

# #BrumIsBack – Reopening Licensed Premises

Version	Date	Summary
1-2	July 2020	Drafts
3	2 July 2020	Published guidance
4	14 July 2020	Reformatted to include paragraph numbers Added or amended 7.4, 10.1, 10.2, 12.1, 12.3, 14.1-5, 14.9, 14.10, 15.5
5	10 September 2020	Amended 1,2,3, 7.2, 14.2, 15.1, 15.2, 15.4, 16 Inserted 2.1, 3.1, 3.2, 17.3 Removed 15.5
6	24 September 2020	Paragraphs re-ordered. Added:3.2,6.2-4, 7. Amended:6.1, 6.5,6.6, 8 (rewritten), 9 (rewritten), 10.1, 10.5, 10.6, 18.1

## Frequently Asked Questions

1. This FAQ has been collated jointly by Birmingham City Council and West Midlands Police to try and assist with any questions you may have. This is not a substitute for the government guidance. For support contact [bw\\_licensing@west-midlands.pnn.police.uk](mailto:bw_licensing@west-midlands.pnn.police.uk) and [licensing@birmingham.gov.uk](mailto:licensing@birmingham.gov.uk)
2. From 4 July, the Coronavirus regulations were amended to allow pubs, bars and restaurants to reopen. This includes licensed clubs. Further relaxations followed. The Government has issued comprehensive guidance about how business should operate. This guidance is updated to reflect any changes to legislation and strategy for tackling Coronavirus. <sup>1</sup>
3. There has been a lot of guidance published relating to specific service sectors. Not all of the measures and controls apply to all businesses, so it is important you understand which rules apply to you. The guidance and regulations change regularly to reflect changes to the local and national situation. You may see announcements in the media or hear about them, but it is important to check the official government websites for the detail. <sup>2</sup>
  - 3.1. The Prime Ministers Press Conference Statement on 9 September reiterated the importance of maintaining effective social distancing in every setting. <sup>3</sup>
  - 3.2. A further statement from the Prime Minister on 22 September detailed further measures affecting businesses and the general public. <sup>4</sup> These measures are summarized in this document, but, again, we recommend checking the latest sector specific advice.
4. Please remember that should you not operate safely; you could be prosecuted under the Health and Safety at Work Act. You are also putting your premises licence at risk of review.

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<sup>1</sup> <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

<https://www.gov.uk/government/publications/further-businesses-and-premises-to-close>

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

<sup>2</sup> <https://www.gov.uk/coronavirus>

<sup>3</sup> <https://www.gov.uk/government/speeches/pm-press-conference-statement-9-september-2020>

<sup>4</sup> <https://www.gov.uk/government/speeches/pm-commons-statement-on-coronavirus-22-september-2020>

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- 4.1. Continued or serious breaches of Covid related safety measures could be considered to be a public nuisance and as such could result in review proceedings being issued against your premises.
  - 4.2. The Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020 give additional powers to the Local Authority to issue a direction to a premises, an event or on an outdoor space. This direction could be to restrict numbers, restrict entry or to close completely. Failure to comply could result in a fine or prosecution.
5. The guidance covers safe working and operating practices; working from home; travelling to and from work; tips for social distancing within the premises, particularly toilets and high-volume areas, etc.

