

Bolton Council

Licensing Unit
Regulatory Services
2nd floor, Paderborn House
Bolton
BL1 1QY
Tel: 01204 336584 (option2)
Email: licensing.covidrecovery@bolton.gov.uk
www.bolton.gov.uk

Dear business owner/licensee,

I'd like to take this opportunity to thank you for your continued support and compliance, and for the tremendous effort made by the hospitality sector in Bolton in making premises Covid secure.

You'll be aware that Bolton is currently the epicentre for the COVID-19 variant and our current infection rate is significant in comparison to other areas. I'd like to ask you to remain extra cautious, ensuring compliance with the regulations and guidance, and to work with partner agencies.

I've duplicated below some of the information contained in my previous communication. Many of you found this useful and informative. We want to help you achieve compliance, so if you've any questions then please email us at the email address provided above.

Key dates:

- **17 May 2021** - Indoor hospitality reopens. Most rules on social contact outdoors are lifted, but the 'rule of 6' and maximum mixing of two households apply indoors.
- **21 June 2021** - Government hoping to lift all social restrictions (date to be confirmed no later than one week before). This includes restrictions on nightclubs - a sector that is not included with the easing of restrictions on the 17 May.

From 17 May 2021 hospitality venues able to open for indoor and outdoor service:

1. SERVICE OF FOOD AND DRINK ON PREMISES

- Where alcohol is served on the premises food or drink must be ordered and served whilst customers are seated.
- This means customers cannot order at a bar or counter.
- Businesses must take steps to ensure that customers remain seated whilst consuming their food or drink.

2. NUMBER OF PERSONS PERMITTED

Groups in indoor setting (including substantially enclosed structures outside - see point 3 below):

- Customers will be able to meet in groups up to 6 people (the Rule of 6) or as two households.

Groups in outdoor setting:

- Customers will be able to meet in groups up to 30 people.
- Calculate your customer capacity limits for indoor and outdoor settings in line with Covid/health and safety/fire safety risk assessments and ensure that these numbers are not breached.
- People from different households should be socially distanced (2 metre or 1 metre with mitigation).

3. OUTDOOR STRUCTURES AND COVERED AREAS

- A structure or covered area (e.g., green house, shed, pod or similar structure) is considered indoors if it is substantially enclosed (as per smoke free legislation).
- At least 50% of the total wall area needs to be open, to allow it to be used as an outdoor space; this is known as the 50% rule.
- Open sides must not be close to walls, fences or other obstructions that will impede ventilation.
- Any structures/covered areas must comply with health & safety and fire risk assessments.
- From 17 May 2021, substantially enclosed structures can be used as an indoor setting to accommodate up to 6 people, or two households, as per point 2 above.

4. TEST AND TRACE INFORMATION

If customers are eating and drinking on your premises, you are legally obliged to:

- Display and make available the NHS QR Code for customers with a smartphone to scan upon entry. You can use this link to obtain one for your business – www.gov.uk/create-coronavirus-qr-poster
- Record contact details for all customers, staff, and visitors over the age of 16.
- Details must be stored for 21 days and shared with NHS Test & Trace and the local authority if requested.
- You must ensure that customers use the QR code, or you can use your own test and trace system, in addition to displaying the NHS QR code.
- You must refuse entry to customers who refuse to provide these details, or where you have reason to believe the details provided are inaccurate.

5. FACE COVERINGS

- You are legally obliged to display a notice, reminding customers to wear a face covering before entering indoor premises, unless they are exempt from doing so.
- Customers must wear face coverings in hospitality venues when indoors (unless exempt).
- Customers are permitted to remove their face covering when seated to eat or drink but are required to put their face covering back on once they have finished eating or drinking and when accessing toilets for example.
- Customers using outdoor settings will be required to wear a face covering if accessing indoor facilities including toilets.
- It is also compulsory for staff in hospitality venues to wear face coverings, in indoor areas that are open to the public.
- Where possible we ask you remind your customers when travelling in 'taxis' face covers must be worn.

