

COVID-19 Tool Kit

Considerations for restarting your business safely



The Better Business for All (BBfA) partnership has used their knowledge and expertise to bring together resources from trusted organisations to help guide you through the main considerations for restarting your business safely. This Covid-19 Toolkit provides useful documents such as a risk assessment template and action plan, business checklists and useful guides to help you.

In addition to considerations suggested in this Toolkit, please ensure you also keep up to date with current Government guidelines relevant to the control of COVID-19.

Your first question should be can I open?

Check if you are on the list of premises that can open: [Click Here](#)

Prior to re-opening:

If you cannot open yet, you should still start considering the risks and controls required to be in place once you are allowed to open.

Conduct a risk assessment specific to your business and complete the 'COVID secure' checklist (If you have 50 or more employees this should also be published on your website).

This **Better Business for All (BBfA) COVID-19 Tool Kit** will help guide you to restarting your business safely.



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What is Better Business for All (BBfA)?

BBfA is a local partnership between businesses, business support and regulators and across Sussex to promote local economic prosperity, whilst maintaining public protection. BBfA aims to improve how regulatory services are delivered in Sussex and to show how working with your local regulators can save you time and money, improve your competitiveness and help you grow your business.

More information can be found via the Sussex Chamber of Commerce: <https://www.sussexchamberofcommerce.co.uk/chamber-support-services/better-business-for-all>.

Further Support

Trading Standards

For further information in the area of trading standards, for example supplying Personal Protective Equipment (PPE), hand sanitiser, switching to telephone sales and sales and pricing practices during COVID-19 outbreak, please refer to:

<https://www.eastsussex.gov.uk/business/tradingstandards/business/contact-us/>

Trading Standards will not charge for advice relating to the COVID-19 outbreak.

Business East Sussex Growth Hub

Business East Sussex provides **free and impartial** government-funded business support. There is a wealth of support and finance options available to help your business, and the team at Business East Sussex can help you identify your business needs and find relevant support.

During the current Covid-19 period the team at Business East Sussex can help businesses navigate through the range of emergency measures announced by Government, and help you find what you may be eligible for. The team can also help with supporting businesses to remain resilient through these challenging times, and by providing support on many areas including cash-flow planning, advice on how to find finance, support with diversifying your business, and accessing support to grow.

Call Business East Sussex now on 01273 335878 to speak to an adviser, or email at info@businesseastSussex.org.uk to book an appointment. For information on local national business support, on upcoming events and webinars, and on the Business East Sussex service, please visit the [Business East Sussex website](#)

For further support contact Business East Sussex Growth Hub on 01273 335878 or email info@businesseastSussex.org.uk
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This toolkit has been collated from current government guidance by staff across the [BBFA partnership](#). Sources include [CIEH](#), [Food Innovation Wales](#), [gov.uk](#), [Food Standards Agency](#). The aim is that businesses will find the template checklists, action plan, and documents of practical use when re-opening.

NOTE: The checklists contain examples of relevant controls based on current guidance. Although these should help give you some direction you should amend and add controls that are relevant to your specific business having completed your risk assessment.

Please click on the link in the table to view and download the document.

| Section 1 Risk Assessment and Action Plan | | | | |
|---|------------|---|---|--|
| Issue No. | Issue Date | Document title (click to) | Purpose | Relevant Guidance Links |
| V1 | 20/05/20 | COVID-19 Risk Assessment | A template Risk Assessment form for you to complete to record the controls you have in place to prevent the spread of coronavirus at the workplace. Use in conjunction with the action plan document to record your findings and actions required | Risk Assessment(HSE) |
| | | | | Working Safely during Coronavirus A Short Guide (HSE) |
| | | | | Talking with your workers about preventing coronavirus (HSE) |
| | | | | Working Safely during coronavirus (GOV.UK) |
| | | | | Covid Secure Poster |
| | | | | |
| V1 | 20/05/20 | 5 Steps to Working Safely | 5 steps to working safely will help you consider what to focus when carrying out your risk assessment. | |
| | | | | |
| V1 | 20/05/20 | Action Plan | A supplementary document to record all of the actions you need to carry out as a result of your risk assessment. Use this alongside the risk assessment if required. | |
| | | | | |

