

Date: 20 July 2021

**To: Insert Business Address**

**Service Director: Environment & Street Scene**

Gary Blenkinsop

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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 following the updates to the Government's Coronavirus Road Map. Step 4 of the Government's Road Map from the 19<sup>th</sup> July includes the lifting of most Covid-19 restrictions, which had been laid out in The Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021.

Firstly, Wakefield Council would like to thank you and all of your team for your hard work and commitment to keeping Wakefield and the wider districts safe throughout these unprecedented times. However, it is essential that we all take a sensible approach to the lifting of restrictions to ensure that we can continue to operate safely to keep the transmission of coronavirus to a minimum, protecting the most vulnerable in society, to reduce the transmission of new and existing Covid-19 variants, and continue to protect the NHS.

We would therefore like to remind you it is important to ensure that you review your current risk assessment to reflect the 'working safely during coronavirus (Covid-19): guidance from Step 4, and make the necessary updates to reflect new and existing control measure in your business to keep both staff and members of the public safe whilst operating your business. If your business employs five or more people, you must record your significant findings, including: the hazards (things that may cause harm); who might be harmed and how; what you are doing to control the risks.

When making assessment regard should be had to the following points (not limited to): Supporting NHS Test and Trace (close contact services and betting shops only); Ventilation of premises; Agreed procedures between employer and staff to manage outbreaks in the workplace; Who should go to work; Reducing contact for workers; Cleaning the workplace; Personal protective equipment (PPE) and face coverings; Workforce management; Test and vaccinations.

Please note that 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).

We have attached a number of relevant links to provide you with some further information on how to keep you and your business safe, and further information relating to business support.

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 Environmental Health Team  
Wakefield Council  
Wakefield One PO Box 700 Burton Street Wakefield WF1 2EB  
Web: [www.wakefield.gov.uk](http://www.wakefield.gov.uk)

Step 4 Guidance:

[Shops, branches, and close contact services - Working safely during coronavirus \(COVID-19\): guidance from Step 4 - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/shops-branches-and-close-contact-services-working-safely-during-coronavirus-covid-19)

Risk Assessment:

[Risk assessment: Template and examples - HSE](https://www.hse.gov.uk/riskassessment/)

Business Support:

[Coronavirus \(COVID-19\): Business support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-business-support)

[Guidance for food businesses on coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-food-businesses-on-coronavirus-covid-19)

[Coronavirus \(COVID-19\): guidance and support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-and-support)

[Coronavirus \(COVID-19\): Work and financial support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-work-and-financial-support)