

Hospitality Sector – Roadmap Guidance & Checklist (Step 3) – not before 17 May 2021

Please see below some guidance and a checklist to support businesses with the continued re-opening of Pubs, restaurants, cafés and hotels.

This document sets out the steps to the lifting of restrictions at **Step 3**, with a projected final date of no earlier than **21 June 2021 (Step 4)** where it is hoped the majority of restrictions on the way we live our lives and run our businesses will be lifted.

A full version of the document can be found here -

<https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary>

<https://www.gov.uk/government/publications/reopening-businesses-and-venues-in-england/reopening-businesses-and-venues>

Step 3

The following business and/or activities can re-open no earlier than **17 May 2021**

- Indoor hospitality (as in Step 2 venues will not have to serve a substantial meal with alcoholic drinks; nor will there be a curfew)
- Indoor entertainment venues (including cinemas, children's play areas etc)
- The rest of the accommodation sector (including hotels, hostels and B&Bs)
- Indoor adult group sports and exercise classes

Hospitality Guidance

Customers must **order, eat, and drink** while seated which is therefore essentially a table service scenario the following restrictions and limitations will apply:

- Table service only (for ordering and consumption).
- Maximum number of 2 households (of any size) or up to 6 people from different households **indoors**
- Gatherings of up to 30 people are permitted **outdoors**
- Social Distancing requirements will apply (2m or reduction to 1m with mitigation)
- Customers to wear face covering when passing through permitted indoor areas e.g. on initial arrival, when leaving premises and for toilet usage
- Track and Trace must be in place and **all** persons attending must scan the QR code or supply their details.

We expect there will be further guidance and clarification issued over the coming weeks as we approach Step 4 but it must be stated that any significant rises in Covid-19 rates does have the potential to alter what has been initially proposed by Central Government. It is therefore imperative that businesses continue to operate with Covid-19 secure measures

Fenland District Council's Licensing and Environmental Health Team welcome contact at licensing@fenland.gov.uk with details outlining your Step 3 proposals:

- This include whether the premises will remain closed until a later date

- or open for outdoor service, and if the latter, whether this includes any different measures from what the premises has previously typically provided.

Should you have any questions in the lead up to reopening, these can be addressed by emailing licensing@fenland.gov.uk and it would also be beneficial to check the regularly updated Central Government guidance associated with restaurants, pubs, bars, cafes or takeaways which is available via the link below.

As previous, all relevant Covid-19 risk mitigation measures will be expected to be adhered to and these are included within the guidance

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

Rapid Testing – Public health are keen to ensure employees are encouraged to take up the offer of a Covid test as many will be returning to work as businesses re-open.

The test can be accessed by visiting one of the 4 sites available in the Fenland District or they can support you to set up a testing programme on your own premises, if this is something you are interested in please email LFTWorkplace@cambridgeshire.gov.uk or you can visit the website <https://www.gov.uk/get-workplace-coronavirus-tests>

Checklist

Premises

To support with your re-opening, we have put together a few pointers for you to consider. It prompts you to consider your staff, your proposal, and your policies:

- Is the current Designated Premises Supervisor named on your premises licence still working at the premises?
- Has there been a change to the premises licence holder or their registered address?
- Is the Premises Licence Summary on display? Is the full licence available for inspection?
- Is your premises licence fit for purpose in the new circumstances? Do you need to vary your hours of operation?
- Review licence conditions - ensure compliant and consider whether anything needs 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.
- Has the Premises Licence annual fee been paid? If a suspension notice is in force you will need to arrange payment before you re-open.
- Is there a clear 'authorisation of sale' process in place and documented along with up to date staff training records?
- Consider your neighbours: when you are opening your doors and windows to increase ventilation, remember that this will have the effect of allowing sound to escape. You will need to reduce the volume of any background music to avoid causing nuisance to people in the vicinity. This will also reduce the likelihood of customers/staff shouting to be heard and in so doing reduce risk of spreading Covid.
- Consider liaising with neighbours and resident associations; it is likely that the ambient noise levels will increase, and residents may become sensitive to noise issues. Walk around the perimeter of your premises and check for yourself. Remember, you still have an obligation to undertake your business in a way which does not cause nuisance to neighbouring occupiers. The legal controls which apply

to 'statutory nuisance' remain in force, irrespective of the revisions to licensing guidance.

- Look at policies in light of COVID 19 - such as admission and dispersal, searching, 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 markers are in place or other measures to comply with social distancing.
- Ensure you have permission to use outside space which may be owned by your landlord or town/parish council.
- 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? Will a new plan be required?
- Consider what works you wish to undertake before opening and consider whether they need permission – such as installation of barriers and screens.

Risk Assessment

- Pre-opening licence health check and risk assessment to comply with COVID-19 regulations 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.
- Ensure that you have sufficient staff to monitor and manage drinking in any beer gardens/outside areas.
- Glassware and rubbish should not be allowed to build up and staff should ensure that all licensing conditions are being followed and the licensing objectives are being supported in those outside areas.
- Beer gardens/outside areas: although easier to manage if a large outdoor area, there is a danger of groups forming. Consider as part of your risk assessment.
- 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.

Legionella

It is important to consider the risk from legionella bacteria if water systems and air conditioning units are being put back into use after a period of time.

Steps to take prior to reopening could include:

- Flushing through simple hot/cold water systems with fresh mains water for several minutes
- Increasing the temperature of hot water systems to above 60°C if possible and drawing it through to all hot water outlets (a temperature over 60°C will kill Legionella bacteria over time) (NB Measures to prevent scalding need to be considered such as mixer valves)
- Flushing through larger hot/cold water systems (including those with tanks, showers, calorifiers etc.) for a significant period of time
- Ensuring that the system is capable of delivering water at safe temperatures by checking temperatures ahead of reopening
- Undertaking a chemical or thermal disinfection of the water system
- Undertaking microbiological sampling for Legionella bacteria

The extent of the controls needed will depend on the system and determining the necessary controls should be considered as part of your risk assessment. Further guidance is available at <https://www.hse.gov.uk/legionnaires>

Gambling

- Has the gaming permit annual fee been paid? If it has not, then the permit will have lapsed, and you will 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.

Late Night Refreshment & Food Registration

- If you are adding a food offer, please consider if you need late night refreshment if trading beyond 11pm.
- If you make significant changes in food service activities, you must let the Environmental Health team know. You can do this by emailing details of the changes to envhealth@fenland.gov.uk
- Prior to restarting the service of food you need to ensure the food hygiene in the premises is up to standard and there is a checklist developed by the Food Standards Agency which you can use to ensure that this is the case. You can view this checklist at <https://www.food.gov.uk/business-guidance/reopening-checklist-for-food-businesses-during-covid-19>

Pavement Licence

Under the Business & Planning Act 2020, you are able to apply for a pavement licence allowing you to place table & chairs on the highway as a way of increasing your outdoor capacity, for details on how to apply please see our website <https://fenland.gov.uk/pavementlicence> there is also an update of the legislation currently being approved to allow us to issue these until 30 September 2022.

- If you have a pavement licence, please can you contact the licensing team to advise you wish to renew this and an officer will advise accordingly
- Do you wish to apply for a Pavement Licence? Pavement Licences will be considered where there is deemed to be sufficient room, and where any tables and chairs will not cause an obstruction on the pavement.