



Better Business **for** All

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**Trade Safely, Trade Confidently: Step 4 of the
Roadmap to recovery**

Latest Position

- A new phase of continued caution whilst managing the risks of COVID-19
- The pandemic is not over. Cases are increasing rapidly and a third wave is underway
- Many of the legal restrictions that the Government has imposed through the pandemic will be lifted, cautious guidance will remain; this is not yet a return to normal
- In the long term, it is expected that businesses will need to take fewer precautions to manage the risk of COVID-19
- Government will continue to keep the guidance under review and will remove advice once it's safe to do so

Latest Position - workplaces

- Regulations that place COVID-secure requirements on businesses, including table service, and distancing between tables, have been lifted
- All businesses can now open and it is no longer necessary for Government to instruct people to work from home
- Businesses must not require a self-isolating worker to come to work
- ‘Working Safely’ guidance has been updated to provide examples of sensible precautions that employers can take to reduce risk in their workplaces, including **the six steps**
- Employers should review the risk assessments they are already required to make under pre-pandemic statutory health and safety requirements

The government's 6 steps

- **Complete a health and safety risk assessment that includes risks from COVID-19.** This should consider the points in your sector guidance. It should also take into account any reasonable adjustments needed for staff and customers with disabilities. You should share your risk assessment with your staff. You can find more information in the section on [risk assessments](#) and [HSE guidance](#).



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Reviewing your Risk Assessment

- Failure to carry out a suitable and sufficient risk assessment, and put in place control measures to manage the risk of COVID-19 in the workplace, may be considered a breach of health and safety law.
- Local authorities continue to have the power to require restrictions on businesses where there is a serious and imminent threat to public health posed by COVID-19 (under H&S & Public Health)
- Templates, guidance and support available via local councils and Covid19 toolkit

Violence in workplace

- Communicating expectations with customers
- Staff training and/or dedicated staff to manage this
- When and how to seek support



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The government's 6 steps

Turn people with COVID-19 symptoms away

- Staff members or customers should self-isolate if they or someone in their household has Covid19 symptoms, even if these symptoms are mild
- They must also self-isolate if they or someone in their household has had a positive COVID-19 result, or if they have been told to self-isolate by NHS Test and Trace
- If you know that a worker is self-isolating, you must not ask or make them come to work. It is an offence to do so
- More information: [section on reducing risk to workers](#).

Self-Isolation

- Businesses must not require a self-isolating worker to come to work
- NHS Test and Trace
- NHS Covid app 'pings' – should also self isolate
- Exemptions – case by case basis
- Managing the workforce
- Communication
- Staff locations
- T&T support income



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The government's 6 steps

Provide adequate ventilation

- You should make sure there is a supply of fresh air to enclosed spaces where there are people present
- This can be natural ventilation through windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both
- You should identify any poorly ventilated spaces in your premises and consider steps you can take to improve fresh air flow in these areas
- A CO2 monitor may help identify if the space is poorly ventilated
- more information: [section on ventilation](#) and the [HSE guidance on ventilation and air conditioning during the COVID-19 pandemic](#)



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Clean more often

- Increase how often you clean surfaces, especially those that are touched a lot. You should ask your staff and customers to use hand sanitiser and clean their hands frequently, and provide them with advice to promote good hygiene. You can find more information in the [section on managing your facility or event setting](#).

The government's 6 steps

Enable people to check in at your venue.

- no longer legally required to collect contact details
- doing so will help to support NHS Test and Trace to reduce the spread of the virus
- You can enable people to check in by providing an [NHS QR code poster](#)
- though you do not have to ask customers to check in or turn them away if they refuse.
- You should also have a system to collect contact details for those who do not have the app
- More information: [section on reducing risk to customers.](#)

The government's 6 steps

Communicate and train

Keep all your workers, contractors and visitors up-to-date on how you're using and updating safety measures.

Consumer confidence

- Communicating how you're trading safely – measures in place
- Communicating expectations of staff and customers (supporting those exempt and vulnerable)
- Communication methods – posters, signage, website etc
- Consider accreditation schemes and quality marks

Key points

- Review your Risk Assessments & make staff aware of controls in place
- Ensure you comply with H&S law and Employment Law
- Check sector/industry specific updates
- Refresher training for staff
- Communication with staff and customers
- **Reporting cases and outbreaks:** contact your LA Environmental Health team



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DON'T FORGET...

- Coronavirus (COVID-19) needs to be managed through a hierarchy or system of control including:
 - social distancing/ fixed teams /barriers/zoning
 - high standards of hand hygiene
 - increased surface cleaning
 - Ventilation
 - Face coverings
 - Testing and vaccination



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COVID-19 – TOOLKIT OF SUPPORT

- The BBfA Covid19 **Trading Safely toolkit** for businesses [COVID-19 advice and support | Herts LEP \(hertfordshirelep.com\)](https://www.hertfordshirelep.com) contains guides, checklists and templates for Hertfordshire businesses to use



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