be occurring in groups of up to two households (or support bubbles), or a group of at most six people from any number of households. It is against the law to gather in groups of more than 30 people, except for the limited circumstances as set out in law.

In these specific cases, those operating venues should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place. At this time, venues should not permit live performances, including drama, comedy and music, to take place in front of a live audience.

Individual businesses or venues should consider the cumulative impact of many venues re-opening in a small area. This means working with local authorities, neighbouring businesses and travel operators to assess this risk and applying additional mitigations.

COMING TO WORK AND LEAVING WORK

■ Staggering arrival and departure times at work to reduce crowding into and out of the venue, taking account of the impact on those with protected characteristics.
■ Providing additional parking or facilities such as bikeracks to help people walk, run, or cycle to work where possible.
■ Reducing congestion, for example, by having more entry points to the venue. If you have more than one door, consider having one for entering the building and one for exiting.
■ Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.
■ Using markings to guide staff coming into or leaving the building.
■ Providing storage for staff clothes and bags.
■ Requesting staff change into work uniforms on site using appropriate facilities/changing areas, where social distancing and hygiene guidelines can be met.
■ Washing uniforms on site, where appropriate, or requesting workers to regularly wash uniforms at home.

CUSTOMER TOILETS

■ Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
■ Consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).
■ To enable good hand hygiene consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available.
■ Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces.
■ Keep the facilities well ventilated, for example by fixing doors open where appropriate.
■ Special care should be taken for cleaning of portable toilets and larger toilet blocks.
■ Putting up a visible cleaning schedule can keep it up to date and visible.
■ Providing more waste facilities and more frequent rubbish collection.

KEEPING THE VENUE CLEAN

■ Following government guidance on cleaning food preparation and food service areas.
■ Wedging doors open, where appropriate, to reduce touchpoints. This does not apply to fire doors.
■ If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.
■ Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.
■ Frequent cleaning of objects and surfaces that are touched regularly including counters, tills, and making sure there are adequate disposal arrangements for cleaning products. Maintaining good ventilation in the work environment. For example, opening windows and doors frequently, where possible.

INBOUND AND OUTBOUND GOODS AND DELIVERIES

To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.

■ Revising pick-up and drop-off collection points, procedures, signage and markings.
■ Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
■ Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.
■ Where possible and safe, having single workers load or unload vehicles.
■ Where possible, using the same pairs of people for loads where more than one is needed.
■ Enabling drivers to access welfare facilities when required, consistent with other guidance.
■ Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.
■ Creating one-way flow of traffic in stockrooms.
■ Adjusting put-away and replenishment rules to create space for social distancing. Where social distancing cannot be maintained due to venue design, sufficient mitigation strategies should be designed and implemented.

HANDLING GOODS AND OTHER MERCHANDISE

■ Cleaning procedures for goods and merchandise entering the site.
■ Cleaning procedures for the parts of shared equipment you touch before each use.
■ Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.
■ Regular cleaning of the inside of shared vehicles that workers may take home.
■ Enhanced handling procedures of laundry to prevent potential contamination of surrounding surfaces, to prevent raising dust or dispersing the virus.

RESTRICTIONS

■ Only pavements wider than 3.2m will be able to accommodate queues.
■ On busy pavements with significant 2-way pedestrian flow, more than 5.5 metres will be needed to allow a single line of queueing.
■ Only the pavement space in line with each store's frontage should be used.
■ In larger pedestrian precincts there may be markings indicating available queueing space, queues must not spread beyond these markings.
■ Queues must be well managed. Businesses must calculate how many people can queue safely in the space available and manage this effectively – '**DO NOT JOIN QUEUE**' signage and/or staff actively managing queues will be needed in most cases.
■ Emergency access and egress routes, and normally permitted vehicle access must be maintained.
■ Goods, A-boards, flags, menu boards and similar items are not permitted on the Highway and must be removed. Essential notices for crowd management and public safety may be permitted on a case by case basis.
■ Queueing infrastructure such as crowd control barriers and tensa barriers should be avoided.
■ Be mindful of potential 'vehicle as a weapon' attack routes, use less vulnerable spaces as a preference, and brief staff to be vigilant. You should also take the opportunity to review your evacuation and counter terrorism emergency plans in light of your updated operating arrangements.

> ⓘ
> **Be mindful of customer safety when members of the public are standing on the Public Highway near tramways or tram stop platforms.**

USING PAVEMENT SPACE

FOR CUSTOMER QUEUES

Available pavement space will need to be used efficiently to ensure that everyone is able to get around safely whilst allowing businesses to queue customers where there is no practical alternative.

To assist businesses, Birmingham City Council has produced the following guidance:

ALTERNATIVES TO QUEUEING OUTSIDE

Whilst it has become common practice for supermarkets and similar, to queue customers in their car parks, there is not enough pavement space for every business to do this.
■ Alternatives to queueing such as delivery/collection services, virtual queues, and appointments should be considered and used wherever possible.
■ Where reasonably practicable, internal space (and any outside space the business may own) should be used to accommodate any required queueing.

QUEUEING ON THE PAVEMENT

Businesses will be permitted to use the public pavement outside their premises for queues if they cannot queue customers inside or outside on their own property, or where these queues overspill.
■ Such use of the Public Highway will be exempt from the usual City Council fees and charges.
■ Individual businesses will be responsible for managing any queueing system implemented on the pavement and will exempt the City Council from any liability.
■ People must not be forced to enter somewhere dangerous (such as the carriageway).

