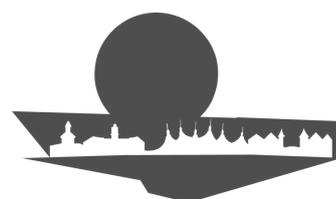


NEWSLETTER

BOGNOR REGIS BUSINESS IMPROVEMENT DISTRICT



BOGNOR REGIS
BUSINESS IMPROVEMENT DISTRICT

RECOVERY: PHASE ONE

June 2020

www.brbid.org | info@brbid.org | 07917 692690

Letter from the Chairman

Dear Businesses,

The past ten weeks have been tremendously difficult for us all, with our professional, personal and family lives impacted in previously unimaginable ways.

In my role as BID Chairman, I am genuinely proud of the many BID businesses who have been able to adapt to their changed circumstances in innovative and imaginative ways.

However, it has been equally devastating to hear first-hand the impact on businesses, owners and employees where adaptation has simply not been possible.

Whilst 15th June represents a positive step for many businesses, all of us here at the BID are acutely sensitive to the fact that many of you are still prevented from operating.

Our role is to make sure that the first phase of re-openings follows the guidelines, is carried out cautiously, and always respects the intention behind the loosening of restrictions, so that the spread of Covid-19 is minimised and the next wave of businesses are able to reopen as soon as it is safe to do so.

We've been working very closely with all of the agencies involved in the management of Bognor Regis Town Centre, and an enormous amount of effort has gone into making sure you have all the information you need, and that the public realm is ready when more businesses are able to operate. As much as we all want things to "get back to normal" as quickly as possible, the reality is that the 15th June marks the next stage in the "new different". There will be a time for celebration, and we will be there - for you, with you, celebrating alongside you.

But for now, the priority must be on safety - the safety of you, your staff, your customers, and the safety of everyone visiting the town. We must not lose sight of the risk, we must not rush, and we must not bend the rules - however tempting. By being cautious, by taking responsibility for our actions and making reasonable measures to protect others, we'll get through to the other side of this.

My very best wishes to you all,

Jason Passingham,



Chairman, Bognor Regis Business Improvement District

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Moving towards the reopening of more 'non-essential' retailers

This update addresses some of the key questions we've been receiving from businesses, and tells you about the measures being put in place to reduce the spread of Coronavirus as more shops and businesses are allowed to reopen.

The information is based on preparations being made for the next step of "non-essential" retailers being allowed to reopen (from 15th June), but applies to every business that will be reopening at a slightly later stage.

All of the information we're signposting you to is from the UK Government's guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic, or links from within those pages.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

It's really important that you make time to read the guidance for your sector, as we can't recommend or signpost you to any other advice than this.

The risk of Covid-19 spreading again is real, and we all need to play our part in helping to contain the virus. However, this is a completely new situation for everybody, and it would be totally unrealistic to think we'll all get it perfectly right from the outset.

So, this is the plan based on what we know now, which - just as in your own risk assessments and actions in your own businesses - will be reviewed and refined as the situation unfolds.

Heather Allen, BID Co-Ordinator

What should I be doing now?

1. Carry out a risk assessment of your business premises

The government has given very clear guidance that all businesses should carry out a risk assessment for their premises and take any reasonable actions that come out of that risk assessment.

It is actually the only thing that businesses are specifically being asked to do!



What the government is saying:

“Everyone needs to assess and manage the risks of COVID-19. As an employer, you also have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise them, recognising you cannot completely eliminate the risk of COVID-19.

You must make sure that the risk assessment for your business addresses the risks of COVID-19, using this guidance to inform your decisions and control measures. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace.

Your risk assessment will help you decide whether you have done everything you need to. There are interactive tools available to support you from the Health and Safety Executive.”

You can link to the government’s information here:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

You’ll find the links to the Health and Safety Executive’s interactive tools mentioned above in the guidance for your business sector.

Do I have to write my risk assessment down?

Every business is required to carry out risk assessment under health and safety legislation.

Whilst those with fewer than five employees are not required to document this, writing this down and displaying the COVID secure poster will help to demonstrate to your staff and customers that you have complied with this important requirement. This helps provide reassurance to staff and customers, and should be good for business.

Who can I ask for help?

