

We are here to help you...

Our dedicated team of officers is here to support you if you need support or advice to re-open safely.

Our Environment Team has been working closely with town and parish councils as well as business leaders in each of our towns to put into place temporary road closures, parking bay suspensions and additional signage. They will also work with our Development and Planning Team to quickly consider requests from hospitality businesses for additional outdoor seating so that they can continue to serve customers whilst adhering to social distancing guidance.

Our Graphics Team created clear posters that businesses can use to inform customers about how social distancing guidance can be followed on their premises. These can be downloaded from our website at <https://info.westberks.gov.uk/covid19-businesspack>

Our Economic Development Team can refer businesses to advice on a wealth of topics including grants, access to finance, HR and marketing. They will also be consulting with businesses as a local economic recovery plan is developed.

The Public Protection Partnership offers support and enforcement on Environmental Health, Licensing and Trading Standards issues as well as specific advice on operating a business safely during the Covid-19 global pandemic.

Please get in touch with the team if your business needs advice.

Useful contacts

Environment Team trafficandroadsafety@westberks.gov.uk

Economic Development Team gabrielle.mancini@westberks.gov.uk

Public Protection Partnership <https://publicprotectionpartnership.org.uk>

Environmental Health ehadvice@westberks.gov.uk

Licensing licensing@westberks.gov.uk

Trading Standards tsadvice@westberks.gov.uk

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Supporting West Berkshire's local economy

Advice for businesses re-opening after lockdown

June 2020



Dear business,

We know that the past few months have been tough for people across West Berkshire with lockdown guidance preventing us from seeing family and friends or carrying out everyday tasks. For many of our businesses, this has meant that they have had to close their doors to customers and staff. This will undoubtedly have come at a great financial cost to many which will be difficult to bear.

Maintaining a strong local economy has long been one of our priorities and we have taken action to help businesses in need. In recent weeks, we have been working hard to ensure that grant funding was distributed to eligible businesses and offering all the support we can, including a unique district-wide business rates deferral for all firms.

Now that restrictions are being eased gradually, we want to make sure that all businesses in the district have what they need in order to resume trading safely. This leaflet gives details of the 5 steps to returning to work safely as well as useful advice and contact details for council officers who can support you through this difficult time.

We want to welcome you back to work and to reassure you that we are here to help you get back on your feet. Do not hesitate to get in touch if you need us.



Lynne Doherty
Leader



Nick Carter
Chief Executive



The Government has set out the five steps that businesses should follow in order to ensure that their workplace is 'Covid Secure'. These five steps are listed below.

1. Carry out a COVID-19 risk assessment

Before restarting work you should ensure the safety of the workplace by:

- carrying out a risk assessment in line with the [HSE guidance](#)
- consulting with your workers or trade unions
- sharing the results of the risk assessment with your workforce and on your website

2. Develop cleaning, handwashing and hygiene procedures

You should increase the frequency of handwashing and surface cleaning by:

- encouraging people to follow the [guidance on hand washing and hygiene](#)
- providing hand sanitiser around the workplace, in addition to washrooms
- frequently cleaning and disinfecting objects and surfaces that are touched regularly
- enhancing cleaning for busy areas
- setting clear use and cleaning guidance for toilets
- providing hand drying facilities – either paper towels or electrical dryers

3. Help people to work from home

You should take all reasonable steps to help people work from home by:

- discussing home working arrangements
- ensuring they have the right equipment, for example remote access to work systems
- including them in all necessary communications
- looking after their physical and mental wellbeing

4. Maintain 2m social distancing, where possible

Where possible, you should maintain 2m between people by:

- putting up signs to remind workers and visitors of social distancing guidance
- avoiding sharing workstations
- using floor tape or paint to mark areas to help people keep to a 2m distance
- arranging one-way traffic through the workplace if possible
- switching to seeing visitors by appointment only if possible

5. Where people cannot be 2m apart, manage transmission risk

Where it's not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:

- considering whether an activity needs to continue for the business to operate
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working whenever possible
- staggering arrival and departure times
- reducing the number of people each person has contact with by using 'fixed teams or partnering'

Once these steps have been followed, please download and display this poster to confirm that your business is Covid secure

<https://assets.publishing.service.gov.uk/media/5eb97021d3bf7f5d43765cbf/staying-covid-19-secure-accessible.pdf>