



Regulatory Services  
Bartholomew House  
Bartholomew Square  
Brighton  
BN1 1JP

**REDACTED TEXT**

Licensing Authority  
Brighton & Hove City Council  
Bartholomew House  
Bartholomew Square  
Brighton  
BN1 1JP

Date: 6 July 2021

Our Ref:

Contact: **REDACTED TEXT**

Phone: **REDACTED TEXT**

Email: **REDACTED TEXT**

**JO CON ENDS 09.07.21 VALID PS (C)**

Dear **REDACTED TEXT**

**Licensing Act 2003**

**Representation in support of an application by Sussex Police seeking a review of the Premises License - 2021/01792/LAREV**

**Pascals Bistro Bar, 6 Queens Place, Hove BN3 2LT**

I write to make a representation on behalf of the Council's Food, Health and Safety Team, in their capacity as a responsible authority, in relation to the above application made by Sussex Police seeking to review the Premises Licence for the Pascals Bistro Bar, 6 Queens Place, Hove BN3 2LT.

This representation is made as the Food, Health and Safety Team have concerns that the licensing objective of the Public Safety is not being upheld.

The history of this matter is explained in more detail in the application of Sussex Police.

On 4 August 2020, following complaints received from local residents and visit by **REDACTED TEXT** Licensing Officer I phoned restaurant, now called Pascal's Bar. I was informed that Pascal Madjoudj, the owner was away **REDACTED TEXT** for 3 days. The new manager, **REDACTED TEXT** advised that a Covid Risk Assessment had been carried out. Following this conversation, I sent an email requesting a copy of the Covid risk assessment. On receipt of the risk assessment further email was sent with my comments on and asking for a revised version by 12 August 2020. Copies of email correspondence and risk assessment can be seen at Appendices A, B and C.

If requested by a third party under the provisions of the **Freedom of Information Act 2000** the contents of this letter may be disclosed by Brighton & Hove City Council. For further advice please contact (01273) 291207 or search our website on [www.brighton-hove.gov.uk/foi](http://www.brighton-hove.gov.uk/foi)

Telephone: 01273 290000  
[www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)

On 12 August 2020, as no revised risk assessment had been received, I visited the premises. At the time of this visit I spoke with Pascal Madjoudj, and discussed cleaning, hygiene and the risk assessment. Pascal Madjoudj telephoned **REDACTED TEXT** and informed me that I would receive the risk assessment in the next 2 days.

On 20 August 2020, a further email was sent to Pascal Madjoudj, following another visit by **REDACTED TEXT** and her findings at time of visit. A copy of this email can be seen at Appendix D.

On 21 August 2020, I received an email from **REDACTED TEXT** with the updated risk assessment. A copy of this email and documents and my response can be seen at Appendices E, F, G and H.

Following a further visit by **REDACTED TEXT** and her findings at time of visit, a further email was sent to Pascal Madjoudj on 16 September 2020. A copy of this email can be seen at Appendix I.

On 17 September 2020, I served an Improvement Notice on Pascal Madjoudj and the premises. Copies of correspondence and Improvement Notice can be seen as Appendices J, K, L, M and N.

Based on my previous interactions with Pascal Madjoudj and the premises, I have little confidence in either the owner or any individuals who are running the premises.

In the circumstances, I fully support the application of Sussex Police seeking the revocation of the premises licence and consider that this is necessary to ensure that the licensing objectives of Public Safety are met.

Yours sincerely

**REDACTED TEXT**

**REDACTED TEXT**

Senior Technical Officer

**Appendices A, B, C** – Copies of email correspondence and risk assessment

**Appendix D** – Copy of email dated 20 August 2020

**Appendices E, F, G, H** – Copy email and documents 21 August 2020

**Appendix I** – Email sent dated 16 September 2020

**Appendices J, K, L, M, N** – Email sent, and Improvement Notice dated 17 September 2020

## Appendix A

**From:** REDACTED TEXT

**Sent:** 05 August 2020 15:20

**To:** REDACTED TEXT

**Cc:** REDACTED TEXT

**Subject:** FW: Pascal's Bar - Covid-19 Risk Assessment with comments

Dear REDACTED TEXT

I have now read through your Risk Assessment and attach a version with my comments. I understand that the original document was produced by REDACTED TEXT for their sites and that you have tweaked it for Pascal's Bar (previously La Fourchette). However, it needs to be made specific to Pascal's Bar and it requires much more detail on the Covid-19 control measures that you have put in place.

