

# COVID-19 Tool Kit

## Considerations for restarting your business safely



**Better Business for All**

*A local partnership between Businesses and Regulatory Services to promote growth*

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. There are resources below to help you do this. Your risk assessment should be shared with your workforce; businesses with 50+ employees should publish this on their website.

### **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>.

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

**Coast to  
Capital  
Growth Hub**



**Business  
East Sussex**  
Supporting better business

## Further Sources of Support in Sussex

### Sussex Chamber of Commerce

Sussex Chamber offers a membership provision and delivers businesses support services needed for businesses and the economy to grow and thrive. We are accredited by the British Chambers of Commerce. Our mission is to help business “Grow, Develop, Discover and Influence.”

- Grow** Businesses can access free services including HR, one2one reviews, legal, tax and health and safety advice, finance finder with downloadable documents. Members can increase their brand awareness through our marketing services and social media channels or through our bi-monthly magazine, Business Edge. There is access to discounted services including healthcare, roadside assistance and foreign exchange. Networking events and sector-based forums are currently provided through webinars.
- Develop** Quality training courses in leadership, management, customer service, HR and sales are currently provided virtually. International trade training courses provide key skills required to understand the exporting paperwork and procedures. Bespoke courses can be tailored to suit your needs.
- Discover** Licensed to certify and arrange legalisation of export documentation. We assist exporters through the process of completing the documentation. We can connect business with British Chambers throughout the world and provide market intelligence.
- Influence** We are your voice on a national and international level, campaigning on key issues to drive economic growth and performance. Through the British Chambers, we can help represent the interests of businesses in government. Our quarterly economic survey is the UK’s largest and most authoritative private sector business survey. By working together with the Local Enterprise Partnerships, local authorities, councils, town Chambers and MP’s we can help represent business interests where needed.

Telephone: 01444 259259 <https://www.sussexchamberofcommerce.co.uk/>

## 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:

Brighton & Hove: <https://www.brighton-hove.gov.uk/content/a-z/a-z-pages/trading-standards-advice-businesses>

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

West Sussex: Email: [trading\\_standards@westsussex.gov.uk](mailto:trading_standards@westsussex.gov.uk) or telephone: 01243 642124, option 2

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

## Fire Safety

For more information on fire safety, or support in ensuring you are complying with the Regulatory Reform (Fire Safety) Order 2005, contact:

East Sussex Fire & Rescue: <https://www.esfrs.org/business-safety/>

West Sussex Fire & Rescue: <https://www.westsussex.gov.uk/fire-emergencies-and-crime/west-sussex-fire-and-rescue-service/business-information-and-commercial-opportunities/>

## 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@businessseastsussex.org.uk](mailto:info@businessseastsussex.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](#)

## Coast to Capital Growth Hub

Coast to Capital Growth Hub provides free and impartial government-funded business support and signposting for businesses in Greater Brighton, West Sussex, East Surrey and Croydon. The Growth Hub can help small and medium sized enterprises to address business challenges particularly in these challenging times.

Tel: 01293 305967

Website: <https://www.c2cbusiness.org.uk/> or click on this link which takes you to an enquiry form: <https://www.c2cbusiness.org.uk/contact-us>

Enquiry forms are collected hourly and responded to within 48 hours.

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 use 'Ctrl' and click on the links in the tables to view and download the documents

## Section 1: Risk Assessment and Action Plan

Version number	Issue date	Document title	Purpose of document	Links to relevant guidance
V1	20/05/20	<a href="#">COVID-19 Risk Assessment</a>	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.	<a href="#">Risk Assessment(HSE) Working Safely During Coronavirus A Short Guide (HSE)</a> <a href="#">Talking with your workers about preventing coronavirus (HSE)</a> <a href="#">Working Safely During Coronavirus (GOV.UK)</a> <a href="#">Covid Secure Poster</a> <a href="#">NHS test and trace: workplace guidance</a>
V1	20/05/20	<a href="#">5 Steps to Working Safely</a>	5 steps to working safely will help you consider what to focus when carrying out your risk assessment.	
V1	20/05/20	<a href="#">Action Plan</a>	A supplementary document to record all the actions you need to carry out as a result of your risk assessment. Use this alongside the risk assessment if required.	