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Section 2 Return to Work- Staff, Visitors, Customers

| Issue No. | Issue Date | Document title (click to) | Purpose | Relevant Guidance Links |
|-----------|------------|--|--|---|
| V1 | 20/05/20 | Staff Checklist | A restart checklist to help you ensure your staff remain well and fit to work. Including consultation, recognition of additional training needs and management of hygiene requirements in the workplace. | Protecting Home Workers (including Screen Equipment) (HSE) Mental Health (CIEH) Shielding of those most Vulnerable to COVID-19 Guidance for pregnant women |
| V1 | 20/05/20 | Travel to Work | Matters requiring consideration for people who need to travel to and from work in vehicles and on public transport. | Gov UK Travel Guidance |
| V1 | 20/05/20 | Staff Handbook | We have started a staff handbook for you. This is to help communicate the main changes you have put in place following your COVID-19 risk assessment. It should include any new instructions staff need to follow. | NHS Guidance |
| V1 | 20/05/20 | Personal Protective Equipment overview | The personal protective equipment overview gives a summary of the government guidance of the use of PPE to protect against COVID-19 outside of health care settings. This is being constantly reviewed. Please keep up to date with the latest guidance. | BSI guide to masks and face coverings for the UK during the COVID-19 pandemic.pdf BSIF CE Certificate Checklist for PPE.pdf |
| V1 | 20/05/20 | Customer Checklist | A restart checklist to help you ensure customer access and social distancing controls are in place. | |
| V1 | 20/05/20 | Visitors Guide | We have started a visitor guide to help you communicate any controls you have put in place to contractors and visitors coming into your business. | |

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Section 3 Return to Work- Premises and Utilities

| Issue No. | Issue Date | Document title (click to) | Purpose | Relevant Guidance Links |
|-----------|------------|---|--|--|
| V1 | 20/05/20 | Building Services and Utilities Checklist | Checklist to help identify and record checks on water, gas etc. necessary for a business that has been closed for a period of time. | |
| V1 | 20/05/20 | Legionella Checklist | Checklist to record actions taken on your hot and cold water systems. NOTE: Not suitable for larger businesses. | CIEH Legionnaire's disease Guide to Legionella and Legionnaires disease |
| V1 | 20/05/20 | Work Area Checklist | This checklist will help you consider the management of social distancing in your workplace. | Guidance on Social Distancing HSE Posters Limiting the number of Customers Keep 2m Distance when Queueing Keep 2m Distance |
| V1 | 20/05/20 | Site Plan | The aim of the site plan is to provide an overview of all the locations within the site and the movements of products, materials and people and hints and tips for safe working practices. | |

Section 4 Return to Work- Personal Hygiene and Cleaning

| Issue No. | Issue Date | Document title (click to) | Purpose | Relevant Guidance Links |
|-----------|------------|--|---|------------------------------------|
| V1 | 20/05/20 | Cleaning and Hygiene Checklist | A checklist to help identify additional cleaning and personal hygiene arrangements necessary for COVID-19 controls. | Hand washing video |

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Section 5 Return to Work-Daily COVID-19 checks

| Issue No. | Issue Date | Document title (click to) | Purpose | Relevant Guidance Links |
|-----------|------------|---|---|---|
| V1 | 20/05/20 | COVID-19-Daily Control Checks | A self-audit to record measures you have identified in your risk assessment remain in place and to record any corrective actions. | Posters and Social Media messaging https://coronavirusresources.phe.gov.uk/ |

Section 6 Guidance for specific types of work

Visit [Working Safely during coronavirus \(GOV.UK\)](#) for guidance on specific types of work to assist with your risk assessment and consideration of appropriate COVID-19 workplace controls for:

1. Construction and other outdoor work
2. Factories, plants and warehouses
3. Labs and research facilities
4. Offices and contact centres,
5. Other people's homes
6. Restaurants offering takeaway or delivery
7. Shops and branches
8. Guidance for people who work in or from Vehicles.

Please note there are additional web links relevant to food businesses

Food Standards Agency Advice: [Food.gov.uk](#) and [Food Business Re-opening Checklist](#)
Chartered Institute of Environmental Health Advice: [Working Safely in a food business \(CIEH\)](#)
Government Advice: [Gov.UK Guidance for Food Business during Covid 19](#)

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