You’ll find a number of useful links and resources – including social distancing signs – on ADC Environmental Health’s web pages:
<https://www.arun.gov.uk/health-safety-advice>

If you get really stuck and still need advice on the COVID secure guidance, you can contact ADC Environmental Health by following this link:
<https://eh.arun.gov.uk>

You’ll need to register as a user first, and can then submit your enquiry directly to the team through the “Requests” button on the home page. Please bear in mind that the Environmental Health Team will be dealing with a lot of enquiries, so may not be able to deal with your request for support immediately.

Will anyone check my risk assessment?

As with any other health and safety concerns, Local Authority Environmental Health Officers have powers to investigate and take action where complaints are made and conditions are found to be unsatisfactory.

A written risk assessment, showing the measures you introduced to reduce risks from Covid-19 will help them understand what you did to protect your staff and customers.

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)

2. Display the government poster showing you've carried out your risk assessment

Once you have carried out your risk assessment and taken the reasonable steps you've identified to control the risks from Covid-19, you should print off the "Covid-19 Secure" poster and put it up in your window. This will help reassure the public that you have taken reasonable steps to protect them when they come into your business.

3. Review your risk assessment once your business reopens

Accept that any Risk Assessment you write now - before reopening - isn't going to be perfect, and isn't set in stone. Once your business reopens, there are bound to be things that happen that you missed or couldn't foresee, or things that you'd planned that don't quite work out when your business premises is open. That's OK - just keep looking and learning, and adjust your measures to deal with each situation that comes up.

If in doubt, go back to the government guidance and see if there are any other suggestions that could help resolve the particular situation you've encountered.

4. Co-ordinate with neighbouring businesses

As more businesses start to reopen, there's a chance that your beautiful plans for a Covid-19 secure queuing system outside your premises will conflict with your neighbours'. It's a good idea to start a conversation with them about their plans as soon as you possibly can - ideally before reopening - so you can both adjust your queuing systems if needed.

Remember: each business is responsible for managing their queue - even if it's on the public highway (pavement) outside - so positive, ongoing communication with your neighbours is essential. There may not be a single perfect solution, but there will always be reasonable compromises.

What's being done to support businesses in the town centre?

There has been a tremendous amount of work going on behind the scenes for weeks, with all of the agencies, organisations and departments with a responsibility for town centres working together to help make the move to the next phase as smooth as possible. These are some of the measures that are being taken:

1. Encouraging social distancing

There won't be any dividing lines, strict one-way systems or barriers put up in any of the public spaces in the town centre. The focus is on creating as much clear, safe walking space as possible so that people are able to make good choices about social distancing when they are there.

Before the next step, when non-essential retailers reopen, you'll start seeing social distancing reminder advice going up in the town centre. This will include floor markings and signage reminding people to keep their distance, positioned to encourage people to stay to the left.

No-one can force anyone to follow social distancing guidelines – not even the Police, as it's not a criminal offence – and breaches by themselves can't necessarily be classed as anti-social behaviour. However, as a business owner or store manager, you are responsible for what goes on within your business, and the queuing system outside – even if it's on the public highway, so think about non-confrontational ways you could deal with any potential issues in that queue.

As at all times, if a situation escalates and you think there's a threat to public safety, dial 999 immediately and ask for the Police.



2. Road closures

WSCC are currently considering requests for temporary road closures of Bedford Street and a section of High Street in Bognor Regis between 9am and 5pm, seven days a week.

We've requested these temporary closures to increase the amount of safe space people can use to make good social distancing choices.

We appreciate that the outcome of this decision will affect how some businesses can plan your queues, and may also affect your delivery arrangements, so will let you know if WSCC agree, and any details about how it would operate, as soon as we hear back from them.

3. Community Wardens and Sussex Police

Arun District Council is funding an extra full time Community Warden for Bognor Regis for two months, starting on 15th June 2020. This is in addition to the full time Warden provided by the Bognor Regis BID, and the town’s allocated support from the Southern Co-Op Warden.

The extra Community Warden will provide the same crime reduction support for businesses as usual, but also give friendly reassurance for people visiting the town centre. Sussex Police’s Community Support Officers will be in the town centre as per their usual schedule, and are mindful of key dates of changes to the numbers of retailers and potential need for more support in town centres at those times.

It’s really important to understand that neither the Community Wardens nor the Police can intervene with queue management outside your business – that will be your responsibility.

The Police can only get involved in criminal matters, so please continue to report any criminal behaviour to the Police using 111 online, or by calling 999 in an emergency.

