



# Food Matters

Licensing, Food, and Health & Safety Newsletter  
May 2020

**Welcome to this 'COVID-19 lockdown' guidance special,** where we provide web-linked advice and signpost to guidance focused on helping food businesses come through the COVID-19 lockdown. This includes updated guidance for businesses offering takeaway and delivery services, and for those businesses that have thus far remained closed during lockdown, we suggest matters that should be considered as they prepare to re-open.

It's important with all the focus of COVID-19 controls that we do not lose sight of the pre-existing and continuing food safety risks wherever food hazards are not adequately controlled. Food businesses need to ensure that COVID-19 constraints and controls do not unduly generate increased risks for food safety. In particular, monitoring checks such as stock control/rotation, food temperatures, cleaning schedules, staff training, and hygiene all need to be maintained.

Where necessary, to accommodate the added requirements of COVID-19 controls and potential staff shortages, production volumes and menu items may need to be reduced. Special care needs to be taken when supplying food to vulnerable customers, which includes customers suffering with food allergies. Those businesses providing takeaway and delivery services must ensure that appropriate and accurate food allergen information is available and conveyed to customers both at the time of taking the order and at delivery.



Environmental Health Officers continue to monitor and engage with Mid Sussex food businesses, especially our higher risk and newly registered businesses. We are also of course reacting to complaints and intelligence about any non-compliant operations. We are working with our colleagues in Licensing, Trading Standards and the Police to enforce the Coronavirus Regulations around business closures and social distancing guidelines.

Where we can we aim to help businesses survive COVID-19 and hopefully emerge fit to thrive again in a post-lockdown world. Please keep us informed about any significant changes to your food operations by email to [foodsafety@midsussex.gov.uk](mailto:foodsafety@midsussex.gov.uk). If you have concerns or queries about any food standards or safety issues then please check-out either our own advice pages or those of the Food Standards Agency at <https://www.food.gov.uk/business-guidance>.

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# STAY INFORMED:

In order that you receive future business information we need to ensure that we have an up to date and valid e-mail address for your business. You can keep us up to date by;

- Emailing us at: [foodsafety@midsussex.gov.uk](mailto:foodsafety@midsussex.gov.uk)  
[healthandsafety@midsussex.gov.uk](mailto:healthandsafety@midsussex.gov.uk)  
[licensing@midsussex.gov.uk](mailto:licensing@midsussex.gov.uk)

*Please email us if you wish to unsubscribe from any future newsletters or other correspondence*

## Wash your hands of coronavirus scams!

Businesses Against Scams can help your company's employees learn how to spot and stop scams.

Criminals are working harder than ever to target people that are working from home.

**STOP** be aware of suspicious communications such as:

- Emails or text messages claiming to be from a senior person in your company asking for private business information or to make a payment
- Emails claiming to be from a regular or new supplier asking for Direct Debit instructions to be changed
- People phoning claiming to offer tech support for your home IT network
- Government agencies offering to help your business claim for COVID-19 grants or tax relief

**CHALLENGE** encourage your employees to question communications:

- Take your time to think about what people are asking of you
- Understand that emails and text messages can be spoofed so that it looks genuine
- If you're in any doubt, pick up the phone and talk to someone in your team or your line manager for a second opinion
- Report all suspicious activity to Action Fraud
- Check the request has come from a genuine source by using contact information you know to be correct
- Only use your trusted IT support desk if you have one, confirm this with your employer

Help to protect your business and keep it scam free.

**Read it.  
Share it.  
Prevent it.**

#coronavirus  
#scamaware



**PROTECT: Report all suspicious communications**

To report a scam call Action Fraud on **0300 123 2040**  
Contact your bank if you think you have been scammed.

**NATIONAL  
TRADING  
STANDARDS**

Scams Team

To learn more about the different types of scams visit [www.FriendsAgainstScams.org.uk/BAS](http://www.FriendsAgainstScams.org.uk/BAS)

## Starting or increasing food delivery and takeaway services



The Licensing, Food & Safety Team understands that the COVID-19 pandemic is changing the way food businesses in Mid Sussex are operating in order to keep open and help the community during this time.