## Section 2: Return to Work- Staff, Visitors, Customers

Version number	Issue date	Document title	Purpose of document	Links to relevant guidance
V1	20/05/20	<a href="#">Staff Checklist</a>	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.	<a href="#">Protecting Home Workers (including Display Screen Equipment) (HSE)</a> <a href="#">Mental Health (CIEH)</a> <a href="#">Shielding of those most Vulnerable to COVID-19</a> <a href="#">Guidance for pregnant women</a>
V2	08/06/20	<a href="#">Travel to Work</a>	Matters requiring consideration for people who need to travel to and from work in vehicles and on public transport.	<a href="#">Gov UK Travel Guidance</a>
V1	20/05/20	<a href="#">Staff Handbook</a>	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.	<a href="#">NHS Guidance</a>
V2	08/06/20	<a href="#">Personal Protective Equipment overview</a>	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.	<a href="#">BSI guide to masks and face coverings for use in the UK during the COVID-19 pandemic.pdf</a> <a href="#">BSIF CE Certificate Checklist for PPE.pdf</a>
V1	20/05/20	<a href="#">Customer Checklist</a>	A restart checklist to help you ensure customer access and social distancing controls are in place.	
V1	20/05/20	<a href="#">Visitors Guide</a>	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.	

## Section 3 Return to Work - Premises and Utilities

Version number	Issue date	Document title	Purpose of document	Links to relevant guidance
V1	20/05/20	<a href="#">Building Services and Utilities Checklist</a>	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	<a href="#">Legionella Checklist</a>	Checklist to record actions taken on your hot and cold water systems. NOTE: Not suitable for larger businesses.	<a href="#">CIEH Legionnaire's disease Guide to Legionella and Legionnaires disease</a>
V1	20/05/20	<a href="#">Work Area Checklist</a>	This checklist will help you consider the management of social distancing in your workplace.	<a href="#">Guidance on Social Distancing HSE</a>  Posters: <a href="#">Limiting the number of Customers</a> <a href="#">Keep 2m Distance when Queueing</a> <a href="#">Keep 2m Distance</a>
V1	20/05/20	<a href="#">Site Plan</a>	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

Version number	Issue date	Document title	Purpose of document	Links to relevant guidance
V1	20/05/20	<a href="#">Cleaning and Personal Hygiene Checklist</a>	A checklist to help identify additional cleaning and personal hygiene arrangements necessary for COVID-19 controls.	<a href="#">Hand washing video</a>

## Section 5: Return to Work-Daily COVID-19 checks

Version number	Issue date	Document title	Purpose of document	Links to relevant guidance
V1	20/05/20	<a href="#">COVID-19-Daily Control Checks</a>	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 <a href="https://coronavirusresources.phe.gov.uk/">https://coronavirusresources.phe.gov.uk/</a>

## 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:

Construction and other outdoor work  
Factories, plants and warehouses  
Labs and research facilities  
Offices and contact centres  
Other people's homes  
Restaurants offering takeaway or delivery  
Shops and branches  
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](#)



## Section 7: Mental health and wellbeing resources

Resource	Description and links
Mental health resources and information from local authorities	Mental health resources and information available to residents, please follow local authority link below: <a href="#">East Sussex County Council</a> <a href="#">Brighton and Hove City Council</a> <a href="#">West Sussex County Council</a>
Mental Health at Work – coronavirus resources	One central, national hub for all mental health related info, resources and toolkits available to workplaces <a href="http://www.mentalhealthatwork.org.uk/?s=coronavirus">www.mentalhealthatwork.org.uk/?s=coronavirus</a>
Warning Signs Campaign Preventing Suicide in Sussex	Understand the warning signs someone is at risk of suicide and know what support is available locally <a href="http://www.preventingsuicideinsussex.org/">www.preventingsuicideinsussex.org/</a>