The purpose of this checklist is to highlight the main considerations that you require to consider during the current Covid 19 crisis. As licence holder and person responsible for the licensed activity, it is **your** responsibility to ensure that effective management arrangements will be implemented. This will include following the relevant Covid restrictions and guidance that is in place at the time of the licensed activity.

Due to the variable nature of activities covered by Public Entertainment Licensing there is a wide range of relevant health Covid related advice available. The following are considered the most relevant for licensed activities, however, please check the [Scot Gov website](https://www.gov.scot/collections/coronavirus-covid-19-guidance/) for any sector specific advice to your particular activity:-

* [Coronavirus (COVID-19):local protection levels](https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/)

COVID protection level for each local area and information on what you can and cannot do at each level.

* [Coronavirus (COVID-19): events sector guidance](https://www.gov.scot/publications/coronavirus-covid-19-events-sector-guidance/)

Guide for the events sector on safe re-opening during the coronavirus pandemic

* [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

* [Coronavirus (COVID-19): multi-purpose community facilities - guidance](https://www.gov.scot/publications/coronavirus-covid-19-multi-purpose-community-facilities---guidance/)

Guidance for the safe use of multi-purpose community facilities 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.

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| **Important**  **You are requested to complete the checklist overleaf and submit it as part of your PEL application. Failure to do this may result in a delay in the processing of your application and/or objection by Community Services – Environmental Health.**  **Changes to the Covid Restrictions and updated Guidance is being published on a regular basis and it is your responsibility to check both the Scottish Gov and HSE website for any updates relevant to your licensed activities** |

**GUIDANCE ON COMPLETING THE CHECKLIST**

* Please ensure that you have taken time to read and consider the guidance in the links above, prior to completing the checklist.
* It is important that you consider all aspects of the above guidance (where relevant) when planning and organising the operation of your premises. Suitable arrangements based upon the nature of your licensed activity; size of venue and maximum occupancy levels should be effectively implemented.
* It is important that you review **ALL** your safety arrangements to take into account the Covid-19 guidance, particularly in respect of risk assessment; physical distancing; cleaning/disinfection procedures; track & trace; sickness reporting; 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 implement all reasonably practicable steps to prevent the spread of Covid 19 to all those attending the licensed activity (includes members of public and all volunteers/workers)
* It is your responsibility as licence holder to ensure the safety of persons involved in the licensed activity
* 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.
* You may be asked to submit a copy of your Covid 19 risk assessment for review and so it is beneficial if it is in a format that could be submitted by Email.
* Should you require any specific covid related advice with respect to your licensed activity or require to clarify any aspect of the Scot Gov guidance etc, then you are advised to contact our Environmental Health team directly on [envhealth@highland.gov.uk](mailto:envhealth@highland.gov.uk)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Applicant** | |  | | **Application Ref. No** | |  | | |
| **Address of Licensed Activity** | |  | | | | | | |
| **Please tick ( ) as appropriate** | | | | | | | **Yes** | **No** |
| 1. I have read and understood the Scottish Gov Coronavirus (Covid-19) Guidance on local protection levels, and understand it is my responsibility to ensure that I only operate the licensed activity when it is permitted by the Scot Gov. | | | | | | |  |  |
| 1. I have read and understood the relevant Scot Gov Coronavirus (Covid-19) Guidance for my licensed activity, and understand it is my responsibility to ensure that I keep up to date with the current guidance and review Covid arrangements. | | | | | | |  |  |
| 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 Covid -19 risk assessment has been undertaken with respect to the licensed activity by a suitably competent person, and that all reasonably practicable measures will be implemented to prevent the spread of Covid-19 during the licensed activity | | | | | | |  |  |
| 1. I would confirm that all persons (including volunteers) who have a role in managing the licensed activity will have received suitable and sufficient instruction and training in the arrangements for preventing the risk of Covid 19 transmission. | | | | | | |  |  |
| 1. I would confirm that appropriate physical distancing measures will be implemented for both members of the public and staff/contractors/volunteers etc? | | | | | | |  |  |
| 1. I would confirm that appropriate signage (where considered necessary) will be displayed to inform members of the public of the Covid 19 arrangements that should be followed during the licensed activity. | | | | | | |  |  |
| 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 and access/egress arrangements have been implemented with respect to the use of public toilets at the licensed activity. | | | | | | |  |  |
| **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 licensed activity. | | | | | | | | |
| **Signed** |  | | **Date** | |  | | | |
| **Position** |  | |