Some businesses that previously only provided a dining service are now offering takeaway and delivery services. In order to do this safely, food business operators (FBO) must ensure that they are complying with current legislation and guidance.

The first step is to ensure that the business is registered with Mid Sussex District Council as a food business. If it is not registered there is an online application form at: [www.register.food.gov.uk/new/mid-sussex](http://www.register.food.gov.uk/new/mid-sussex).

FBOs changing how they operate should think through the hazards and ensure that control measures are in place. They must review how they will do this safely and consider the following:

### **Food Hygiene and Cross Contamination:**

Although it is very unlikely that COVID-19 is transmitted through food, as a matter of good hygiene practice anyone handling food should wash their hands often with soap and water for at least 20 seconds. This should be done as a matter of routine, before and after handling food, and especially after being in a public place, blowing their nose, coughing, or sneezing.

Ensure that you have considered all the new risks from changing to deliveries and ensure all raw and ready to eat foods are delivered in a manner which keeps ready to eat foods separate and protected from raw foods. Ensure that by changing to this way of working it will not increase any risk of contamination to the foods by allergens.

You will need to update your food safety management system if any of your usual operational practices have changed to provide delivered food, e.g. if you now cook – chill – reheat food to make food preparation quicker upon delivery, where before you used to just cook – serve. It's important to update your procedures on these changes to demonstrate you have considered any risks to food safety. Ensure any staff are made aware of these changes.

### **Food Allergen Management:**

Ensure that appropriate and accurate food allergen information is available and conveyed to customers both at the time of order taking and delivery.

If you have a website, you should put a clear sign on this stating "Please speak to a member of staff if you have any food allergies". When customers phone to place an order, you should ask them if they or any of the people eating the food have any allergies. If they do, make a note of their requirements and ensure their food is prepared safely for them and clearly labelled, for reference by both staff delivering the food and the customer. Any food prepared for allergenic customers should be stored separately whilst awaiting and during delivery.

## **DID YOU KNOW?**

There is also further advice for businesses on allergen management on the FSA website, including a FREE ONLINE ALLERGEN AWARENESS COURSE

[www.food.gov.uk/business-guidance/allergen-guidance-for-food](http://www.food.gov.uk/business-guidance/allergen-guidance-for-food)

### **Temperature Control:**

Foods that need refrigerating must be kept cool while they are being transported. They may need to be packed in an insulated box or cool bag with a coolant gel or ice-pack. If you are transporting hot food, it should be kept hot. This may need to be packed in an insulated box. It is recommended to keep distances short and times limited to within 30 minutes.

The FSA have provided advice for business – ‘How to manage a food business if you sell products online, for takeaway or for delivery’. [www.food.gov.uk/business-guidance/distanceselling-mail-order-and-delivery](http://www.food.gov.uk/business-guidance/distanceselling-mail-order-and-delivery).

### **Food packaging and transport:**

Ensure you only use food grade packaging for foods to be delivered. Ensure all packaging is stored safely and hygienically.

Vehicles must be fit for purpose and food must not be subjected to potential contamination. Keep the interior of the vehicle clean and do not transport food with animals or chemicals such as fuel, oil and screen wash. Also check your vehicle insurance to ensure you are covered for business use.

### **Contact-free delivery:**

Limiting contact when delivering orders will help keep everyone healthy, so you could consider leaving deliveries at the door of your customer, rather than handing it over to them. Knock on the door and step back at least 2m and wait nearby for your customer to collect it.

You should have a system in place whereby customers can notify the restaurant/delivery drivers whether they are self-isolating so that action can be taken accordingly as highlighted above. Take payments over the phone or internet rather than taking a cash payment.

### **Takeaways and restaurants offering a pick-up service:**

Customers waiting to order or collect should wait in a designated area where a 2m distance from other people can be maintained. If this is not possible, customers should enter the premises one at a time and only when their order is ready to be made or collected.

Collection times should be staggered to discourage crowding outside the premises. Where queuing is taking place, you should use queue management systems to maintain a 2m distance between people.

### **Infection Control:**

You have responsibilities to ensure food handlers are fit for work under the food hygiene regulations and in addition you have a general duty to ensure the Health, Safety and Welfare of persons in your employment and members of the public.

