

COVID-19 Toolkit

Helping you restart your business safely

Public Protection Partnership

Bracknell Forest
West Berkshire
Wokingham

Many businesses across our three authority areas, Bracknell Forest, West Berkshire and Wokingham have faced uncertain times over recent months. Public Protection Partnership is here to support our communities as we ease out of lock-down.

In light of the latest Government announcements we have developed this comprehensive toolkit for businesses to use to help them restart safely. The advice and regulations from Government are changing at a rapid pace, please ensure you also keep up to date with current Government guidelines relevant to the control of COVID-19 - see [here](#).



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A shared service provided by
Bracknell Forest Council,
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Wokingham Borough Council



Step 1 Can My Business Re-Open?

There has been, and continues to be, a phased approach to businesses re-opening from lock-down. Check that your business can open now, and if not the likely time-frame for your industry to re-open.

- Can my business re-open or should it remain closed - click [here](#) for latest Government guidelines.

If your business is still unable to re-open then you should still prepare for what you'll need to do when re-opening does take place.

Using this toolkit will give you a template to follow, and links will be updated as new guidance is released.

Step 2 Risk Assessment and Action Plan

Notes	Guidance Links & Resources
<ul style="list-style-type: none">● Read the guidelines from HSE - Working Safely during Coronavirus● Complete Risk Assessment and Action Plan● Consult with and train workforce	<p><u>HSE - Working Safely during Coronavirus</u></p> <p><u>HSE Risk Assessment Template</u></p> <p><u>Talking With Your Workers About Preventing Coronavirus (HSE)</u></p> <p><u>Making your workplace COVID-19 Secure</u></p> <p><u>Working Safely During Coronavirus (GOV.UK)</u></p> <p><u>5 Steps to Working Safely</u></p> <p><u>COVID-19 Posters from PPP</u></p> <p><u>COVID Secure Poster</u></p> <p><u>Licensing Pre-Opening Checklist</u></p> <p><u>Food Standards Agency Re-Opening Checklist</u></p>

Step 3 Returning to Work

Notes	Guidance Links & Resources
<ul style="list-style-type: none">● Have you actioned the guidance in Talking to Your Workforce from HSE● Consider how you are going to communicate to your workforce and conduct/manage new and on-going training● Do you require PPE? Make sure it meets BSI standards.● Consider how you will manage social distancing guidelines for staff and visitors to your business.	<p>Talking to your workforce (HSE)</p> <p>Mental Health (CIEH)</p> <p>Shielding of those most vulnerable to COVID-19</p> <p>Guidance for pregnant women</p> <p>Gov UK Travel Guidance</p> <p>NHS Guidance</p> <p>Protecting Home Workers (including Display Screen Equipment (HSE).</p> <p>BSI guide to masks and face coverings for use in the UK during COVID-19 pandemic.pdf</p> <p>BSI CE Certificate Checklist.pdf</p> <p>PPP Posters for social distancing</p> <p>ACAS - Advice for Employers COVID-19</p>

Step 4 Premises and Logistics

Notes	Guidance Links & Resources
<ul style="list-style-type: none">● Consider the risk of Legionnaire's Disease on you water systems.● How are you going to manage social distancing in the workplace? Develop checklist of actions you need to take. Download signage and make it clear for staff and customers.● Do you have a site plan? Can you re-utilise space / entrances / exits etc. Can you incorporate one-way systems?● Consider what technology can help you re-open safely? Ordering systems, on-line booking systems etc.● Are all your utilities in good working order, gas, electric etc? Is all your equipment / machinery tested and working safely?	<p><u>CIEH Legionnaire's Disease</u></p> <p><u>Guide to Legionella and Legionnaires Disease</u></p> <p><u>Guidance on Social Distancing HSE</u></p> <p><u>PPP -Licensing Pre-Opening Checklist</u></p> <p><u>Food Standards Agency Re-Opening Checklist</u></p> <p><i>Poster Downloads:</i></p> <p><u>Limiting the number of customers</u></p> <p><u>Keep 2m Distance when Queuing</u></p> <p><u>Keep 2m Distance</u></p> <p><u>Poster Pack from West Berkshire Council</u></p> <p><u>PPP Poster Downloads</u></p>