Since we spoke yesterday, I have been sent a photo taken in the evening on Saturday 1<sup>st</sup> August 2020 outside the premises, showing a densely packed terrace, and a large crowd of people spilling out onto the pavement and into the road. **These people are all very close together and so there is a very high risk of spreading Coronavirus. This situation is unacceptable and must not be repeated.** Some people clearly have bottled drinks in their hands and they are obstructing the public highway. I understand that my colleague in Licensing has written to Pascal about this.

I understand that the changes you have made since you started work include going over to table service only, which will help alleviate some of the problems. However, it is essential that you complete the Risk Assessment fully and put all necessary controls in place to stop the virus spreading. Being 'Covid Secure' will protect the staff, customers and the business. I expect that you and Pascal are aware of the potential consequences for the business if there was an outbreak linked to the restaurant, with possible formal closure being something that I am sure you would wish to avoid. I appreciate that you have made changes and it's good that you are willing to do more. I also attach a Toolkit which includes on Page 2 a link to a template Risk Assessment, showing all the areas you need to consider. I hope this is helpful, along with my comments on additional detail required. Please contact me to discuss if it's unclear.

**Please send me a copy of your revised Risk Assessment by 12 August 2020.**

Once completed, you must share your Risk Assessment with your staff and let customers know you have completed it and have safety measures in place. Details of how to do this and a poster you can display to tell customers are on Page 11 of the restaurant guidance:-

<https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-pubs-bars-takeaway-090720i.pdf>

You will see from the list of revisions at the start of the guidance that it is constantly being updated as we learn more about Coronavirus, so it's important that you regularly check for updates.

I have copied this email in to the restaurant, but In case I get another bounceback from REDACTED TEXT please can you provide me with an alternative working email address for Pascal as I need to write to him? Alternatively, please can you forward this email on to him and ask him to reply to me?

Many thanks for your help. Please contact me if you have any questions or need further guidance. Best to email me and I will then phone you.

Kind regards,

**REDACTED TEXT**

Food Safety Team, Environmental Health & Licensing  
Public Health, Brighton & Hove City Council  
Bartholomew House, Bartholomew Square  
Brighton, BN1 1JP

Tel: REDACTED TEXT

[www.brighton-hove.gov.uk/foodsafety](http://www.brighton-hove.gov.uk/foodsafety)

My working days are Monday to Thursday .

## CORONAVIRUS

Keep your business safe by following social distancing guidelines:-

<https://www.hse.gov.uk/coronavirus/social-distancing/index.htm>

## WASH YOUR HANDS MORE OFTEN FOR 20 SECONDS

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



## Protect yourself & others

For more information go to [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

We will make it clear how you can contact or access our services | We will understand and get things done | We will be clear and treat you with respect

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**From: REDACTED TEXT**

**Sent:** 04 August 2020 17:08

**To: REDACTED TEXT**

**Subject:** Re: Pascal's Bar - Covid-19 Risk Assessment and table spacing

Hi REDACTED TEXT

Thanks for the Risk Assessment, I've had a quick look at it but will have a proper read through tomorrow and email you my comments. It is important that it is site-specific though, and includes details of all the Covid-19 controls that you have put in place in the restaurant.

Thanks for confirmation about the name change and ownership.

I will be in touch again soon.

Kind regards,

**REDACTED TEXT**

Food Safety Team, Environmental Health & Licensing

Public Health, Brighton & Hove City Council

Bartholomew House, Bartholomew Square

Brighton, BN1 1JP

Tel: **REDACTED TEXT**

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**From:** REDACTED TEXT

**Sent:** Tuesday, August 4, 2020 4:51:11 PM

**To:** REDACTED TEXT

**Subject:** Re: Pascal's Bar - Covid-19 Risk Assessment and table spacing

Hi REDACTED TEXT

Please find attached Risk assessment I've put together.

It is still running by the same company but it's being renamed and branded to Pascals Brasserie. But the owners ect are the same. Please let me know if you have any other concerns. Which I can implement to sort out.

REDACTED TEXT

On 4 Aug 2020, at 16:12, REDACTED TEXT > wrote:

Dear REDACTED TEXT

It was good to talk to you, I'm pleased to hear that you have completed a Risk Assessment and that the table spacing has now been sorted out. You also mentioned that the number of tables has been reduced, the outside ones changed to seat 4s now, table service and no more standing at the bar and that you have hand sanitisers in place.

I would be pleased to receive a copy of the Risk Assessment.