## 6. Risk assessments

- 6.1. All businesses must undertake a risk assessment to ensure they are operating as a **COVID-Secure business**. This is to protect both staff and customers from infection, or the potential spread of infection from asymptomatic people. GOV.UK [has a webpage](#) that will help you to write your risk assessment:
  - 6.2. Under the Management of Health and Safety at Work Regulations 1999, the minimum you must do is:
    - identify what could cause injury or illness in your business (hazards)
    - decide how likely it is that someone could be harmed and how seriously (the risk)
    - take action to eliminate the hazard, or if this isn't possible, control the risk
  - 6.3. As part of your COVID-19 Risk assessment you must:
    - identify what work activity or situations might cause transmission of the virus
    - think about who could be at risk
    - decide how likely it is that someone could be exposed
    - act to remove the activity or situation, or if this isn't possible, control the risk
  - 6.4. Risk assessments may specify that checklists should be completed – but a checklist on its own is unlikely to satisfy the requirements of a risk assessment. If your risk assessment requires certain activities such as regular toilet checks/cleaning, these should be recorded when they are done – this could be an appropriate use of a checklist.
  - 6.5. The risk assessment is key to understanding how you can trade safely while protecting yourself, your staff and your customers from coronavirus. It should be written, (even if you have fewer than 5 employees, we still recommend this be a written document) and then shared with your staff. It will be a “fluid” document which you can amend as appropriate i.e. after each shift, following an incident or following a change to guidance or legislation, so you can reflect and adjust your working practices and update the risk assessment to suit. For example, you might find that your customers ignore markings on the floor, but will follow signage instead, or rearranging furniture may be more helpful. Make sure your staff know what the risk assessment says and where a copy of it is kept. You may be asked for it by a police officer or council enforcement officer.
  - 6.6. Part of your risk assessment should detail how you will manage the entry and egress of customers, and the number of customers at a venue, so that all indoor customers are seated with appropriate distancing, and those outdoors have appropriately spaced seating. Managing entry numbers can be done through reservation systems, social distancing markings, having customers queue at a safe distance for toilets or bringing payment machines to customers.
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- 6.7. Maintaining social distancing is part of the responsibility of licensed premises. Where there is build-up of groups outside of the social distancing rules then it is a matter for licensed businesses to prevent this recurrence. This may require a reduction in customer numbers, added physical barriers or more physical markings to encourage compliance but no action is not an option. Not being able to manage these challenges may lead to local lock downs or enforcement action.
- 6.8. Social Media and your website are a good way to get the message to your customers – let them know your arrangements for bookings, let them know early if you are fully booked to avoid disappointment and to avoid having to use your staff to manage queues.

## 7. Restrictions on Opening Hours

- 7.1. From 24 September new regulations<sup>5</sup> require the following categories of premises to be **closed** (i.e. no customers on the premises) between 22:00 and 05:00:
- Restaurants, including dining rooms in hotels or members' clubs
  - Pubs and bars
  - Social clubs
  - Cafes
  - Businesses providing food and drink for immediate consumption off the premises (but not supermarkets, convenience stores, pharmacies and petrol stations).

The above premises may continue to sell food or drink for consumption off the premises between 22:00 and 05:00 but only in the following circumstances:

- by making **deliveries** in response to orders received online/app/phone/text/by post; or
- to a purchaser who **collects the food or drink in a vehicle**, and to whom the food or drink is passed **without the purchaser or any other person leaving the vehicle**. (i.e. Drive through)

Theatres, cinemas and concert halls may continue after 22:00 but **only for the purpose of concluding a performance which began before 22:00**. (We interpret this to mean only the performance may continue – any sales of food/drink must cease at 22:00).

There are some limited exceptions such as motorway service areas and cafes in hospitals.

## 8. On the Premises (including the 'rule of six')

There is no specific maximum capacity you are allowed. Instead your **capacity** should be based on the number of people you can host whilst maintaining the measures set out in the guidance and will vary based on the profiles of each group in your premises. Additional furniture (tables, chairs, queuing barriers etc) will all diminish your floor capacity and will require you to revise your Fire Risk Assessment. Again, the risk assessment and a decent plan of your premises will be a big help to you in calculating what is achievable. Including a plan in your risk assessment is strongly advised. The Health Protection (Coronavirus, Restrictions) (Obligations of Hospitality Undertakings) (England) Regulations 2020 prohibit premises from accepting bookings for more than 6 persons (exemptions apply) or admitting parties of more than 6 into the premises (exemptions apply). Premises must also take reasonable measures to ensure there is no mingling between parties whilst **on their premises**<sup>6</sup>.

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<sup>5</sup> The Health Protection (Coronavirus, Restrictions) (No. 2) (England) (Amendment) (No. 5) Regulations 2020 [https://www.legislation.gov.uk/uksi/2020/1029/pdfs/uksi\\_20201029\\_en.pdf](https://www.legislation.gov.uk/uksi/2020/1029/pdfs/uksi_20201029_en.pdf)

<sup>6</sup> [https://www.legislation.gov.uk/uksi/2020/1008/pdfs/uksi\\_20201008\\_en.pdf](https://www.legislation.gov.uk/uksi/2020/1008/pdfs/uksi_20201008_en.pdf)