Step 5 Hygiene & Cleaning

Notes	Guidance Links & Resources
<ul style="list-style-type: none">● Consider what additional cleaning and hygiene you need to put in place for both staff, visitors and customers.● What signage do you need to remind people of hygiene standards?● What additional training do your staff need?● What equipment and products do you need?	<p>Hand Washing Video</p> <p>HSE Guidance on Hygiene</p> <p>PPP Poster Downloads</p> <p>COVID-19 Guidance from Public Health England</p> <p>Food Standards Agency Re-Opening Checklist</p>

Step 6 Daily COVID-19 Checks

Notes	Guidance Links & Resources
<ul style="list-style-type: none">● Consider what daily checks you need to have in place to maintain your Coronavirus Safety Standards. This will be in addition to your normal daily checks.● Consider what training and communication are required to your workforce to implement your additional daily checks.	<p><u>HSE Guidance on Hygiene</u></p> <p><u>Food Standards Agency Re-Opening Checklist</u></p> <p><u>5 Steps to Working Safely</u></p>

Step 7 Communication

Notes	Guidance Links & Resources
<ul style="list-style-type: none">● Consider how you are going to communicate your new procedures to your workforce.● Consider how you are going to communicate your new practices to your customers?● What measures might customers have to take prior to visiting your premises? E.g. booking on-line, wearing face masks● Do you intend to contact customers before their appointment/booking with you to check on the status of their health re Coronavirus symptoms prior to entering your premises?● Consider using multiple communication channels, such as social media, your website, SMS, posters, videos, phone calls and emails.	<p><u>Guidance on Social Distancing HSE</u></p> <p><u>5 Steps to Working Safely</u></p> <p><i>Poster Downloads:</i></p> <p><u>COVID Secure Poster</u></p> <p><u>Limiting the number of customers</u></p> <p><u>Keep 2m Distance when Queuing</u></p> <p><u>Keep 2m Distance</u></p> <p><u>Poster Pack from West Berkshire Council</u></p> <p><u>PPP Poster Downloads</u></p>

Additional Advice for Specific Industries

Visit [Working Safely during coronavirus \(GOV.UK\)](https://www.gov.uk/guidance/working-safely-during-coronavirus) for guidance on specific types of work to assist with your risk assessment and consideration of appropriate COVID-19 workplace controls for:

- [Close Contact Services](#)
- [Construction and other outdoor work](#)
- [Factories, plants and warehouses](#)
- [Heritage Locations](#)
- [Hotels and other Guest Accommodation](#)
- [Labs and research facilities](#)
- [Offices and contact centres](#)
- [Other people's homes](#)
- [Restaurants, Pubs, Bars and Takeaway Services](#)
- [Shops and branches](#)
- [Guidance for people who work in or from Vehicles](#)
- [The Visitor Economy](#)

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Additional Support

For further information in the area of trading standards, see our website [here](#) also see Trading Standards Institute site [here](#).

Please note there are additional web links relevant to food businesses:

Food Standards Agency Advice: Food.gov.uk and [Food Business Re-opening Checklist](#)

Chartered Institute of Environmental Health Advice: [Working Safely in a food business \(CIEH\)](#).

Government Advice: Gov.UK [Guidance for Food Business during Covid 19](#)

For information on Environmental Health, Licensing and Trading Standards visit our dedicated COVID-19 resource page [here](#).

For all other areas of Business Support contact your local authority directly - see details below:

[Bracknell Forest](#)

[West Berkshire](#)

[Wokingham](#)

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Who Are PPP?

The Public Protection Partnership (PPP) is a shared service delivering Environmental Health, Licensing and Trading Standards to over 450,000 people and 10,000 businesses on behalf of three authorities (Partners), Bracknell Forest Council, West Berkshire Council and Wokingham Borough Council. These services encompass a wide range of areas of responsibility from environmental protection to fair trading, food safety to animal health, housing standards to taxi licensing, and much more.

You can contact us [here](#) or follow us online at the details below:

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This toolkit has been collated from current government guidance and by staff across [PPP](#).

Sources include:

- [CIEH](#)
- [Gov.uk](#)
- [Food Standards Agency](#)
- [HSE](#)
- [Institute of Licensing](#)

NOTE: The checklists contain examples of relevant controls based on current guidance. You should amend and add controls that are relevant to your specific business having completed your risk assessment.