**Scheme standards**

Businesses have helped to prevent the spread of COVID by implementing good infection control measures including regular cleaning and ensuring good ventilation. This scheme looks to recognise those businesses who publicly commit to these measures

Businesses still have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify.

You should use the Working safely during coronavirus guidance to consider the risk within your premises and decide which mitigations are appropriate to adopt.

To be part of the scheme businesses should as a minimum:

* Carry out a health and safety risk assessment, including the risk of COVID-19, and take reasonable steps to mitigate the risks identified <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>
* This should consider any national and workplace guidance on COVID, which can be found in the *Working safely during coronavirus* guide. You should use the guidance to consider the risk within your premises and decide which mitigations are appropriate to adopt <https://www.gov.uk/guidance/working-safely-during-covid-19>
* Measures identified in your risk assessment should be implemented in the workplace
* Keep the risk assessment under review particularly if circumstances change in your business
* If the business has five or more employees, the risk assessment should be written. Businesses with less than five employees may wish to document the risk assessment but if not should be able to explain the risks and mitigations if asked
* The risk assessment should be communicated to all staff so they understand the role they can play <https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm>

Measures should include:

* **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. Read the advice on air conditioning and ventilation on the HSE’s website <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
* **Clean more often.** It’s especially important to clean surfaces that people touch frequently. This will include door handles, bathroom surfaces, toilets and washbasins. You should ask your staff and your customers to use hand sanitiser and to clean their hands frequently <https://www.hse.gov.uk/coronavirus/cleaning/index.htm>
* **Turn away people with COVID-19 symptoms.** Staff members or customers should self-isolate if they or someone in their household has a persistent cough, a high temperature or loss of taste or smell. They must also self-isolate if they have been told to self-isolate by the relevant contact tracing service within their jurisdiction. If you know that a worker is self-isolating, you must not allow them to come to work. It’s an offence to do this. <https://www.gov.uk/guidance/if-you-need-to-self-isolate-or-cannot-attend-work-due-to-coronavirus>
* **Communicate and train.** Keep all your workers, contractors, and visitors up to date on how you’re using and updating safety measures.

Dependent on the type of business and premises, you may wish to include additional health protection measures in your risk assessment such as continuing to request customers to wear face coverings when entering your premises; enabling people to check into your venue by displaying a QR code; asking for a COVID pass. These are optional to the standards.