

Reopening Sheffield City Centre



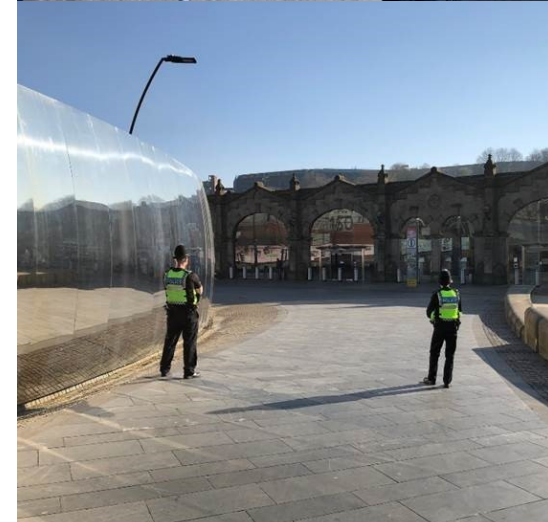
Introduction

Sheffield BID is working closely with Sheffield City Council and other partners on the phased plan to support businesses, employees and customers as COVID-19 lockdown restrictions are lifted.

Initial plans have been developed to welcome people back to the city centre as government guidance develops.

It is important that we all work together to create a safe, secure and sustainable reopening.

The following information is aimed at supporting businesses in making the necessary preparations to bring back staff and customers.



Overview

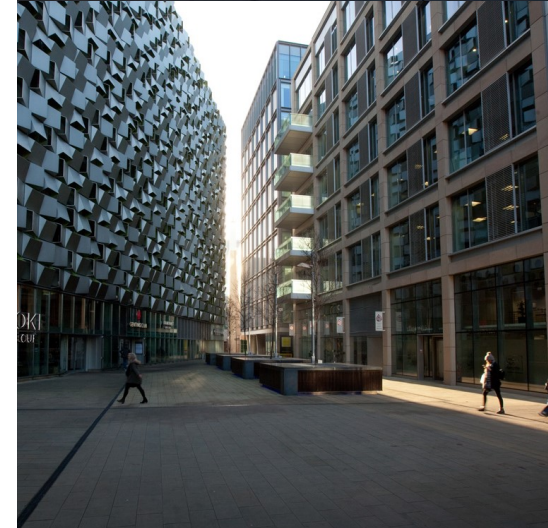
Key information areas are:

Government and Industry Guidance.

Links to help you find guidance published by the Government and professional bodies.

Business support.

Information to help you get back to work, including wider coordination with neighbouring businesses and Sheffield City Council.



Government has published guidelines for **different industry sectors**.

Businesses must **translate** this guidance to their own specific circumstances.

You may need to use more than one of the Government's workplace guides as you think through what you need to do to keep people safe.

There are eight key areas you must address

Checklist

1. Thinking about risk
2. Who should go to work
3. Social distancing at work
4. Managing customers, visitors and contractors
5. Cleaning
6. PPE and face coverings
7. Workforce management
8. Inbound and outbound goods



Non-essential retail may open from **Monday, 15 June** (this includes High Street retailers and department stores, including book shops, electronics retailers, tailors, auction houses, photography studios, indoor markets, and shops selling clothes, shoes and toys).

"If a shop reopens without putting in place responsible steps to reduce the transmission of the virus, we can take a range of actions, including issuing enforcement notices. Local authorities and the Health and Safety Executive regularly carry out checks and respond to concerns from the public regarding risks in the workplace."

Alok Sharma, Business Secretary

Government and industry guidance

The following information sources provide guidance on how to reopen your business safely.

Body	Description and link
WORLD HEALTH ORGANISATION	Get your workplace ready for COVID-19
GOVERNMENT	The Government's COVID-19 Strategy
	Working safely during COVID-19 in shops and branches (download the guide)
	Sector-specific workplace guidance (all sectors)
BRITISH RETAIL CONSORTIUM	Social distancing in retail stores and warehouses
HEALTH AND SAFETY EXECUTIVE	COVID-19 latest information and advice

Government and industry guidance

There are several videos to help you share and the communicate the guidance to staff.

