



Winchester
City Council



BACK TO BUSINESS

Your council - supporting more businesses to reopen



Preparing to open your business from 4 July

This second edition in our series of Back to Business packs is aimed at those businesses that the Government has confirmed are able to reopen on 4 July.

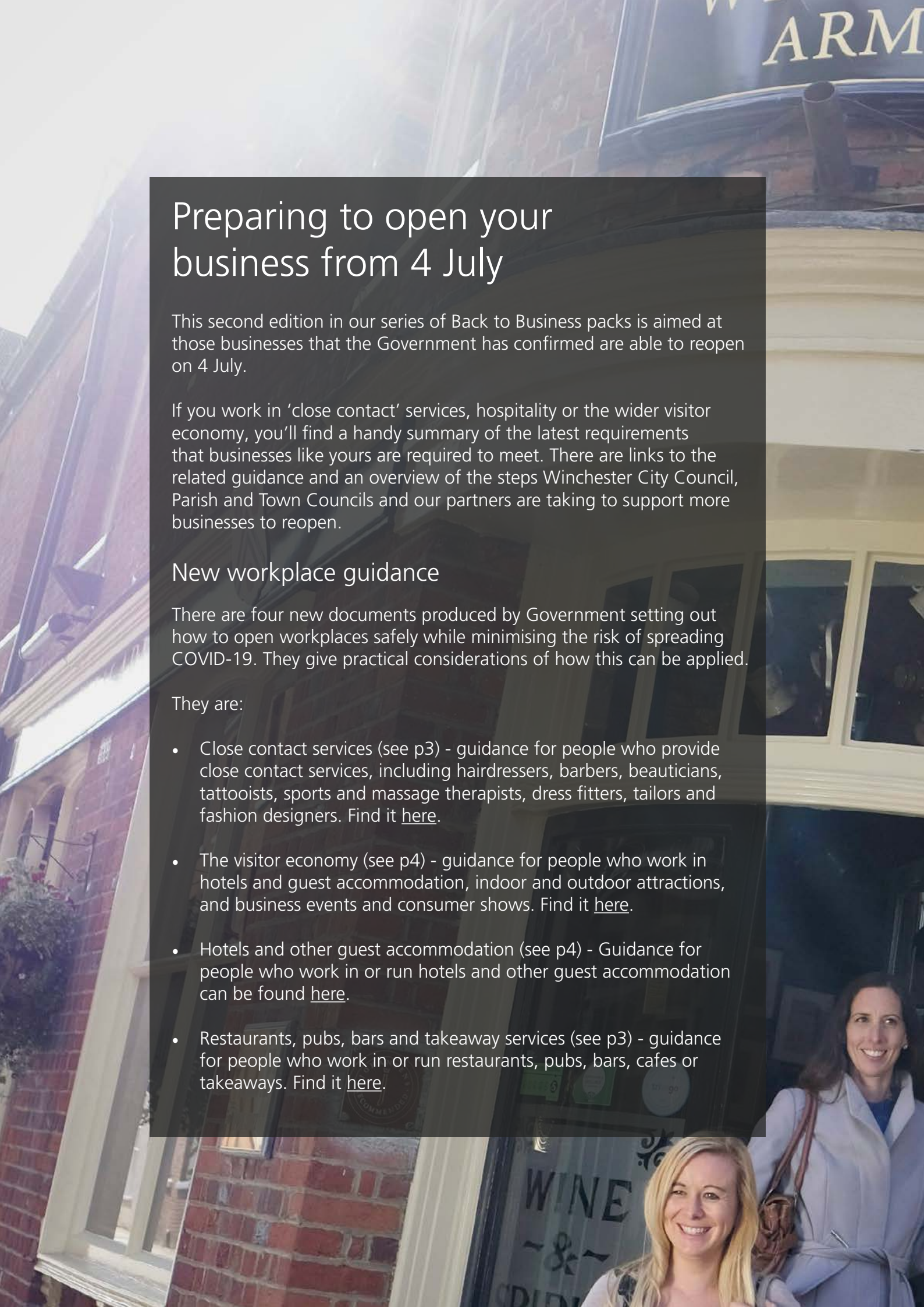
If you work in 'close contact' services, hospitality or the wider visitor economy, you'll find a handy summary of the latest requirements that businesses like yours are required to meet. There are links to the related guidance and an overview of the steps Winchester City Council, Parish and Town Councils and our partners are taking to support more businesses to reopen.