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- 8.1. It may be easiest to control this through your table booking system and by giving advice on arrival.
  - 8.2. The maximum number of people permitted for marriage and civil partnership ceremonies and receptions is reduced from 30 to 15 people. The 30 maximum remains for funerals. (this provision does not take effect until 28 September 2020).  
These regulations require an **appropriate distance** is maintained between tables occupied by different qualifying groups. (see para 10 below :2m rule)
  - 8.3. From 24 September 2020, a person responsible for carrying on a business **which serves alcohol for consumption on the premises** may sell food or drink for consumption on the premises **only if**—
    - (a) the food or drink is **ordered by, and served to, a customer who is seated on the premises;** and
    - (b) the person takes **all reasonable steps** to ensure that the customer remains seated whilst consuming the food or drink on the premises.
  - 8.4. Don't let people move furniture around and don't let separate groups of people mingle, even if they know each other.
  - 8.5. A person responsible for carrying on a business or providing a service which **does not serve alcohol for consumption on the premises** may sell food or drink for consumption on the premises **only if the person takes all reasonable steps to ensure that the customer remains seated whilst consuming the food or drink on the premises**
  - 8.6. Essentially -this means,
    - pubs, bars restaurants etc. – are legally obliged to operate full table service. Customers cannot order at the bar/counter. (You can, of course, still provide a mechanism for customers to order via an app or website or similar.).
    - Cafes, coffee shops etc. which don't serve alcohol can still allow (COVID secure) counter service but must still ensure customers remaining on the premises are seated for the consumption of their food/drink.
    - Smoking areas – customers may only 'stand' in smoking areas if they are not consuming food or drink...
  - 8.7. Premises which ordinarily sell alcohol but for whom table service is not practicable may wish to consider ceasing the sale of alcohol for the 'emergency period'. If premises decide to adopt this approach, we would expect all alcohol to be removed from display and signage / amended menus to reflect this change.
  - 8.8. **ON THE PREMISES:**  
The definition of 'on the premises' according to the regulations goes beyond what many people may have previously considered. The regulations extend the requirements to include:  
*"an area adjacent to the premises of the business where seating is made available for customers of the business (whether or not by the business) or which customers of the business habitually use for consumption of food or drink served by the business is to be treated as part of the premises of that business"*  
This definition therefore brings furniture you may not have set out yourself within the definition of 'your premises' This could include street furniture provided by the local authority, your BID or anyone else.
  - 8.9. If you have put in place table bookings, please tell your customers so they don't just turn up on spec. Use your social media accounts and signage on the premises. If you are limiting the time people can book a table for, make this clear to them. Customers won't be able to go anywhere else easily, so be prepared for them wanting to stay beyond their allotted time slot. Think about what you will do if they won't leave?
  - 8.10. **Social Distancing is the key message in all instances.**
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8.11. The updated guidance from the Government issued on 9 September<sup>7</sup> clarifies that you should continue to maintain social distancing with anyone you do not live with. For example, a table for 6 which consists of 3 couples from different households should allow for appropriate social distancing (2metres or 1metre plus mitigation if 2m is not viable) between each couple.

8.12. **Face Coverings:**

STAFF: Following amendments to the regulations<sup>8</sup>, any person who, when acting in the course of their employment or providing services under arrangements made with the person responsible for the relevant place, is in any part of a relevant place listed in Schedule 3 which is open to the public, and comes or likely to come within close contact of any member of the public is required to wear a face covering. This means, your staff will now be required to wear a face covering when in close contact with customers. (limited exemptions apply)

CUSTOMERS: Customers are also required to wear a face covering (save for limited exemptions as before) whilst on the premises at all times except when eating or drinking. This means they should wear a face covering when going to/from their table, whilst waiting for their order to arrive and after they have finished. You must remind customers of this requirement.

Public Health have advised that face visors do not provide adequate protection on their own and have been linked to outbreaks. If you chose to use, these, staff must also wear a face mask. Face masks should be worn if staff are less than 2m from customers or other staff

## 9. Test and Trace

9.1. It is now mandatory for certain businesses to request customers to provide the following information:

- a) the name of the individual;
- b) a telephone number on which the individual may be contacted;
- c) an e-mail address if the individual is unable to provide a telephone number;
- d) a postal address if the individual is unable to provide an email address;
- e) the date and time that the individual entered the relevant premises;

9.2. The NHS Test and Trace service have created an app which allows customers to scan a QR code upon entry to your premises. This removes the need for you to collect this information yourself. You must create your premises specific QR code from the NHS website: <https://www.gov.uk/create-coronavirus-qr-poster> and you MUST display this poster or multiple posters in your premises.