Body	Description and link
GOVERNMENT	Videos and other assets can be downloaded here



Government says that businesses should display **this notice.**

You can **download** the **.pdf** [here](#)

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

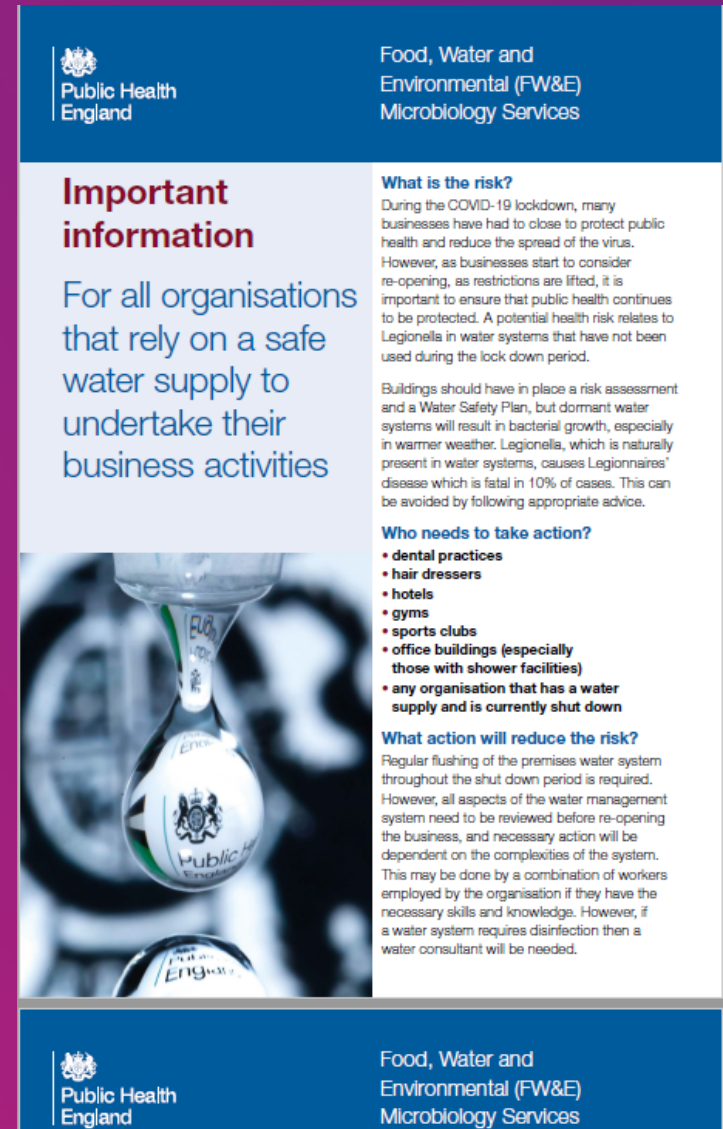
- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Public Health England identifies a potential health risk of **Legionella** in water systems that haven't been used during lockdown.

You can download the advice leaflet [here](#)



The image shows the cover of a leaflet from Public Health England. The top section is a dark blue header with the Public Health England logo and the text 'Public Health England' on the left, and 'Food, Water and Environmental (FW&E) Microbiology Services' on the right. Below the header, the main content area is white. On the left side of this area, there is a section titled 'Important information' in bold, followed by the text 'For all organisations that rely on a safe water supply to undertake their business activities'. On the right side, there are three sections: 'What is the risk?' with a paragraph of text, 'Who needs to take action?' with a bulleted list of organizations, and 'What action will reduce the risk?' with a paragraph of text. At the bottom of the leaflet, there is a blue footer with the Public Health England logo and the text 'Public Health England' on the left, and 'Food, Water and Environmental (FW&E) Microbiology Services' on the right. A central image shows a glass hourglass with the Public Health England logo on the bulb, set against a blurred background of people's faces.

Public Health England

Food, Water and Environmental (FW&E) Microbiology Services

Important information

For all organisations that rely on a safe water supply to undertake their business activities

What is the risk?

During the COVID-19 lockdown, many businesses have had to close to protect public health and reduce the spread of the virus. However, as businesses start to consider re-opening, as restrictions are lifted, it is important to ensure that public health continues to be protected. A potential health risk relates to Legionella in water systems that have not been used during the lock down period.

Buildings should have in place a risk assessment and a Water Safety Plan, but dormant water systems will result in bacterial growth, especially in warmer weather. Legionella, which is naturally present in water systems, causes Legionnaires' disease which is fatal in 10% of cases. This can be avoided by following appropriate advice.

Who needs to take action?

- dental practices
- hair dressers
- hotels
- gyms
- sports clubs
- office buildings (especially those with shower facilities)
- any organisation that has a water supply and is currently shut down

What action will reduce the risk?