New workplace guidance

There are four new documents produced by Government setting out how to open workplaces safely while minimising the risk of spreading COVID-19. They give practical considerations of how this can be applied.

They are:

- Close contact services (see p3) - guidance for people who provide close contact services, including hairdressers, barbers, beauticians, tattooists, sports and massage therapists, dress fitters, tailors and fashion designers. Find it [here](#).
- The visitor economy (see p4) - guidance for people who work in hotels and guest accommodation, indoor and outdoor attractions, and business events and consumer shows. Find it [here](#).
- Hotels and other guest accommodation (see p4) - Guidance for people who work in or run hotels and other guest accommodation can be found [here](#).
- Restaurants, pubs, bars and takeaway services (see p3) - guidance for people who work in or run restaurants, pubs, bars, cafes or takeaways. Find it [here](#).



Welcoming customers back with confidence

All the information in this advice has been prepared by the Department for Business, Energy and Industrial Strategy (BEIS) with input from firms, unions, industry bodies and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE).

This is intended to help you understand how you can adapt your business to welcome customers back with confidence, ensuring as many people as possible comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable). They are designed to give you freedom within a practical framework to think about what you need to do to continue, or restart, operations during the COVID-19 pandemic. We understand how important it is that you can work safely and support your employees' and clients' health and wellbeing during the COVID-19 pandemic and not contribute to the spread of the virus.

- These documents will be updated over time, so refer back to them regularly or when informed of changes.
- You will need to translate this into the specific actions you need to take, depending on the nature of your business, including the size and type of business, how it's organised, operated, managed and regulated. You'll also need to monitor these measures to make sure they are continuing to protect clients and workers.
- The guidance in these documents does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as a business or an employer you continue to comply with your existing obligations, including those relating to individuals with protected characteristics.
- Please read these documents in conjunction with the further guides in the [guidance on working safely during coronavirus](#) manual and the [safer travel guidance](#) and other available sector guidance.

RISK ASSESSMENTS

To help you decide which actions to take, you need to carry out an appropriate COVID-19 risk assessment, just as you would for other health and safety related hazards. Please work on this risk assessment with unions and your workers.

The Health & Safety Executive has provided help on developing a COVID-19 risk assessment [here](#).

REASSURING YOUR CUSTOMERS

When you have followed all the steps needed to reopen, there is a poster available to display in your workplace. Find it [here](#).

You can also apply for VisitBritain/VisitEngland free UK-wide COVID-19 industry standard mark - 'We're Good To Go' - this aims to provide a 'ring of confidence' for businesses, attractions and destinations as well as reassurance to local residents and visitors that clear processes are in place and that as a business you are 'good to go'. To apply and find out more see [here](#).





CLOSE CONTACT SERVICES



There is detailed information available for anyone who provides 'close contact' services such as hairdressers, barbers, beauticians, tattooists, sports and massage therapists, dress fitters, tailors and fashion designers. A full list of the types of services considered close contact can be found [here](#).

This guidance is also designed for those who provide mobile close contact services from their homes and in other people's homes, those in retail environments and the arts, as well as those studying hair and beauty in vocational training environments.

Dress fitters, tailors and fashion designers were permitted to reopen in line with non-essential retail on 15 June 2020.

Hairdressers and barbershops will be permitted to reopen for services that relate to cutting or treating hair on the head only from 4 July 2020.

If your business has been identified by the Government as one that must remain closed until further notice subject to the [five tests](#), this guidance will help you prepare for reopening.

A reminder that where premises deliver a mix of services, only those services that are permitted to be open should be available. For example, a hairdresser should ensure that beauty or nail treatments are not offered.