Relevant staff must be provided with clear instructions on any infection control policy in place. Any staff member displaying symptoms of diarrhoea or vomiting, skin conditions or COVID-19 must report these to the FBO immediately. Exclusion and isolation procedures MUST be observed by the affected staff member.

Government advice for potential customers that may be self-isolating due to COVID-19 states: ‘if you have been asked to self-isolate, you can order by phone or online, such as through takeaway services or online shopping deliveries. However, make sure you tell the delivery driver that the items are to be left outside, or as appropriate for your home’.

### **Relaxation of planning use:**

The Government has announced a relaxation of planning rules to assist pubs and restaurants during the Coronavirus pandemic. For the next twelve months premises that were not previously, will now be able to operate as takeaways providing hot food and drink. Further information on relaxing planning rules can be found on the [gov.uk](http://gov.uk) website.

**General:**

The CIEH has also released a guidance document called 'Food delivery & takeaway' with further information for businesses, available at: [www.cieh.org/media/4070/covid-19-food-delivery-and-takeaway-guidance.pdf](http://www.cieh.org/media/4070/covid-19-food-delivery-and-takeaway-guidance.pdf)

The Government have issued general guidance on COVID-19 for employers and businesses at: [www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19](http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)

**businesscompanion**  
trading standards law explained

The business companion website contains a great deal of up to date information to assist business with trading standards law.

The website can be accessed at

<https://www.businesscompanion.info/focus/coronavirus/food>

You can also click on the links below to access information directly:

- The current picture
- The challenge of COVID-19
- Food businesses - diversifying
- Relaxation of planning rules for pubs and restaurants ➤ Diversifying into takeaways and deliveries
  - Single use carrier bags
- What about food inspections by local authorities?
- What about supermarkets and corner shops?
  - Preventing food waste
- In short: Best Before, Use By and Sell By
  - Food and pricing

# What to consider when reopening your food business



Food businesses closed due to the impact of the COVID-19 pandemic will hopefully re-open at some point. Amongst the operational issues requiring consideration should be the following:

## **Food Safety Management System:**

The first consideration when re-opening is the food safety management system (FSMS). A risk assessment should be undertaken to identify if any additional control measures need to be put in place due to changes in the food business. As part of the risk assessment process infection control measures to prevent the spread of COVID-19 should be put in place. Food Business Operators must ensure that their FSMS is up to date. Further information for retailers and caterers is available at [www.food.gov.uk/business-guidance/safer-food-better-business](http://www.food.gov.uk/business-guidance/safer-food-better-business).

## **Suppliers**

The suppliers that the food business previously used may not be operating when you re-open or may not have the products that the business usually purchases. Check your supplier is operating and is able to provide you with the products you need to run your business. Be aware that product specifications and ingredients may have changed, which will need reflecting in your product labelling and allergen controls.

## **Pest Control**

When buildings are closed for extended periods of time this allows pest activity to go undetected. You must ensure that premises are free from pests, not just rats and mice but also crawling and flying insects. If you have a pest control contract, check that they are still operational and if they are available to carry out a site survey before re-opening the business. If you do not have a pest control contactor, you should inspect all your food premises and any external store areas and yards. The Food Standards Agency have provided a short video on what to look out for when inspecting your premises for pests. [www.food.gov.uk/business-guidance/setting-up-a-food-business](http://www.food.gov.uk/business-guidance/setting-up-a-food-business)

## **Cleaning**

Effective cleaning is essential in all food businesses. Review your documented cleaning procedures and amend them where there are changes in the food business activities. Cleaning products must be readily available; contact suppliers to ensure they are able to provide suitable and adequate supplies.

It is recommended that any cleaning products made up or diluted before the business closed are disposed of because the solution can lose effectiveness over time.