Also, if you could confirm that the name of the business has changed from La Fourchette to Pascal's Bar, I will update our records, thank you. Is the company running the business still La Fourchette Brasserie Ltd or has that changed as well? If it's changed, I may need Pascal (or someone else) to fill out a new Food Business Registration Form.

Many thanks for your help.

Kind regards,

REDACTED TEXT

Food Safety Team, Environmental Health & Licensing

Public Health, Brighton & Hove City Council

Bartholomew House, Bartholomew Square

Brighton, BN1 1JP

REDACTED TEXT

[www.brighton-hove.gov.uk/foodsafety](http://www.brighton-hove.gov.uk/foodsafety)

My working days are Monday to Thursday

**CORONAVIRUS**

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- Get home or into work
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- 1. Eat or handle food

<image001.jpg>

**Protect yourself & others**

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Thank you in anticipation of your co-operation.

You can visit our website at <http://www.brighton-hove.gov.uk>

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APPENDIX B – STAFF, CUSTOMER, PREMISES, KITCHEN

HAZARDS	RISK TO WHOM/ DEGREE OF RISK	CONTROLS AND PRECAUTIONS	ADDITIONAL COMMENTS ON SITE SPECIFIC CONTROLS
<b>Before Work:</b>			
Staff Knowledge		training and briefing done with team members Pre arrival symptoms check	<p>REDACTED TEXT How do you keep a record of this training/briefing?</p> <p>REDACTED TEXT How will you do this? Include the symptoms in this document, ie new continuous cough, fever, change/loss of taste or smell</p>
Arriving to work	Staff - HIGH	Travel to work - assess per individual All staff to follow guidance on public transport and stagger shifts to avoid public transport at peak times Cycle to work preferred. Is there a safe space for bikes to be locked up securely? Walking for those live near -	bike rack at top of road
Protected Characteristics		We will understand and take into account individual's particular circumstances	<p>REDACTED TEXT You also need to consider the mental health and wellbeing of all your staff and how you will provide support &amp; information</p>
<b>On Arrival:</b>			
Spread of infection	Staff/Customer - HIGH	Return to Work Health Questionnaire & Advice Everyone to wash hands on arrival and use hand sanitiser Remove out of work clothes - change to uniform/work clothes on site	<p>REDACTED TEXT Do you have posters on display reminding people about washing hands, not to come in if they have symptoms and other precautions?</p>
Outside clothes contamination		Designated staff area for bags, clothes etc and staff asked to not bring excess belongings to site Space between hooks (where possible) in staff area so belongings don't overlap	kept in office
<b>Induction:</b>			
Spread of infection	Staff/Customer - HIGH	On site training:  New service measures explained and demonstrated: Roles: Floor, host, bar, cleaning, table service... Run through H&S measures & risk assessments Cleaning products refresher - COSHH Distancing measures & Expectations Caring for your colleague & customer training Hygiene and cleaning measures expectations Designated roles and clean down before and after shift swaps	<p>REDACTED TEXT How will you ensure staff can take customers' orders safely? 2m distancing or other measures, eg face masks/visors for waiting staff? Avoid sharing pens and order pads.</p> <p>meeting on Friday with team</p>
<b>During Work:</b>			
Staff Knowledge	Staff/Customer - HIGH	Daily briefing: Changes to health questionnaire Changes to service measures Changes risk assessment What your role is today Hygiene and cleaning measures	<p>REDACTED TEXT Have you considered additional Personal Protective Equipment (PPE) such as gloves for cleaning and face masks to protect each other and customers (where 2m distance can't be maintained)? Safe disposal of used PPE?</p>
Medical Conditions		Staff who have pre-existing conditions or living with people who do to take the safest available roles	
Breaks	Staff/Customer - HIGH	Encouraged outside or in designated areas Staggered with other shift members Wash sanitise hands on return	
Using the toilet	Staff/Customer - HIGH	Employees able to skip queue if no staff toilet in place. Toilet check to take place at the same time - clean as you go	<p>REDACTED TEXT Remember it's not just cleaning, but disinfection too, using a suitable disinfectant that also kills viruses, paying particular attention to hand-contact points and also surfaces such as table tops</p>
Spread of infection through surfaces	Staff/Customer - HIGH	Hygiene and Cleaning: Sanitiser stations and regular handwashing Checklist reminders for frequent cleaning schedule Clean as you go in shared staff areas	
Spread of infection	Staff/Customer - HIGH	If staff feel unwell, staff should follow isolation measures. If difficulty breathing 111 should be contacted. Ops Manager should be contacted.	
<b>After Work:</b>			
Spread of infection		Post shift review with all team members Staff informed to wash their work clothes at a minimum temperature of 60 degrees.	