RESTAURANTS, PUBS, BARS AND TAKEAWAY SERVICES



Guidance for people who work in or run restaurants, pubs, bars, cafes or takeaways can be found [here](#).

This advice applies to any food preparation or service setting where food and drink is sold for consumption at venues or for takeaway or delivery. For example, restaurants, pubs, bars, beer gardens, food to go and cafés. It also includes:

- social and similar clubs operating as bars and restaurants
- mobile catering and contact catering or similar environments where food and drink is purchased and consumed at a venue in their indoor or outdoor areas or offered for takeaway or delivery

This advice also covers entertainment in restaurants, pubs and bars and similar venues where food or drink is served, provided they meet current government criteria for safe reopening.

Please note it does not apply to food preparation or food service in clinical or healthcare settings.

THE VISITOR ECONOMY



Guidance for people who work in hotels and guest accommodation, indoor and outdoor attractions, and business events and consumer shows can be found [here](#).

The visitor economy includes all staying and non-staying visitors and the activities and expenditure involved in supplying products and services for visitors by both the private and public sectors.

The guidance covers a multitude of different working environments, from outdoor paid for attractions like theme parks to indoor attractions like stately homes or planetariums.

It also applies to a variety of activities and events that take place at hotels, convention and exhibition centres and conference halls and meeting rooms.

This guidance is relevant to business owners, operators and workers in the following areas:

- hotels and other guest accommodation (including self-catering accommodation, B&Bs, hostels, camping, holiday homes, caravan parks, boats and other types of accommodation including short-term letting). It should be read in conjunction with the working safely in hotels and other accommodation guidance that can be found [here](#)
- indoor and outdoor attractions (e.g. arcades, walking tours, theme parks, family entertainment centres, static funfairs, zoos, and aquariums). The events and entertainment guidance may also be useful for attractions that move around (e.g. roving funfair)s to be published shortly
- business events and consumer shows (e.g. events taking place in meetings, conference, convention and exhibition centres). Business conferences, events, exhibitions and trade fairs are not currently allowed to take place in England



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Licensing

The following guidance has been developed by Winchester City Council's Licensing team, to assist licensees with ensuring the suitability and validity of their various licences and permits.

PREMISES LICENCES AND CLUB PREMISES CERTIFICATES

- Is the Designated Premises Supervisor (DPS) still working at the premises? If not, you must submit an [application to specify a new DPS](#) to the licensing authority. You cannot sell alcohol without a DPS in effect (unless your premises is exempt under Section 41 D (3) of the Licensing Act 2003)
- Has the premises changed hands during the duration of the pandemic, or has the operating company changed its name or address? If so, you may need to submit an [application to transfer the Premises Licence](#), or [notify us of a change of name or address](#).
- Has the annual fee for the Premises Licence or Club Premises Certificate been paid? If not, the licence may be suspended. Please contact our Licensing team if you're unsure about this, or are having any difficulty paying the annual fee.
- Check the conditions listed on your Premises Licence or Club Premises Certificate and ensure that you are able to comply with these ready for reopening. If you anticipate any difficulties with complying with conditions, please contact our team as soon as possible to discuss this. You may have to submit an [application to vary the Premises Licence](#) or [Club Premises Certificate](#), to remove or re-word certain conditions.

Our Licensing team is here to help - please call them 01962 848 188

GAMING MACHINES AND PERMITS

- Has the premises changed hands during the period of the pandemic? If so, your automatic entitlement to provide 2 or less gaming machines will have lapsed. This will require a [new notification](#) before gaming machines can be made available to customers again.
- If you have a Licensed Premises Gaming Machine Permit, Club Machine Permit or Club Gaming Permit, has the annual fee been paid? If not, the permit(s) will have automatically lapsed and a [new application](#) will be required.
- In relation to cleaning of gaming machines, licenses are advised to follow [Public Health England's guidance](#) on cleaning regularly touched surfaces.