Cleaning chemicals used to control the risk of cross contamination between raw and ready to eat food surfaces or equipment must comply with the requirements of BS EN 1276:2009 or BS EN 13697:2001. This information will be on the label and should be available from your supplier. See also the FSA's E. coli guidance for further information. [www.food.gov.uk/business-guidance/e-coli-cross-contamination-guidance](http://www.food.gov.uk/business-guidance/e-coli-cross-contamination-guidance)

When sourcing hand sanitiser, cleaning materials and any protective equipment we encourage you to buy from known reputable suppliers to ensure you are purchasing legitimate products. Avoid purchasing from itinerant traders and, if buying online, carefully consider whether the seller is supplying compliant products. If you have any concerns about the products you have purchased you can tell West Sussex Trading Standards by completing their online reporting form at: [www.westsussex.gov.uk/tsreport](http://www.westsussex.gov.uk/tsreport).

## **Equipment**

Items of electrical equipment such as refrigerators, hot cabinets and bain-maries should be checked to ensure they are working effectively and can be used to stored food safely at the correct temperatures. Consideration must be given to equipment and water systems as they may need to be flushed through in order to prevent

Legionnaires disease. Further information is available from the Health and Safety Executive at [www.hse.gov.uk/legionnaires/index.htm](http://www.hse.gov.uk/legionnaires/index.htm) and in the Health and Safety section of this guidance.

### **Refuse collection**

Waste must not be allowed to accumulate. Refuse must be collected by a registered waste carrier. It is advised that you check your waste carrier is still operational and can provide the service you need. Refuse stores should also be checked to ensure they are clean and pest free.

### **Stock rotation**

Stock that is still on site should be checked to ensure that it has remained in good condition and is within the durability date on the label. Any food not within date should not be used within the food business. Guidance on the use of frozen products originally intended to be supplied and sold as ambient or chilled products available at [www.food.gov.uk/business-guidance/bulk-freezing-of-ambient-and-chilled-foods](http://www.food.gov.uk/business-guidance/bulk-freezing-of-ambient-and-chilled-foods)

### **Staff/capacity issues**

FBO's should consider if there is sufficient staff available to ensure the business can re-open and operate safely. Where staff are unavailable due to COVID-19 illness or otherwise the advice for businesses issued by the government at [www.gov.uk/coronavirus/business-support](http://www.gov.uk/coronavirus/business-support) should be followed.

All staff in the business must be able maintain good hygiene practices in food preparation and handling areas. Staff must be instructed to wash their hands frequently and report immediately any COVID-19 related illness to the food business operator.

### **Training**

FBO's should ensure that staff have the appropriate food hygiene training for the task they are carrying out and that they have received training on the infection control systems in place at the business. Where staff are providing cover due to illness or absence they must also have received the appropriate training/instruction and/or supervision. FBO's should reemphasise to staff about the importance of frequent handwashing and maintaining good hygiene practices.

### **COVID-19 guidance and social distancing**

FBO's must apply guidance for food businesses on coronavirus and on social distancing both inside the food business and in the external public areas where customers may need to queue. Staff should be reminded to wash their hands for 20 seconds and more frequently than normal.

The risk assessment should identify how this will be applied at each business, but it is advised that the following measures are applied where appropriate:

- use additional signage to ask customers not to enter the shop if they have symptoms
- regulate entry so that the premises do not become overcrowded
- use floor markings inside the commercial spaces to facilitate compliance with the social distancing advice of 2m, particularly in the most crowded areas, such as serving counters and tills
- use vertical signage to direct customers into lanes if feasible to facilitate movement within the premises while maintaining 2m distance
- make regular announcements to remind customers to follow social distancing advice and clean their hands regularly
- place plexiglass barriers at tills and counters if feasible, as an additional element of protection for workers and customers
- encourage the use of contactless payments where possible, without disadvantaging older or vulnerable customers
- provide additional pop-up handwashing stations or facilities if possible, providing soap, water and hand sanitiser

## Business advice and guidance

Further information and business guidance about issues surrounding COVID-19, with links to relevant .Gov webpages, is available from the council's webpages at [www.midsussex.gov.uk/coronavirus-community-support/coronavirus-community-support/](http://www.midsussex.gov.uk/coronavirus-community-support/coronavirus-community-support/).



The FSA website provides up to date extensive sector specific guidance on reopening and adapting food businesses during the COVID-19 pandemic available at [www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19](http://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19). This guidance gives a practical framework to help identify what FBO's need to do to continue, adapt, or restart their food operations. In addition to this guidance the FSA have also produced a useful checklist for reopening available at [www.food.gov.uk/business-guidance/reopening-checklist-for-food-businesses-during-covid-19](http://www.food.gov.uk/business-guidance/reopening-checklist-for-food-businesses-during-covid-19).