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HAZARDS	RISK TO WHOM/ DEGREE OF RISK	CONTROLS AND PRECAUTIONS	ADDITIONAL COMMENTS ON SITE-SPECIFIC CONTROLS
<b>Before Arrival:</b>			
Overcrowding		Customers encouraged to use booking system to minimise queueing outside. Customers given time-slot to help manage crowds	<p>REDACTED TEXT Where will take-away customers queue/wait? Is it clear where to go? Signage</p> <p>How are you keeping customer records for NHS Test &amp; Trace?</p>
<b>On Arrival:</b>			
Spread of infection	Customers/Staff - High	Sanitiser station on arrival with signage asking customers to use when entering	
Keeping a safe social distance		<p>Clear instructional signage of new service procedures by entrance and queueing</p> <p>Directional signage - queueing system</p> <p>Host support during peak times</p> <p>Customers asked not to move furniture around</p>	<p>REDACTED TEXT Barriers? Floor markers to keep 2m apart?</p> <p>REDACTED TEXT Signs on tables or menus? Staff aware of layout and positioning of tables and chairs when putting them out each day, or putting back after re-arranging them for bigger groups? Maybe draw out a layout plan.</p>
Disabilities		Queues where possible will be wheelchair accessible and customers with disabilities will be attended to on an individual basis	
<b>During Visit:</b>			
Keeping a safe social distance to limit spread of infection	Customers/Staff - High	<p>Full Table service where possible via KC with instructions on table to how to use with staff support</p> <p>Clear signage and queue system if order at the bar</p> <p>Social distancing measures and directional flow and signage</p> <p>Food and drink brought to table on tray or glasses handled from the bottom 1/3 of glass</p> <p>Tray on table server steps back / or area on table to place glasses down</p> <p>Same process for clearance</p> <p>Condiments prepared per order into individual ramekins</p>	<p>table service in inside area outside and takeaway at bar</p> <p>REDACTED TEXT How is this marked? Barriers, floor markers, signs? Walkways to toilets?</p>
Condiments			<p>REDACTED TEXT Is this what you do? Other options are mentioned elsewhere in this document.</p>
Toilets	Customers/Staff - High	Limited number of people in toilet per use dependant on amount of toilets and entrance/exit space Toilet queing system and clear signage - host to assist	<p>tables 2 at a time gents/disable 1 at a time. Orna 1 one at a time</p>
Customer Conflict	Customers/Staff - High	<p>Customers not respecting social distance will be asked politely to leave</p> <p>Pets are asked to be kept on leads</p> <p>Children running around asked to stay at family table unless accompanied by adult to toilet</p> <p>No Childrens entertainment (colouring etc) to be supplied, customers are asked to bring their own</p>	<p>REDACTED TEXT No group singing or loud amplified music either, so that customers don't</p>
Accidents, security and other incidents	Customers/Staff - High	In an emergency, for example, a fire or break-in, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands	
<b>After Visit:</b>			
Spread of infection	Customers/Staff - High	<p>Thorough and regular hygiene and cleaning processes</p> <p>Sanitising table and chairs between each use</p>	