9.3. If you collect the information yourself, you must retain the information securely, for a period of 21 days beginning with the day on which the details are provided; and destroy those details as soon as reasonably practicable after the expiry of the 21 days unless there is another basis outside these Regulations on which the details may lawfully be retained. You must also disclose this information as soon as possible where requested by an authorised officer.

9.4. If you use your own QR code as a means of recording customer details or menus/ordering etc. you should ensure this is clearly differentiated from the NHS code. There is further guidance on the NHS website<sup>9</sup>

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<sup>7</sup> <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

<sup>8</sup> <https://www.legislation.gov.uk/uksi/2020/1026/regulation/2/made>  
<https://www.legislation.gov.uk/uksi/2020/1028/contents/made>

<sup>9</sup> <https://faq.covid19.nhs.uk/category/?id=CAT-01027&parentid=CAT-01025>

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- 9.5. You must make sure **you** keep all data confidential and secure, **not** use the information for any purpose other than assisting NHS Test and Trace and **not** share it with anyone other than those people authorised by the government to collect the information for the purposes of preventing the spread of coronavirus. The [Information Commissioner's website](#) has more information.

## 10. Social Distancing – 2m or 1m?

- 10.1. Lack of proper social distancing has been identified as a significant cause of the recent rise in COVID-19 infections, particularly in social settings. In some circumstances the '2 Metre rule' regarding social distancing had been relaxed to 1 metre 'plus' with robust risk mitigation, **where 2m is not 'viable'**.
- 10.2. Mitigation does not include basic measures such as good hand and respiratory hygiene, the compliance with which should be universal and is assumed.  
(<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>)
- 10.3. To be clear **the 2 metre social distancing rules still apply**.
- 10.4. Your risk assessment should detail why you believe it is not 'viable' to maintain the 2m social distancing rule and explain what risk mitigations you will put in place. (There is no agreed definition as to what 'viability' means in this context).
- 10.5. **There still must be social distancing between people from different households and between staff and customers and wherever possible this must be 2 metres.**
- 10.6. The Health Protection (Coronavirus, Restrictions) (Obligations of Hospitality Undertakings) (England) Regulations 2020 include reference to maintaining an 'appropriate distance' between tables. They define an 'appropriate distance' between tables as follows:
- at least two metres, or
  - at least one metre, if—
    - there are barriers or screens between tables;
    - the tables are arranged with back to back seating, or otherwise arranged to ensure that persons sitting at one table do not face any person sitting at another table at a distance of less than two metres; or
    - other measures are taken to limit the risk of transmission of the coronavirus between people sitting at different tables;

## 11. Staff

- 11.1. It is really important to protect your staff from coronavirus.
- 11.2. The best protection for your staff is regular handwashing and to maintain a 2m distance from other staff and customers where possible, and 1m+ with mitigation where it isn't. Staff should travel separately and not car share, avoid public transport and have a change of clothes for the workplace. It is recommended that regular shifts are organised, so people are working with the smallest number of different people as possible.
- 11.3. Make sure your staff are aware of the measures you've set out in your risk assessment, including the wearing of PPE. Have a staff debrief at the end of the night – *what went well, what went wrong, how do we need to change it?*
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- 11.4. **You are required by law to report if a member of staff tests positive for COVID-19.** This is vital so contact tracing can start. You may need to ask all your staff to self-isolate if one becomes infected so reiterate the advice to stay at home if they feel unwell, have a temperature or cough. You can report if a member of staff has tested positive for COVID-19 by [submitting a form](#) on the Health and Safety Executive's website.
- 11.5. You should consider how you will respond in the event of a reported infection. Will you have sufficient staff to continue operating? Will you need to close for a short time? How will you communicate this to your customers, particularly those who have made bookings? Make sure you have up to date contact details / emergency contacts for all of your staff.

## 12. Queues and outside areas

- 12.1. Management of any queue of customers is **your responsibility**, even if they are outside. You should seek to avoid queues wherever possible, but if a queue does form, you will need to have a plan in place for its management and maintaining social distancing. Any queue should also be separate from your customers inside or out.
- 12.2. Using and promoting a booking system and discouraging 'walk-ins' will help you to minimise queueing. Staff should communicate with people in the queue to advise them on potential waiting times or other entry requirements such as the requirement to book etc.
- 12.3. Be realistic about the queue – don't let a long queue form if there is no realistic prospect of them being seated. Manage their disappointment early to prevent potential disagreements or arguments.