## Coronavirus (Covid-19) checklist for businesses

Where workplaces are open precautions need to be taken to reduce risks to both the workers and the public. This checklist will help you to put in place measures in your workplace to keep both employees and customers safe.

**Where you are unable to introduce measures to control the risk from coronavirus you will need to consider closing your business.**

Employee safety	Done?
<p>Businesses and workplaces should encourage their employees to work at home. Where staff are required to be at work social distancing guidance needs be adhered to. You must assess the steps needed to reduce the risk of transmission between staff and any customers who may be in the premises. You must put these steps in place.</p>	
<p>To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.</p>	
<p>Identify employees who are at increased risk of severe illness from coronavirus (COVID-19). This group includes those who are:</p> <ul style="list-style-type: none"> <li>• aged 70 or older (regardless of medical conditions).</li> <li>• under 70 with an underlying health condition (i.e. those instructed to get a flu jab as an adult each year on medical grounds).</li> </ul> <p>These individuals will need to be particularly stringent in following social distancing measures.</p>	
<p>Specific individuals who are at severe risk are to be 'shielded' and will have received a medical letter informing them to isolate themselves. It is important that these employees stay at home.</p>	
<p>Try to maintain dedicated work teams and keep the number of members as small as possible.</p>	
<p>Provide handwashing stations with soap, water and a hygienic means to dry hands - encourage staff to use them. All staff to wash their hands regularly using soap and water for at least 20 seconds, particularly after blowing their nose, sneezing or coughing, before/after using shared equipment and prior to eating. Where facilities to wash hands are not available, hand sanitiser should be used (over 60% alcohol recommended). Workers should cover any coughs or sneezes</p>	

with a tissue, then dispose of the tissue in a bin and immediately wash their hands. Anyone with a persistent cough should not be at work.	
Communicate with staff on a regular basis to remind them to follow social distancing advice and wash their hands regularly.	
Where possible use digital and remote transfers of material rather than paper format, such as using e-forms, emails and e-banking.	
Allocate workspaces to employees that are at least 2m apart, these can be marked out with tape. Equipment and fittings could be re-arranged to accommodate social distancing.	
Where it is not possible to remain 2m apart, staff should work side by side or facing away from each other, rather than face to face.	
Increase the ventilation within the premises by mechanical or natural means e.g. opening doors and windows.	
Increase the frequency of cleaning and disinfection with a santiser/antibacterial cleaner. Attention to be given to shared equipment and hand contact surfaces including work surfaces, tables, chairs, switches, door handles, push plates on doors, toilets, hand towel dispensers, taps etc.	
<b>Public safety</b>	
Introduce telephone, email and internet ordering to limit public access to the premises.	
Provide a delivery service to the public to limit access to the premises.	
If a click and collect service is offered, provide a designated collection time.	
Display a sign/poster at the entrance to remind customers not to enter the premises if they have symptoms.	
Provide sanitiser with an alcohol content of at least 60% for customers/staff to clean and disinfect the basket/trolley handle and to sanitise hands.	
<ul style="list-style-type: none"> <li>• Where the public access the premises introduce control measures to implement the 2m social distancing.</li> <li>• Limit the number of people in the shop and control entry so that the premises do not become overcrowded.</li> <li>• Maintain queue control outside of shops and other essential premises so that the 2m rule is observed by those waiting in the queue – customers must not be allowed to congregate or loiter.</li> <li>• Use signage and floor markings to direct people around the premises and maintain a 2m distance.</li> <li>• Create a 'one way' system, by closing off aisles and using signage to direct customers to move in the same continuous direction.</li> <li>• Close the premises if it becomes too busy.</li> <li>• Staff may need to act as stewards to advise customers on social distancing.</li> </ul>	

Customers should not be directly in front of the till operator. Options to control risk include: Provide a 'sneeze screen' barrier to protect both customers and the till operative. Alternatively, create an exclusion zone around the till area with a customer notice 'Please stand behind the line while being served'.	
Contactless payments are encouraged. Place a sign at the till 'Please use contactless payment if you are able to do so. Contactless payment is available for purchases up to £45'.	
Frequent cleaning and disinfection of shared customer touch points including hand-held checkout devices, keypads at check out, fridge/freezer handles, escalator and staircase handrails, on site ATMs etc.	