Regular flushing of the premises water system throughout the shut down period is required. However, all aspects of the water management system need to be reviewed before re-opening the business, and necessary action will be dependent on the complexities of the system. This may be done by a combination of workers employed by the organisation if they have the necessary skills and knowledge. However, if a water system requires disinfection then a water consultant will be needed.

Public Health England

Food, Water and Environmental (FW&E) Microbiology Services



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Recommendations for local businesses

TRADING HOURS	Retailers should discuss with neighbouring stores the potential for staggering opening hours to ease queuing, promote social distancing and enable phased travel for employees and customers. Sales and promotions should be avoided initially and specific hours set for returns and refunds.
QUEUING AND SOCIAL DISTANCING	Businesses should discuss their queuing procedures with their neighbouring businesses, in order to work together to successfully promote social distancing. It is the responsibility of individual businesses to manage the queues outside their own premises. If you need advice, please contact operations@sheffieldbid.com .
HEALTH & SAFETY MEASURES	You must ensure that your venue has sufficient social distancing measures in place. Read the British Retail Consortium's guidance for stores and warehouses as well as the UK Government's COVID-19 working safely guidelines.
STAFF TRAINING AND WELLBEING	Your staff should be inducted on their first shift back to be made aware of any new rules, regulations and guidance that your business puts in place. These may include: personal hygiene guidance and what personal protective equipment (PPE) will be provided for staff, new procedures on cleaning of surfaces, product and payment methods, plus recommendations for staff wellbeing during working hours and break times.
TRANSPORT	As a partnership, SYPTE, Sheffield City Council, Sheffield BID and other agencies encourage employers to stagger work times to help social distancing and avoid congested services on the transport network. See Travel South Yorkshire for further information. See British Transport Police for further information.

Ensuring consistency, safety and sustainability across the city centre

RISK ASSESSMENT	You will need to review your Workplace Risk Assessment (RA) so that you are COVID-19 secure. The Government's guidance notes show you how to do this. All shops <u>MUST</u> have a risk assessment.
PUBLIC REALM	With social distancing, the city will look different. On key routes, social distancing pavement graphics will be installed and some pavements will be widened to accommodate social distancing. There will be an element of road closures in the initial days of the reopening phase and we will ensure affected businesses are kept updated around the details of this.
SECURITY AND ACCESS	Businesses will be responsible for managing customer access/egress and queuing into their premises. If you have any concerns relating to this or in relation to deliveries please contact operations@sheffieldbid.com .
CLOSED PREMISES AND VACANT UNITS	Our night-time security patrol (which operates from midnight to 6am 7-days a week) and our Street Rangers team will also help to monitor closed premises and vacant units on their daily rounds.
MARKETING	If you'd like us to promote news about your business through our consumer social media channels please email details to social@sheffieldcitycentre.com .
PPE (non-clinical)/ BUSINESS READINESS PRODUCTS	Any requirements for PPE, or other physical measures, to keep staff and customers safe will emerge from your RA. If you need non-clinical PPE, we are part of the National BID Buying Group with a framework of trusted suppliers. We can assist you with a route to purchase to avoid scams, inflated prices, long lead times and inferior products. Please contact enquiries@sheffieldbid.com .

Planned road closures

To maintain social distancing, road space will be repurposed temporarily to ensure the safe movement of pedestrians at key points.

- Footpath widening has already been introduced in many areas across the city to make it as safe as possible for people to travel on foot.
- The next phase is the introduction of road closures and cycle lanes, designed to provide the infrastructure needed to encourage people to make significant changes to how they get around the city.
- Changes to Pinstone Street form a central part of this project, with footpaths between Cross Burgess Street and Furnival Gate being widened to support social distancing in this usually busy part of the city.
- A full closure for all traffic except pedestrians and cyclists will also be in place past the Peace Gardens.
- Bus routes in this area will be diverted.
- Vehicle access from Furnival Gate into Pinstone Street (northbound) will remain open so that the construction of Heart of the City regeneration sites, and deliveries, can continue.
- There has been a partial-pedestrianisation of Division Street, from Westfield Terrace to Rockingham Street.
- The city centre will also see the addition of 50 new cycle spaces, as temporary cycle lanes are introduced to further encourage people to go car-free.
- See the Council's [website](#) for details.

Providing a safe city for our customers and colleagues is our top priority to ensure consistency, safety and sustainability across the city centre.

Until we all become accustomed to these new circumstances, a lot of coordination will be required.

Please keep in touch and let us know what you're doing or planning, or if you need help with anything.

In this way we can all work together, learning from each other and sharing best practice to give people a positive and enjoyable experience.



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