APPENDIX B – STAFF, CUSTOMER, PREMISES, KITCHEN

HAZARDS	RISK TO WHOM/ DEGREE OF RISK	CONTROLS AND PRECAUTIONS	ADDITIONAL COMMENTS ON SITE SPECIFIC CONTROLS
<b>Before Opening:</b>			
<i>Business ready to open safely</i>	<i>Staff/Customers -HIGH</i>	Daily manager walk-around: posters, signage etc, sanitiser stocked, PPE, IT Check	
<i>Equipment safety</i>	<i>Staff/Customers -HIGH</i>	Re-starting equipment - check safe to use, statutory certs reinstated	
<i>Overcrowding</i>	<i>Staff/Customers -HIGH</i>	Adjusted Capacity Calculation based on number of seats in remaining in the business. Table layout will be done allowing space for social distance and walkways for staff and customers. As there will be no vertical drinking, capacity will be calculated entirely from seats. Excess furniture will be removed. As spacing of furniture is maintained to Gov. guidelines on social distancing, the duty manager/host will manage the seating arrangements so we can assess that screens are not essential between tables. This also applies to screens at bars. If we are to operate fully by table service, no one will be at the bar for extended periods contact time so no screens necessary. Business lay out with new service journey - including distancing measures, floor plans, directional signage, clear queuing system, no pinch points and no vertical drinking	62 inside plus 26 on terrace 88 <b>REDACTED TEXT</b> If no screens and less than 2m between customers seated at tables, you need to state what other mitigation you have in place and how it is managed and maintained full table service inside only
<i>Moving Furniture - Manual Handling</i>	<i>Staff/Customers -HIGH</i>	Moving furniture to allow for social distancing measures excess furniture to be put in storage. Any staff moving furniture must have completed Manual Handling training Table plan and distancing measures	<b>REDACTED TEXT</b> You need to clearly state exactly what the controls are in your business - this Risk Assessment need to be site-specific rather than generic
<i>Legionaires</i>	<i>Staff/Customers -HIGH</i>	Flush through water systems for 3-5 minutes before use and temperature checks Opening Checklist	<b>REDACTED TEXT</b> Again, be specific about this <b>REDACTED TEXT</b> Please email me a copy of your Opening Checklist
<i>Public Highway</i>	<i>Risk of Statutory notices and closure - MEDIUM</i>	No items (or queuing) will be placed on public highway if avoidable, if items are put on highway, they will be placed to ensure they do not reduce pavement space that prevents the public from social distancing	<b>REDACTED TEXT</b> Where will customers queue and how will you keep them distant from people dining on the
<i>External Areas</i>	<i>Risk of Statutory notices and closure - MEDIUM</i>	Keep to the business allocated space and not encroach on space allocated to other businesses. Entrance queuing system will allow people to distance from each other and be clearly marked out with tape. Duty Manager/Host will limit number of people entering the premises in line with reduced capacity calculation.	<b>REDACTED TEXT</b> Are you allowing any walk-ins or do all customers have to book in advance? How will you manage diners on the terrace? How will you ensure that customers don't socialise with other people outside of their household/bubble/group booking?
<b>During Opening:</b>			
<i>Maintaining Social Distance</i>	<i>Staff/Customers -HIGH</i>	Visitors - sign in, by appointment, service workers not during busy times, washing hands on arrival Toilets - frequent cleaning, signage, staggered queuing, considered with service flow Queues - clear markings, signage, no pinch points, considered with flow of service and toilet queues Consider neighbours, other businesses and passers by when managing queues and crowd dispersal Service and payment areas where table service not possible	<b>REDACTED TEXT</b> You must also ask visitors to confirm that they have not had any Covid symptoms or been in contact with anyone who <b>REDACTED TEXT</b> How do you manage pinch points? How do you ensure 'one in, one out' for toilets? What if there's a queue for the toilets?
<i>Maintaining Social Distance and Cleanliness in Staff Areas</i>	<i>Staff/Customers -HIGH</i>	Stagger staff use - one at a time in cellar, office, dry store and walk in fridge freezers  Areas to be divided up by job role to limit spread between staff Clean as you go rule, equipment, door handles etc Bar work stations: spacing for side by side working, reduce close working as much as possible, set job roles and shift patterns to particular areas on site	<b>REDACTED TEXT</b> Safe procedures for using card machines? What if customer pays with cash? Procedures for taking and quarantining cash? <b>REDACTED TEXT</b> Do you have a walk-in freezer and separate dry store? This must be site-specific. <b>REDACTED TEXT</b> How will you keep people separate in the (very small, narrow) kitchen? Have you divided staff into different teams/shifts, so all staff don't need to isolate if there is a case?
<i>Deliveries</i>	<i>Staff/Customers /Delivery Drivers -HIGH</i>	Maintain social distance with delivery drivers & deliveries put away promptly into correct area delivery will be before business opens	<b>REDACTED TEXT</b> Is there a separate entrance for them to use?
<i>Ventilation</i>	<i>Staff/Customers -HIGH</i>	Keeps doors and windows open where possible	<b>REDACTED TEXT</b> Improving ventilation/air flow is a really important control measure for <b>REDACTED TEXT</b> Do you have an off licence? This must be site specific.
<i>Touch Points</i>	<i>Staff/Customers -HIGH</i>	Keep internal doors open (unless fire door) to minimise touch points	
<i>Off Sales</i>	<i>Risk of Statutory notices and closure - MEDIUM</i>	ensure you have the right licence and are using correct receptacles	
<i>Congregations</i>	<i>Risk of Statutory notices and closure - MEDIUM</i>	For take-away sales customers must not congregate on pavements and must be asked to politely move on. Ensure you have spoken to the council and can display posters at request and follow their guidelines to adhering to the controlled drinking regulations	<b>REDACTED TEXT</b> If you do take-outs, how will you manage this?