There is also a more comprehensive checklist which includes health and safety checks available from the [Institute of Food Science and Technology](#).

### Additional Business Support

Since the Covid-19 lockdown began the Council has been active in providing financial and other support to the local business community. Details of all schemes are available in the *Information for Businesses* section of the [Coronavirus Community Support](#) part of the Council's website. Other schemes that may be of particular interest are:

**Coast to Capital Growth Hub:** Businesses can access support through the Coast to Capital Growth Hub which provides guidance, funding and specialist advice from a network of Growth Champions. Visit their dedicated website [here](#).

**Business Grants:** If you are liable for Business Rates at Mid Sussex DC and feel you may be eligible for the Government's [Small Business Grant Fund](#), or [Retail, Hospitality, and Leisure Grant Fund](#) please apply at [www.grantapproval.co.uk](http://www.grantapproval.co.uk).

**Discretionary Grants:** If you feel you may be eligible for the Government's [www.gov.uk/guidance/apply-for-the-coronavirus-local-authority-discretionary-grants-fund](http://www.gov.uk/guidance/apply-for-the-coronavirus-local-authority-discretionary-grants-fund) please apply if your business is within the district at [www.grantapproval.co.uk](http://www.grantapproval.co.uk).

### Bounce Back Loans Scheme – 100% Government backed loans

The Bounce Back Loans Scheme allows businesses to borrow between £2,000 and £50,000 and access the cash within days. Loans will be interest free for the first 12 months and no repayments are due during this time. Businesses can apply for this loan online from Monday 4 May. Find out more [here](#).

### Coronavirus Business Support Hub – GOV.UK

A new [Coronavirus Business Support Hub](#) is now available at [gov.uk/business-support](http://gov.uk/business-support)

The hub brings together key information for businesses including on funding and support, business closures, your responsibilities as an employer and managing your business during coronavirus as well as having a coronavirus support finder at [www.gov.uk/business-coronavirus-support-finder](http://www.gov.uk/business-coronavirus-support-finder). The hub also includes information for self-employed people and sole traders.

## Health and Safety matters: priorities when reopening

During the COVID-19 crisis many businesses have had to close to protect health and help reduce the spread of the virus. As businesses start to consider re-opening and as restrictions are lifted, it is important to ensure that public health continues to be protected.

There are many potential health risks that relate to premises being closed during the lockdown and appropriate action must be taken prior to re-opening. The Health and Safety Executive has produced a guide to working safely when returning to the workplace at [www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf](http://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf).

### Control of Legionella after the COVID-19 Pandemic

This advice is for employers or those in control of places of work. It highlights the requirement to continue managing Legionella at their premises to avoid the potential for Legionnaires' disease. This disease can be fatal, and hospitalisation is generally required to treat symptoms. With the health service currently dealing with a public health emergency, it is vital that employers take appropriate action to maintain and operate their water systems especially wet cooling systems, so far as reasonably practicable, during this public health emergency.

Regular flushing of the premises water system throughout the shutdown period is required. All aspects of the water management system will need to be reviewed before reopening the business and the necessary action will be dependent on the complexities of the system. If a water system requires disinfection, then a water consultant will be needed. Advice and support are available from the following organisations:

- [HSE Legionella - what you must do](#)
- [CIEH Legionella Guidance](#)
- [ESGLI Guidance for managing Legionella in building water systems](#)
- [ESGLI Guidance for Nursing and Care Homes](#)
- [Water Hygiene Centre guidance](#)
- [PWTAG Swimming Pool Guidance](#)

### Accident Reporting and COVID-19

You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

What to report:

- **Dangerous occurrences:** If something happens at work which results in (or could result in) the release or escape of coronavirus you must report this as a dangerous occurrence. An example of a dangerous occurrence would be a lab worker accidentally smashing a glass vial containing coronavirus, leading to people being exposed.
- **Cases of disease: exposure to a biological agent:** If there is reasonable evidence that someone diagnosed with COVID-19 was likely exposed because of their work you must report this as an exposure to a biological agent using the case of disease report. An example of a work-related exposure to coronavirus would be a health care professional who is diagnosed with COVID-19 after treating patients with COVID-19.