6. RISK ASSESSMENT

Update Covid safe practises and your risk assessment:

- Including internal and external signage.
- Capacity and customer management.
- Table spacing for social distancing purposes.
- Hand sanitiser stations.
- Ensure a comprehensive cleaning regime is in place in customer and staff areas.
- Ensure staff receive refresher training and understand the procedures that are in place.

Guidance and advice on risk assessments is available here:

www.hse.gov.uk/coronavirus/assets/docs/risk-assessment

[Guidance has been produced on ventilation within indoor settings. Do not prop fire doors open.](#)

[COVID-19: ventilation of indoor spaces to stop the spread of coronavirus](#)

Indoor hospitality and higher footfall - re-assess the suitability of your cleaning policy. The link below gives detailed guidance on appropriate cleaning of customer toilets:

[Coronavirus \(COVID-19\): opening public and customer toilets](#)

The Food Standards Agency have provided a checklist to reopen safely during Covid-19 after a period of closure:

www.food.gov.uk/business-guidance/reopening-checklist-for-food-businesses-during-covid-19

If your business has been closed, consider the water system management and the risk of Legionella; the total or partial closure of businesses raises the need for effective controls to maintain the safety of water systems. The link below will assist you in managing risks from legionella:

www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak

7. STAFF COVID TESTING

We strongly advise that you encourage your employees to take rapid lateral flow coronavirus tests twice a week. These tests will pick up any positive cases and any employee that tests positive can self-isolate straightaway, and not pass the virus on to the rest of your workforce or your customers, risking closure.

Get coronavirus lateral flow tests for your employees.

You can order tests to use in the workplace or for your employees to collect and take home. Workplace testing is available to all businesses. There are several ways to access rapid lateral flow test kits:

- If you have already registered, you can order free rapid lateral flow tests until 30 June 2021. For further information please visit <https://www.gov.uk/get-workplace-coronavirus-tests>
- Individuals can also collect up to 2 packs of 7 rapid tests from a local pharmacy.
- Local test site, no booking is needed, and two kits can be collected either by car or foot:
 - Mere Hall, Mere Hall St, BL1 2QT, Monday to Friday 9am – 5pm

- Bolton Arena, Arena Approach, Horwich, BL6 6LB, Monday to Friday 9am – 2pm
- Victoria Halls, 43 Knowsley Street, BL1 2AS - 7 days a week, 9am – 5pm
- We are also offering a courier service, so any Bolton based company requiring 20 or more test kits can email us at boltontesting@bolton.gov.uk and we can arrange delivery. These will be limited to one box of 7 tests per employee. If you would like to arrange for delivery you will need to provide the following information:
 - Business Name and address
 - Contact name and number
 - Quantity of Rapid test kits required
 - Time and day you would like delivery (please allow 72hrs from making the request).

Do not use a rapid lateral flow test or go to a test site if you or your employees have symptoms. Anyone with symptoms should order a PCR test and self-isolate.

If you test positive for Coronavirus (COVID-19) you must stay at home for at least 10 full days in order to prevent passing the virus on to others. You can pass the virus to others, even if you are showing no symptoms. For further information on self-isolation support please visit:

<https://www.bolton.gov.uk/news/article/1175/covid-19-self-isolation-support>

8. BUSINESS COMPLIANCE ACTIVITY

Bolton Regulatory Services and Greater Manchester Police will be undertaking regular visits to premises, to support the sector and ensure that activity is being delivered safely and in compliance with the Regulations.

Whilst in most instances we will seek to offer advice and support, any significant or persistent non-compliance will receive appropriate formal action where necessary.

Please re-familiarise yourself with the conditions of your premises licence. With increased provision of outdoor hospitality and increased ventilation to indoor settings, please be mindful of the impacts of noise and be considerate of neighbours, mitigating impacts.

Our aim is to support and enable you to continue to provide a hospitality offer that ensures the safety of your staff and customers.

Patricia Clyne
Principal Licensing Officer

Further information:

Government guidance - Reopening businesses and venues:
www.gov.uk/government/publications/reopening-businesses-and-venues-in-england/reopening-businesses-and-venues

Legislation: [The Health Protection \(Coronavirus, Restrictions\) \(Steps\) \(England\) Regulations 2021](#)