If you’re a member of the BID’s Business Crime Reduction Partnership, please keep reporting all incidents on the DISC app, as this gives the Police a clear view of what’s happening in Bognor Regis town centre. If you’d like to know more about the BID’s BCRP, please follow this link: <https://www.brbid.org/bcrp>



BOGNOR REGIS BID
BUSINESS CRIME REDUCTION PARTNERSHIP



Reporting Crime and Anti-Social Behaviour

Sussex Police
999

- a serious offence is in progress
- someone is in immediate danger or risk of harm
- property is in danger of being damaged
- a serious disruption to the public is likely

Sussex Police
101
Report online
www.sussex.police.uk

- non-emergency incidents where the crime has already happened and there is no immediate risk of harm

Anti-Social Behaviour
Arun District Council
0808 141 2800
(24 hour answerphone)
asb@arun.gov.uk

- general anti-social behaviour and repeated nuisance activity

02-06-19v4

CrimeStoppers	0800 555 111	www.crimestoppers-uk.org
• to report crime anonymously		
www.operationcrackdown.org		
• report anti-social driving and abandoned vehicles		
Street Communities	www.streetlink.org.uk	
• raise awareness of street homeless rough sleepers		
Drug Litter: Arun District Council	01903 737754	cleansing@arun.gov.uk
• report the finding of drug related litter including needles and other paraphernalia		
Noise Nuisance: Arun District Council	01903 737755	www.arun.gov.uk/noise-pollution
• report nuisance such as loud music, barking dogs, shouting, banging, alarms and DIY activity		
Licensing: Arun District Council	www.arun.gov.uk/your-views	
• report concerns about licensed premises or people		
Community Safety: Arun District Council	community.safety@arun.gov.uk	
• reports of widespread community based nuisance will be recorded and shared with partners		

What's happening with ..?

1. The General Market

The government announced that open air markets can start trading from the 1st June, two weeks before non-essential retailers can start to reopen.

The BID holds the Market Licence in Bognor Regis, and to try to keep as much space in the town centre for people to make good social distancing choices, we've made the decision to delay the reopening of the General Market until all of the town centre businesses have reopened.



This way we'll be able to see how much space is available for pedestrians in London Road with all of the businesses' queuing systems in place, before we introduce market stalls into the mix. This wasn't a decision taken lightly, and neither was it the only option considered.

Following the government announcement, the BID worked closely with the agencies responsible for town management to consider the safest options, and to identify a suitable alternative location for the traders to operate from temporarily. There was an amazing response from ADC, whose councillors and officers moved mountains to offer the use of Place St Maur.

However, when discussing the options with our traders, their strong preference was to delay reopening until it was safe to do so on the London Road. We're respecting their decision, and thank them for being so understanding, and for putting public safety ahead of their own trading opportunities.

We're now working towards the market reopening in a very structured way on a date linked to Step Three of the government's recovery strategy. At the time of writing, the earliest date for this is 4th July.

The General Market has a full risk assessment for its normal operations, and we're working on the specific risk assessment to make sure it's "Covid-19 secure" as an entity in itself. Like all other businesses, every trader must carry out a risk assessment and take action to make their individual stalls "Covid-19 Secure" before they can operate - market stalls are covered by the same guidance as shops and branches. As the licence holder, we'll need to check that these risk assessments demonstrate all reasonable measures have been taken. We'll only re-open the market when all of those assessments have been completed, and we're confident its return to London Road won't prevent people from making good social distancing choices.

The plan is that, when it reopens, the Bognor Regis General Market will operate on its usual Thursdays and Saturdays, between 9am and 5am. We'll be phasing the return of the market, starting with a core group of our regular traders - we won't be inviting any new traders for the time being - however much experience they have elsewhere.

Once we've been able to review, and are satisfied the Covid-19 Secure measures are organised as well as they can be, we will be opening up pitch opportunities to other experienced traders. At this stage, BID businesses will also be invited to trade using the BID's gazebos and market barrow, subject to completion of Covid-19 Risk Assessments and agreement to the standard trading terms and conditions. We'll share more details once we're in a position to offer this.

2. Tables and chairs in the town centre

At the time of writing, food and drink outlets are only permitted to offer takeaway and delivery services. The current guidance for these businesses is that:

- bar areas must be closed
- seated restaurants and cafe areas must be closed

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>



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The “Seated restaurants and café areas” includes any tables and chairs for customers outside - whether that’s on private land or on the public highway. They’re still considered to be part of your business premises.