- Work related fatalities: If a worker dies as a result of exposure to coronavirus from their work and this is confirmed as the likely cause of death by a registered medical practitioner, then you must report this as a death due to exposure to a biological agent using the 'case of disease' report form. You must report workplace fatalities to HSE by the quickest practicable means without delay and send a report of that fatality within 10 days of the incident.

Report online at <https://notifications.hse.gov.uk/riddorforms/Injury>.

For more information see [www.hse.gov.uk/news/riddor-reporting-coronavirus.htm](http://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm).

### **Risk Assessment and COVID-19**

Government has produced guidance to assist employers, businesses and their staff in staying open safely during coronavirus (COVID-19). It details workplace specific guidance and part of that is requiring business to assess the risk of employees returning to work. Further information can be found at: [www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19](http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19)

An example risk assessment template for workplaces can be used as a guide to start off the risk assessment process. This is available at: [www.hseni.gov.uk/publications/example-covid-19-risk-assessment-template](http://www.hseni.gov.uk/publications/example-covid-19-risk-assessment-template)

## Coronavirus: Licensed Premises Pre-opening Checklist

- Check the current DPS is still working at the premises and how many personal licence holders you have working on site.
- Has there been a change to the premises licence holder or their registered address?
- Is the Premises Licence Summary and Section 57 Notice on display? Is the full licence available for inspection?
- Is your licence fit for purpose – might you need extended hours – consider time limited licence applications. Check the plan of your Licensed premises area, is it still fit for purpose with social distancing?
- Review conditions – ensure compliant and consider whether any need amending – e.g. use of outside space, licensing of external dispense bars, off sales, last entry, door staff, relaxation of delivery and collections to reduce interaction between customers/staff and visitors; opening new access points to regulate entry/flow of visitors and customers; ability to keep windows and doors open (except fire doors) to assist ventilation – check if the Local Authority will accept minors, possibly time limited. Or check the local approach to enforcement. Check also for any planning restrictions.
- Has the Premises Licence annual fee been paid? Check for suspension notices and remove if applicable.
- Has the gaming permit annual fee been paid? If it hasn't then the permit will have lapsed and need to apply for a new one.
- Notifications (automatic entitlements to 2 gaming machines) – if the premises licence has been transferred then you need to apply for a new notification.
- If you are a landlord and your tenant has left then carry out the necessary checks to ensure that the premises licence has not been surrendered or has lapsed.
- Have building works been undertaken during the closure? If so, is licensing consent required?
- Consider what works you wish to undertake before opening and consider whether they need permission – such as installation of barriers and screens.
- Is the DPS bar authorisation form in place and all training records up to date?
- Check fire risk assessment is up to date and review capacity levels within the assessment and/or premises licence conditions in light of COVID-19 regulations.
- Consider liaising with neighbours and resident associations before the premises reopen; it is likely that the ambient noise levels will increase, and residents may become sensitive to noise issues.
- Pubwatch/BIDs and other local initiatives – check for local advice and support.
- Look at policies in light of COVID-19 – such as admission and dispersal, drugs, toilet checks and cleaning protocols, security, avoiding overcrowding of areas used regularly like corridors and toilets and other confined spaces, controlling queues and ensuring 2 metre markers are in place. Encourage customers to email, use website or apps when ordering or calling ahead to reserve seating.

- Consider use of external spaces which may be owned by your landlord or Local Authority and speak to them.
- Pre-opening licence health check and risk assessment to comply with COVID-19 regulations (when released) and signage requirements – including social distancing guidelines; hygiene information; entry and exit routes; pick up and drop off point instructions; customer instructions upon service and payment process.
- Consider any plans for the local area. There could be a gradual reopening and therefore certain conditions could be problematic initially, for example door staff.

Contact the local Police and Mid Sussex Licensing Officers to find out their views on premises reopening, and any particular challenges or local initiatives they wish to consider.