Supporting our town centres across the district

Your council is working with partners including Hampshire County Council and our Parish and Town Councils to put in place measures to help people return to their high streets with confidence. Plans for Winchester and our market towns include the creation of vibrant, attractive areas for al fresco eating, drinking and socialising. Tables and chairs to support for outside trading are being delivered to areas across the district - and there is helpful signage and friendly guidance in place to help social distancing from the moment people arrive. There will be wider walkways as well as pedestrianisation in some areas. We will make it easier to cycle with more bike racks and lockers on offer. The aim is to also provide helpful guidance and travel advice especially at busier times. If you're looking for advice in your centre email communities@winchester.gov.uk.

Travelling to our town centres

Most of our car parks have cashless payment options so you can pay by phone. We're encouraging people to park in one of our outer ring car parks and walk in.

In Winchester, the best value option is Park & Ride costs only £2.80 to park all day if you arrive after 10.30am.

We are also asking people to consider 'Park & Stride' using a signposted walk from the St Catherine's or Barfield sites alongside the River Itchen. This picturesque route takes about 15 to 20 minutes to reach the city centre but does include a set of steps.

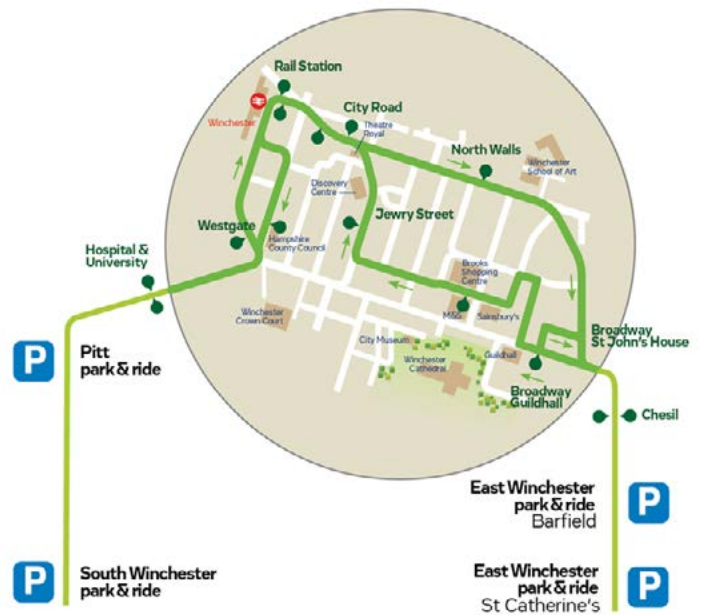
Park & Ride services are running a full timetable with buses every seven minutes at peak times.

Support our drivers by:

- Waiting for others to get off the bus before boarding
- Using contactless to pay if possible
- Sitting with at least two metres between passengers

Remember that people must now wear a face covering on public transport. You can find out much more including a step by step guide on how to make a face covering [here](#).

If you are visiting one of our market towns or villages you can find parking options [here](#).



Legionella – important reminder

When buildings have been closed or had reduced occupancy for some time, water system stagnation can occur due to lack of use and this increases the risks of an outbreak of Legionnaires' disease.



Useful advice leaflets on Legionella

[Click here](#)



The Health & Safety Executive website has detailed guidance on managing Legionella risks during the outbreak and how to protect your teams and customers when the water system is reinstated or returned to use.

[Click here](#)



We have produced a Legionella checklist

[Click here](#)

If you require further advice, please contact Winchester City Council's Environmental Health service at:

EHealth@winchester.gov.uk

Contact information

Winchester City Council Environmental Health team

Email: EHealth@winchester.gov.uk

Tel: 01962 848 097

Winchester City Council Licensing team

Email: licensing@winchester.gov.uk

Tel: 01962 848 188

Hampshire County Council Highways team

Email: roads@hants.gov.uk

Winchester Business Improvement District (for city centre businesses only)

Email: enquiries@winchesterbid.co.uk

Tel: 01962 841 000

Visit Winchester

Email: tourism@winchester.gov.uk