



Horsham
District
Council

COVID-19 Aware Scheme

Introduction

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COVID-19 Aware Scheme

Horsham District Council's COVID-19 Aware Scheme is a way for premises to show their customers that they meet a standard of awareness of COVID-19 infection controls.

The scheme aims to reassure members of our community that their local businesses are continuing to maintain a measured level of caution in order to reduce the spread of COVID-19.

Members of the scheme will receive a sticker to display in their window and a signed certificate which customers can look at if they wish to find out more about the measures. They will also be added to our online register of members which the public will be able to view and search.

Sounds good, what do I need to do to join?

The COVID-19 Aware scheme is voluntary, and any business or premises can join by meeting the following six steps.

1. Complete a health and safety risk assessment that includes the risk from COVID-19

Complete a risk assessment, considering the reasonable adjustments needed for staff and customers that also include those with disabilities. Share, train and document an understanding of the training in the risk assessments for all your staff. Keep it updated.

Find out how to do a risk assessment on the Health and Safety Executive website, or use our COVID-Aware Risk Assessment Template in this information pack to help you.

2. Provide adequate ventilation

You should make sure there is a supply of fresh air to indoor spaces where there are people present. This can be natural ventilation through opening windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both. You should identify any poorly ventilated spaces in your premises and take steps to improve fresh air flow in these areas. In some places, a CO2 monitor can help identify if the space is poorly ventilated.

3. Clean more often

It's especially important to clean surfaces that people touch a lot. You should ask your staff and your customers to use hand sanitiser and to clean their hands frequently. Provide hand sanitising stations for customers and staff.

Find guidance and information to help you in the Cleaning and disinfection guidance template and the Control of Substances Hazardous to Health (COSHH) template in this information pack.

4. Enable customers and staff to check in to your premises using Test & Trace

Collecting customer contact details will support NHS Test and Trace to contact those who may have been exposed to COVID-19 so that they can book a test. You can enable people to check in to your venue by displaying an NHS QR code poster. You do not have to ask people to check in or turn people away if they refuse. If you choose to display a QR code, you should also have a system in place to record contact details for people who want to check in but do not have the app.

5. Ensure staff are monitored for COVID-19 symptoms

Ensure that the Staff COVID-Aware instructions are understood and effected by all personnel, whether visiting, casual staff or full-time staff. Ensure detailed record of an ongoing understanding is completed by all staff and retained in the Central Safety File (employees) or the Contractors File and Visitors.

6. Communicate and train

Keep all your workers, contractors and visitors up-to-date on how you're using and updating safety measures.

Use the template Staff COVID Awareness Record in this information pack to help you train your staff.

If you meet these six steps and would like to join the scheme, sign up online at <http://www.horsham.gov.uk/covidawarescheme>

You will be asked to confirm you have carried out the six steps, and once registered our trained Covid Information Officers will arrange to carry out a basic audit.

This will not be a pass or fail audit but one that will give advice on areas that may need improvement. After the audit you will be presented with a sticker to display that says you are part of the scheme

Will there be ongoing enforcement of members?

We understand that each business's needs are different and no expectation on a strict enforcement or control is expected as judgements on meeting the standard will be based on your own risk assessment and how you are implementing the controls identified in them.