## 13. Security (Door) staff

- 13.1. You should risk assess how many security staff you will need for: inside your premises, to manage outdoor areas, any queue that may form, eject people refusing to leave after their booked time slot and prevent entry to people who have not booked, or when the premises have reached full capacity . It may be the number you assess to be sufficient is less than your licence condition due to your capacity being greatly reduced. If you feel a licence condition cannot be met or does not apply in these current circumstances, you should contact [bw\\_licensing@west-midlands.pnn.police.uk](mailto:bw_licensing@west-midlands.pnn.police.uk) and [licensing@birmingham.gov.uk](mailto:licensing@birmingham.gov.uk)

## 14. Entertainment

- 14.1. The Government have produced a five stage 'road map' to bringing performing arts back safely.
- |              |  |
|--------------|--|
| Stage One:   | Rehearsal and Training – No audiences  |
| Stage Two:   | Performances for broadcast and recording purposes  |
| Stage Three: | Professional Performances outdoors – with a seated audience                                      |
| Stage Four:  | Performances allowed indoors and outdoors but with limited socially distanced audiences indoors. |
| Stage Five:  | Performances allowed indoors and outdoors with a fuller audience indoors.                        |
- 14.2. As of 14 August 2020, we are at STAGE FOUR.
- 14.3. From 25 July 2020 dance studios were permitted to open. This does **NOT** include **NIGHTCLUBS**.
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- 14.4. Venues should be discouraging or avoiding activities or features that are likely to encourage audience behaviours increasing transmission risk, including (but not limited to) crowding, clustering, communal dancing and physical contact outside of household groups or support bubbles.
- 14.5. All venues are required to take steps to avoid people needing to unduly raise their voices to each other which includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult, loud background music, communal dancing, group singing or chanting.
- 14.6. You should very carefully risk assess the showing of football matches, or other live sport, on your TVs. It will be hard to control your customers and to stop them from shouting, cheering and celebrating.
- 14.7. This may be more specific than just 'football' as certain teams or particular matches may have additional risks. e.g. local derby's, promotion/relegation battles etc.
- 14.8. It may be possible for you to provide facilities such as snooker, pool, darts, and potentially gaming machines provided players are seated in between each shot and social distancing is maintained. Distance is between the players, not the table/dartboard etc. Appropriate cleaning measures must be in place for any equipment used.
- 14.9. At the time of writing the Government still strongly recommends that indoor sports not be provided.

## 15. Off sales

- 15.1. The Business and Planning Act 2020 automatically added 'off sales' to any premises which was previously 'on sales' only for a temporary period, until September 2021.
- 15.2. The law also disappplies any conditions on existing licences which would restrict off sales.
- 15.3. There are exceptions to these relaxations.
- 15.4. If you are unsure about which conditions will not apply under this legislation please check with [bw\\_licensing@west-midlands.pnn.police.uk](mailto:bw_licensing@west-midlands.pnn.police.uk) and [licensing@birmingham.gov.uk](mailto:licensing@birmingham.gov.uk)

## 16. Outside

- 16.1. It is important that you continue to operate responsibly. Be mindful of the four licensing objectives, ensure you handle littering, antisocial behaviour and nuisance. If you are providing alcohol in open containers you may want to consider the use of non-glass containers.
  - 16.2. Check if you are in a [PSPO area](#), and if so you will need to consider how you will allow people to drink outside your premises.
  - 16.3. If you wish to place furniture on the pavement, you will need to apply for permission to do so. The Government has introduced a new 'Temporary Pavement Licence'. The provisions are in the Business and Planning Act 2020. You can apply online at [https://www.birmingham.gov.uk/info/20083/general\\_licensing\\_applications/2216/pavement\\_licences/5](https://www.birmingham.gov.uk/info/20083/general_licensing_applications/2216/pavement_licences/5)
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- 16.4. If an application for a Temporary Pavement Licence would also require additional permissions, such as a Temporary Traffic Restriction Order, these permissions MUST be sought separately. There may be additional costs for such permissions. Issuance of a Pavement Licence does NOT supersede any requirement for such permission, and its validity would be conditional on the securing of such permission. Similarly, the Temporary Pavement Licence does not authorise the sale of alcohol from that area. You will need a valid authorisation issued under the Licensing Act 2003 in order to sell alcohol.