Government legislation defines “takeaway” as: “... hot or cold food ... consumed, reheated or cooked by consumers *off the premises*.” <http://www.legislation.gov.uk/ukxi/2020/330/article/4/made>

Until the government advice changes, you shouldn’t be providing tables and chairs for your customers to sit and consume your takeaway food outside.

This will probably change within a matter of weeks, as the government’s ambition is that at least some of the remaining businesses and premises that have been required to close - including food and drink businesses - can start to reopen from 4th July (at the earliest).

Licences for the chairs and tables that you see positioned on pavements outside businesses anywhere in the Arun District are issued and managed by West Sussex County Council. Their position is that, once food and drink businesses are permitted to reopen, tables and chairs “should only be out in areas where social distancing can be safely maintained.”

They have also confirmed that any tables and chairs positioned on the public highway forms part of the establishment’s business, and that it will be the business’s responsibility to manage that seating as part of their Covid-19 Secure workplace.

3. Street cleansing

ADC Cleansing have enhanced cleansing regimes in the town centre, and a specific cleaner dedicated to the Bedford Street and Regis Centre public toilets. Temporary social distancing signage is in place at both sets of public toilets, and this will be monitored and reviewed as time goes on.

4. A boards

WSCC have confirmed that, without a licencing scheme in operation, A Boards are “unlawful obstructions of the highway and shouldn’t be in place at any time”. This means you can’t have any A Boards on the public highway outside your business – even if you were planning to use them to display Covid-19 information.

It’s not a problem if the outside land you want to put your A Board on is part of your business premises, but consider the impact this will have on the space available for your queuing plan first.



5. Displaying goods on pavements outside your business

This is a tricky one, as, like A boards, there’s no licencing scheme for displaying goods on the pavement outside your business premises. Whilst it’s something that some businesses have done in the past without any challenge, we’d like to encourage you to keep your goods inside your premises for the time being.

This will help maximise the amount of space for queuing systems on the pavements outside shops and businesses and make sure there’s enough space for people trying to walk by.

6. Buskers

WSCC have suspended busking licences for the time being. This is both to follow the government’s continuing message to stay at home if you can, and to reduce reasons for people to stop and gather in town centres. This will be reviewed when guidance changes.



7. Car parks & Two Hour Parking Disc scheme

All of Arun District Council's off-street car parks are open with their normal operating hours, and standard charges are being applied.

The Two Hour Free Parking Discs are still valid in the same Bognor Regis car parks: Fittleeet Multi Storey, Lyon Street and Hothampton Car Parks.

If you're a Parking Disc retailer in Bognor Regis and need more in time for reopening, please follow the usual ordering system (<https://www.brbid.org/parkingdisc2020>). Please email claire@brbid.org if you need any help.

Please be aware that it might take slightly longer to process your order as the Team are working from home, so place your orders as soon as you can.



8. Toilets

All public toilets run by Arun District council are open, and enhanced cleaning and sanitising is taking place.

With more shops opening, there may be greater demand on town centre toilets, which means potential queues outside. In Bognor Regis, ADC are taking steps to manage queuing at the Bedford Street facilities.

9. Events

To keep people as safe as possible from the risk of catching Coronavirus, all events in and around the town centre have been cancelled for the foreseeable future. We'll let you know when the situation is considered safe enough for events to start up again.

Once things settle down, we'll be looking at ways we can enrich people's town centre experience through art and music in ways that won't interfere with good social distancing choices.

Useful links

Bognor Regis BID

www.brbid.org

Facebook: <https://www.facebook.com/bognorregisBID/>

Community Warden: (For use by businesses only)

Tel: 07912 292406 | Email: brcw@swlsecurity.com

ADC Environmental Health: <https://eh.arun.gov.uk>

Bognor Regis Town Council

https://www.bognorregis.gov.uk/Temporary_Page_26293.aspx

Facebook: <https://www.facebook.com/bognorregistc/>

West Sussex County Council

<https://www.westsussex.gov.uk/campaigns/coronavirus-covid-19/#1>

Facebook: <https://www.facebook.com/WestSussexCC/>

Arun District Council

<https://www.arun.gov.uk/coronavirus>

Facebook: <https://www.facebook.com/arundistrictcouncil/>

Source of reliable Covid-19 information for your business and local area

Sign up to receive daily email updates from the government:

<https://www.gov.uk/email-signup?topic=/coronavirus-taxon>