

Our Ref:

Date: 20 July 2021

To: Insert Business Address

Communities, Environment and
Climate Change

Corporate Director: Glynn Humphries

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Please Reply To: Samantha Walters, Team Manager

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Typetalk calls welcome

Dear Business Owner,

We are writing to you in response to the movement from Step 3 to Step 4 of the Governments Roadmap from the 19th July which relaxes most of The Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021.

Firstly Wakefield Council would like to thank you for all your hard work, commitment and patience during this difficult period.

As restrictions ease and venues reopen, it is essential that we have the right tools in place to help prevent transmission of COVID-19.

We are encouraging all businesses, including hotel and guest accommodation services, to keep COVID-19 controls in place to help reduce the spread of the virus helping to protect citizens of Wakefield and the wider district.

Businesses have a duty of care for all staff and customers who are affected by the businesses activities. As the virus poses as a hazards, controlling the spread of COVID-19 must be included in the businesses risk assessments.

To carry out a suitable and sufficient risk assessment, you should consider the different ways the virus can spread and put in place measures to reduce the risk of each of these different ways. The main way of spreading COVID-19 is through close contact with an infected person. Surfaces and belongings can also be contaminated with COVID-19, when people who are infected cough or sneeze near them or if they touch them.

Ways to reduce and manage the virus (but not limited to) include:

- Complete a health and safety risk assessment that includes the risks from COVID-19.
- Provide adequate ventilation of fresh air to indoor spaces.

- Clean more often, ask your staff and your customers to use hand sanitiser and to clean their hands frequently.
- Turn away people with COVID-19 symptoms.
- Staff members or customers should self-isolate if they or someone in their household has a persistent cough, a high temperature or has lost their sense of taste or smell. They must also self-isolate if they or a close contact 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 allow them to come to work. It's an offence to do this.
- Enable both staff and customers to check in at your venue by the use of the NHS QR code or a manual system for collection of contact details.
- Train your workers on the updated measures and communicate these changes with your visitors.

Information and guidance on completing a risk assessment can be found here:

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>

Further guidance can be found here:

<https://www.gov.uk/guidance/working-safely-during-covid-19/restaurants-pubs-bars-nightclubs-and-takeaway-services>

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

<https://www.gov.uk/guidance/working-safely-during-covid-19/shops-branches-and-close-contact-services>

<https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>

<https://www.gov.uk/guidance/working-safely-during-covid-19/construction-and-other-outdoor-work>

<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/coronavirus/business-support>

<https://www.gov.uk/coronavirus/worker-support>

From Step 4, local authorities still have enforcement powers to restrict part, or all services associated with businesses who fail to take practical measures to mitigate controllable risks associated with coronavirus under the Public Health (Control of Disease) Act 1984 and The Health and Safety Management at Work Regulations (2011).

Should you need any further support and, or guidance regarding Step 4 of the Government's Road Map please do not hesitate to contact Wakefield Council's Environmental Health department.

Yours faithfully,

Wakefield Council Environmental Health Team

Wakefield Council

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