MARKING OF THE HIGHWAY

■ Whilst normally prohibited, marking the pavement for the purposes of assisting with socially distanced queueing will be permitted. In many cases, a small simple disk (or similar) showing where each person should wait, should be enough.
■ Use of tape and vinyl will be allowed, but this must be suitably certified anti-slip material designed for the purpose. Care must be taken to ensure that it does not become a trip or slip hazard, and liability will remain with the business using it.
■ Temporary spray paint / chalk marking / stencilling will be a suitable alternative, however, businesses will need to be mindful that regular re-marking may be required.
■ Permanent markings, such as thermoplastic road paint will require formal approval by the City Council.

All information courtesy Birmingham City Council

PEDESTRIAN SAFETY AND VEHICLE ATTACK THREAT MITIGATION

In order to minimise the risk to queues of people, organisations can take practical and achievable measures to either deter or disrupt a vehicle attack.

■ In producing online and local messaging, including signage, be mindful of how detailed information can be useful to those with hostile intent – queue locations, times and number of people or even security arrangements.
■ Vigilant security and alert employees are likely to spot suspicious activity and report it.

■ Raise awareness of the full range of security risks to the public through staff briefings (which could include the ACT e-learning package. https://ct.highfieldelearning.com/)
■ Where possible queues should be positioned behind existing security barriers or infrastructure. Positioning queues near or in between street furniture can provide some protection.
■ Work with neighbouring premises to develop a plan for queues.
■ If queues are near roads, position away from the kerb edge – if possible at right angles to traffic and avoid long queues. If possible move queues to areas where vehicles don't normally access.
■ Consider a marshalling area. Marshalling can help with queue structure, length, social distancing and provide additional vigilance.
■ Where possible, orientate the queues so people can see hazards or dangers approaching.
■ Dispersal/escape routes for pedestrians should be considered when setting out your queue.

Courtesy West Midlands Police

CARRYING OUT A RISK ASSESSMENT

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures.

Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected.

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.

Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19. You could also consider any advice that has been produced specifically for your sector, for example by trade associations or trades unions.

If you have not already done so, you should carry out an assessment of the risks posed by COVID-19 in your workplace as soon as possible. If you are currently operating, you are likely to have gone through a lot of this thinking already.

SHARING YOUR RISK ASSESSMENT

You should share the results of your risk assessment with your workforce. If possible, you should consider publishing it on your website (it is expected all businesses with over 50 employees do so). You can cut out the back page of this guide to display in your workplace to show you have followed the government's guidance.

https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf

THINKING OF YOUR COLLEAGUES

The NHS and Public Health England have launched a variety of downloadable resources and webinars to encourage adults to take steps to look after their mental health during this difficult time.

The PHE Every Mind Matters platform has been updated to incorporate the new COVID-19 mental health guidance and provide content to help people look after their mental and physical health.

The campaign is targeted at all adults, weighted towards those most at risk of mental health problems and more vulnerable groups (such as BAME groups and those aged 70+).

The NHS 'Looking Out For Each Other' materials communicate how to inform those who are well and not at risk, of the things that they can do to help support their friends and neighbours who need to stay at home during the 'Alert' phase of the COVID-19 campaign.

To download resources or find out more, visit:
https://coronavirusresources.phe.gov.uk/Looking-Out-For-Each-Other/overview/
https://coronavirusresources.phe.gov.uk/now-more-than-ever-every-mind-matters/overview/

HM Government — NHS

Coronavirus
Looking out for each other

Find out how to help others safely at **gov.uk/safehelp**

STAY ALERT > CONTROL THE VIRUS > SAVE LIVES

FURTHER GUIDANCE

COVID-19: WHAT YOU NEED TO DO
https://www.gov.uk/coronavirus

SUPPORT FOR BUSINESSES AND EMPLOYERS DURING CORONAVIRUS
https://www.gov.uk/coronavirus/business-support

GENERAL GUIDANCE FOR EMPLOYEES DURING CORONAVIRUS
https://www.gov.uk/guidance/guidance-and-support-for-employees-duringcoronavirus-covid-19

BIRMINGHAM CITY COUNCIL
https://www.birmingham.gov.uk/coronavirus_advice

NHS
https://www.nhs.uk/conditions/coronavirus-covid-19/

WEST MIDLANDS POLICE
https://west-midlands.police.uk/coronavirus

PUBLIC TRANSPORT
West Midlands Railway:
https://www.westmidlandsrailway.co.uk/

West Midlands Metro:
https://westmidlandsmetro.com/

National Express West Midlands:
https://nxbus.co.uk/

b COLMORE BUSINESS DISTRICT

2nd Floor, 37a Waterloo Street, Birmingham B2 5TJ
Email: info@colmorebid.co.uk
Tel: 0121 212 1410

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

✔ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here

✔ We have **cleaning, handwashing and hygiene procedures** in line with guidance

✔ We have taken all reasonable steps to **help people work from home**

✔ We have taken all reasonable steps to **maintain a 2m distance** in the workplace

✔ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____   Date _____

Who to contact: _____Your Health and Safety Representative_____

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)