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Reply to: Bristol City Council
Telephone: 0117 922 2500
Our Ref: PPG/M18/2720
E-mail: coronavirus@bristol.gov.uk
Your Ref: COVID Secure
Date: 8 June 2020



Dear Business Owner,

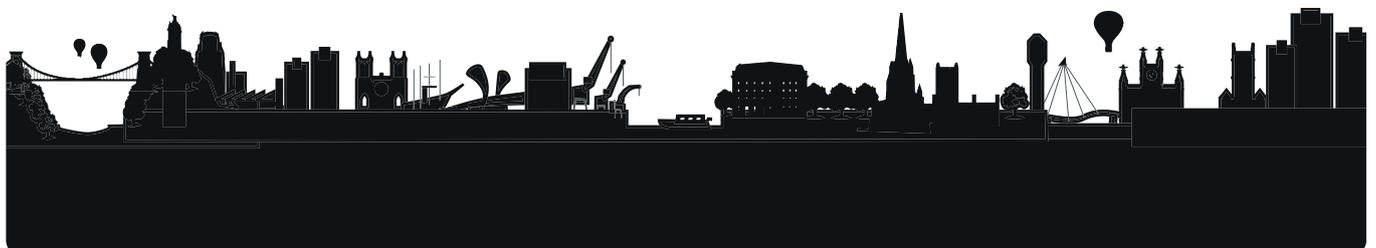
At this difficult time for us all I want to express my thanks to you for continuing to abide by the Government guidance in response to COVID-19.

I am writing to you concerning updates to the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (as amended) to provide some information to help your business return to work safely, while we continue to face the challenges posed by COVID-19.

Key updates from the Government guidance are as follows:-

- Information on COVID-19 and the Government measures in place to respond to COVID-19 and to help businesses during this time are available at: www.gov.uk/coronavirus
- Right now, where possible, employees should still work from home.
- Advice for sectors covering a variety of workplaces including factories, warehouses, food, retail and offices has been produced, and these are available at: www.gov.uk/guidance/working-safely-during-coronavirus-covid-19
- Shops and branches – the Government states that non-food stores, fashion stores and other types of non exempt retail can re-open from Monday 15th June. You can see more information on guidance for re-opening here: www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches
- Restaurants, cafés, pubs, bars, etc. need to stay closed, but may be able to provide a takeaway/ delivery service dependent on their activity and licence if applicable. Help can be found at: www.bristol.gov.uk/licences-permits/premises-licences

You must read the relevant guidance (more than one guide may apply to your workplace) and put the advised measures in place to ensure that your workplace is as safe as possible to re-open, once the restrictions relating to your business are lifted. These measures follow the ongoing Government advice to keep two metres apart and undertake thorough handwashing for 20 seconds, along with surface cleaning and practical safety measures appropriate for each type of workplace.



Remember, **you and your employees must still follow the Government guidance for people who need to self-isolate**. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms. Read the Government guidance on this here: www.gov.uk/government/publications/covid-19-stay-at-home-guidance.

As an employer you have a legal responsibility to protect employees and others (such as visitors, contractors and customers) from potential risks to their health and safety. As such **you will need to carry out a health and safety risk assessment**.

Please follow the steps below:-

1. You need to think about the potential risks employees and customers face and do everything reasonably practicable to minimise them. Make sure to involve your employees in this process. You can see the Governments five steps to working safely here: www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely
2. All employers with five or more employees must write this risk assessment down.
3. Make sure you share the results of this risk assessment with your employees.
4. Once this risk assessment has been completed, and you have put in place the measures stated in the guidance, you can complete and display the enclosed poster in your workplace.

When completing your risk assessment, please ensure you consider the risks from customers queuing outside. We strongly recommended you discuss this with neighbouring businesses to manage queues in the safest way possible.

By following these steps to protect your employees and others, you will have made your business, what the government is calling, '**COVID-19 Secure**'. Please note, you may be contacted in the future to see what measures you have put in place to be COVID-19 Secure. Please contact us at: health.safety@bristol.gov.uk if you require any further advice or information.

Please let me also take this chance to remind you, as we all respond to this crisis, that support for your business is available. This includes the government helpline, live webchat, or email and potentially grants and loans. Please see here for more info: www.bristol.gov.uk/business-support-advice/covid-19-information-for-businesses.

If you have any questions or specific concerns please contact coronavirus@bristol.gov.uk and someone from the relevant department will get back to you as soon as possible.

Regards

Stephen Peacock
Executive Director
Bristol City Council

Data protection and receiving letters from us

As this is a national emergency, it is in the public interest for us to contact as many businesses, in as many different ways as possible, to make sure everyone knows what help, advice and services are available. We will be processing your data for reasons of substantial public health, and will do so until the national emergency has passed.

More details can be found on the Information Commissioners Office:

ico.org.uk/about-the-ico/news-and-events/news-and-blogs/2020/03/data-protection-and-coronavirus/

You can view the council's full privacy statement for more information on how we manage your data:

bristol.gov.uk/about-our-website/privacy