The purpose of this guidance is to highlight the main considerations that you require to consider when operating an outdoor hospitality area during the current Covid 19 crisis. As both an employer and operator of an outdoor hospitality area, it is YOUR responsibility to ensure that effective management arrangements will be implemented taking into account the following health and safety guidance:-

* [Coronavirus (COVID-19): tourism and hospitality sector guidance](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.scot%2Fpublications%2Fcoronavirus-covid-19-tourism-and-hospitality-sector-guidance%2F&data=02%7C01%7C%7Cea6cd902681b44fb70af08d81da1ffe9%7C89f0b56e6d164fe89dba176fa940f7c9%7C0%7C0%7C637291928898511321&sdata=%2FvnRg3A29fPbDM8V176105qq6xvLF%2FVLZiL5gmhMgLY%3D&reserved=0)

Guidance for the tourism and hospitality sector, including procedures for staff and customer

safety and an operations checklist

* [Coronavirus (COVID-19): opening public and customer toilets](https://www.gov.scot/publications/coronavirus-covid-19-public-and-customer-toilets-guidance/)

Guidance on opening of public and customer toilets during the coronavirus pandemic

* HSE Guidance - [Working safely during the coronavirus (COVID-19) outbreak](https://www.hse.gov.uk/coronavirus/working-safely/resources.htm)

HSE have produced guidance to help you work safely (be COVID-secure) and manage the risk associated with running your business at this time.

New Updated Guidance is being published on a regular basis and so it is ESSENTIAL that you check both the Scottish Gov and HSE website for any updates relevant to your business sector.

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| --- |
| **You are invited to complete the checklist overleaf. The completed checklist should be emailed to** [**envhealth@highland.gov.uk**](mailto:envhealth@highland.gov.uk) **. This will help demonstrate your compliance with the Covid-19 measures to the Environmental Health Service who are the enforcing authority for health and Safety within your premises.** |

**Guidance on completing checklist**

* Outdoor hospitality areas should be safe and enjoyable spaces. Please ensure that you have taken time to read the guidance detailed above prior to completing the checklist.
* It is important that you consider all aspects of the above guidance when planning and organising your outdoor hospitality area. Suitable arrangements based upon the size of your outdoor hospitality area and maximum occupancy levels should be effectively implemented.
* Even if your outdoor hospitality area has been run successfully for a number of years, it is important that you review your safety arrangements to take into account the Covid-19 guidance, particularly in respect of physical distancing; cleaning/disinfection procedures and access to customer toilets.
* The attached checklist should not be regarded as an exhaustive list. The checklist is simply intended to provide confirmation to the Council that you are aware of the relevant guidance and have taken appropriate steps to ensure the safety of all those utilising the outdoor hospitality area.
* It is your responsibility as both an employer and operator of the outdoor hospitality area to ensure the safety of persons utilising the area.
* Where any answer in the checklist is NO, please provide an explanation outlining the reasons why this is the case, or details of alternative controls that are in place.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Applicant** | |  | | | **Application Ref. No** |  | | | |
| **Address of Licensed Premises** | |  | | | | | | | |
| **Please tick ( ) as appropriate** | | | | | | | **Yes** | **No** | |
| 1. I have read and understood the Scottish Gov Guidance for the “*Tourism and hospitality sector*”, including procedures for staff and customer safety? | | | | | | |  |  | |
| 1. I have completed the Operational Checklist contained within the Scottish Gov Guidance for the “*Tourism and hospitality sector*”? | | | | | | |  |  | |
| 1. I have read and understood the HSE guidance on Working Safely during the Coronavirus Pandemic? | | | | | | |  |  | |
| 1. I would confirm that a suitable and sufficient risk assessment with respect to managing the risk of Covid 19 transmission within the outdoor hospitality area has been completed by a suitably competent person? | | | | | | |  |  | |
| 1. I would confirm that staff have received suitable and sufficient instruction and training in the arrangements for managing the risk of transmission of Covid 19 in the outdoor hospitality area? | | | | | | |  |  | |
| 1. I would confirm that appropriate physical distancing measures and arrangements are in place for both customers and employees? | | | | | | |  |  | |
| 1. I would confirm that appropriate signage (where considered necessary) is posted within the outdoor hospitality area advising customers of the Covid 19 arrangements that should be followed? | | | | | | |  |  | |
| 1. I would confirm that I have read and understood the Scottish Gov Guidance on   Opening of public and customer toilets during the coronavirus pandemic? | | | | | | |  |  | |
| 1. I can confirm that suitable and sufficient cleaning and disinfection arrangements, physical distancing controls are access/egress arrangements have been implemented with respect to the customer toilers assigned to the outdoor hospitality area? | | | | | | |  |  | |
| 1. I can confirm that I have considered the potential noise impact to neighbouring premises from operating the outdoor hospitality area and taken appropriate steps (where necessary) to ensure that it will not cause disturbance. | | | | | | |  |  | |
| **Declaration (To be completed by the applicant or their appointed representative)** | | | | | | | | | |
| I declare that the above checklist has been completed accurately and is a true reflection of the arrangements that will be in place for the outdoor hospitality area: - | | | | | | | | | |
| Print Name: |  | | Signed: |  | | | | |  |
| (applicant) | | | Date: |  | | | | |  |
|  | | | | | | | | | |

**Further Advice**

For further information please Email: [**envhealth@highland.gov.uk**](mailto:envhealth@highland.gov.uk)