## 17. Rebuilding Confidence

- 17.1. An essential factor in successfully reopening your business will be your customers...
- 17.2. Reassuring your customers you have considered their safety will encourage them to want to come back. You may encounter different challenges to the ones you were used to dealing with months ago.

- How easy will it be to assess people's level of intoxication when you are using app ordering / table service?
- How will your security staff deal with their 'ordinary' functions such as searches and ejections?
- There may be a degree of anxiety or tension – you will need to be aware of people encroaching on other's space – even if unintentional. It could cause feelings of anxiousness or even fear.
- You will still need to take care of vulnerable customers and think about their safety. Do your plans allow for a potential 'quiet area' where staff could speak calmly to a customer in need of help?
- Consider what happens at the end of the night- how will you manage departures so as to avoid crowding or pinch points/ queuing for taxis etc. Can this be managed through your booking systems? How will your staff get home safely?
- Consider facilitating feedback from customers – 'Did you feel safe?' / 'How did we do?'. They may provide you with some valuable feedback as to how you can improve the customer experience.
- If anything, people have become used to licensed premises being closed and their streets being quiet so sensitivity will be heightened once customers start to return to licensed premises, and particularly if making more use of outdoor areas.
- Consider extending your feedback requests to your neighbours as well.
- You may end up dealing with a customer who is unwell, is repeatedly coughing or reports they are experiencing symptoms of COVID\_19. What are your plans for this?
- If you have children running around in an outside area or beer garden it may present an issue to other customers. What are your plans for this?

### 17.3 Whistleblowing Referrals

The City Council has introduced a facility for people to report concerns about businesses which may be putting staff or customers at risk.

These concerns can be reported online at <https://www.birmingham.gov.uk/xfp/form/755> or by calling 0121 303 1116.

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## 18. Finally

- 18.1. Keep your standards high, even if it looks like COVID-19 is going away. Please ensure that cleaning regimes and social distancing measures are strictly enforced. Any local outbreak could result in further closure of business. Consider the impact on your business if Birmingham has to adopt further local lockdown measures and the issues this will cause with future consumer confidence.
- 18.2. Be a good neighbour. Even though the Government is encouraging the café society again, this does not mean that the public nuisance objective has gone away.
- 18.3. These are guidelines and unless specified, are not the law, however, please remember that should you not operate safely, you can be prosecuted under the Health and Safety at Work Act. You are also putting your premises licence at risk of review **and risk your customers not wanting to return.**

**This document is intended to address the main points which have been raised as 'FAQ's. It doesn't address all the aspects you will need to consider in your risk assessment or in wider planning for reopening your premises. You should still read through the Government guidance carefully. If you are unsure, seek advice.**

Updates may be issued where necessary.

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## 19. Useful links and contacts

- [General advice on the easing of restrictions from 4 July.](#)
- [The Government guidance about how business should operate from 4 July.](#)
- [GOV.UK has a webpage that will help you to write your risk assessment.](#)
- [UK Hospitality have provided guidance for pubs and bars.](#)
- [The Health and Safety Executive has produced further information and guidance on Covid-19 risk assessments.](#)
- [You can report if a member of staff has tested positive for COVID-19 by submitting a form on the Health and Safety Executive's website.](#)
- If your premises is in a [PSPO area](#), allowing people to drink in public spaces near your premises may be problematic.

Further assistance may be obtained from:

- Alcohol Licensing: [licensing@birmingham.gov.uk](mailto:licensing@birmingham.gov.uk) and [www.Birmingham.gov.uk/licensing](http://www.Birmingham.gov.uk/licensing)
- Police Licensing: [bw\\_licensing@west-midlands.pnn.police.uk](mailto:bw_licensing@west-midlands.pnn.police.uk)

**This document should be used as a guidance tool. Only the courts can give an authoritative opinion on statute law. Every effort has been made to ensure this document is both comprehensive and accurate at the time of writing. Please refer to the Licensing Act 2003 and associated regulations for full details of the law. Nothing in this document constitutes legal advice and you should seek your own independent legal advice on the matters raised in this guidance note.**

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