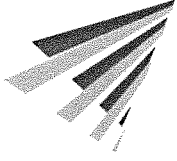
APPENDIX B – STAFF, CUSTOMER, PREMISES, KITCHEN

HAZARDS	RISK TO WHOM/ DEGREE OF RISK	CONTROLS AND PRECAUTIONS	ADDITIONAL COMMENTS ON SITE SPECIFIC CONTROLS
<b>Before Opening:</b>			
<i>Business ready to open safely</i>	<i>Staff/Customers -HIGH</i>	Follow normal Trail procedures, plus extra Covid daily checklists by shift leader covering: cleaning product stocks, fresh whites for staff, workstation shift plan, staff health checks, signage in place. CPL Training completed before return to work	<p>REDACTED TEXT Do you use the Trail system? I thought this was just for REDACTED TEXT Co premises. Do you provide fresh whites</p> <p>REDACTED TEXT Again, is CPL just the system that REDACTED TEXT use? What training have you given your staff in Covid measures? Records of this training?</p>
<i>Uniform</i>	<i>Staff/Customers -HIGH</i>	Staff to change into uniform in business and asked to only bring minimum personal belongings	
<b>Whilst Open:</b>			
<i>Overcrowding</i>	<i>Staff/Customers -HIGH</i>	Allowing kitchen access to as few people as possible. Putting teams into shifts to restrict the number of workers interacting with each other. Spacing workstations apart as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens.  Using 'one way' traffic flows to minimise contact. Minimising access to walk-in pantries, fridges and freezers, for example, with only one person being able to access these areas at one point in time.	<p>REDACTED TEXT How do you keep kitchen staff separate from bar staff and floor staff?</p> <p>REDACTED TEXT How have you done this in your kitchen? It's really narrow.</p> <p>REDACTED TEXT Is this marked out, if so, how?</p> <p>REDACTED TEXT Do you have a walk-in pantry? Make this site-specific to your business.</p>
<i>Contact</i>	<i>Staff/Customers -HIGH</i>	Minimising contact at 'handover' points with other staff, such as when presenting food to serving staff and delivery drivers. Continuing high frequency of hand washing throughout the day. Asking workers to wash hands before handling plates and takeaway boxes.	<p>REDACTED TEXT Explain exactly how you do this.</p> <p>REDACTED TEXT Are hands dried with paper towels, as this is the safest way of drying to prevent Covid spread</p>
<i>Breaks</i>	<i>Staff/Customers -HIGH</i>	Minimising interaction between kitchen staff and other workers, including when on breaks.	<p>REDACTED TEXT How do you do this?</p>
<i>Touch points and general hygiene</i>	<i>Staff/Customers -HIGH</i>	Increase cleaning frequency to existing cleaning procedures. Pay close attention to surfaces, touch points and utensils	<p>REDACTED TEXT As before, they need disinfecting with a product that kills viruses</p>
<i>Condiments etc</i>	<i>Staff/Customers -HIGH</i>	Providing only disposable condiments or cleaning non-disposable condiment containers after each use. Or use ramekins to dispense per use.	<p>REDACTED TEXT So which of these do you actually do?</p>
<i>Menus</i>	<i>Staff/Customers -HIGH</i>	Display menus on boards and or laminated menus or disposing of paper menus after each use. Any changes to existing menus require allergen list	<p>REDACTED TEXT Again, which of these do you actually have in place? Disposable menus are the safest.</p>
<i>Handover</i>	<i>Staff/Customers -HIGH</i>	Full clean down at shift handovers, phones, touch points	<p>REDACTED TEXT Clean and <b>disinfect</b>, using product which kills viruses</p>

# COVID-19 Tool Kit

## Considerations for restarting your business safely

(Version 1)



**Better Business for All**  
*A local partnership between Businesses and  
Regulatory Services to promote growth*

The Better Business for All (BBfA) partnership has used their knowledge and expertise to bring together resources from trusted organisations to help guide you through the main considerations for restarting your business safely. This Covid-19 Toolkit provides useful documents such as a risk assessment template and action plan, business checklists and useful guides to help you.

In addition to considerations suggested in this Toolkit, please ensure you also keep up to date with current Government guidelines relevant to the control of COVID-19.

### Your first question should be can I open?

Check if you are on the list of premises that can open- [Click Here](#)

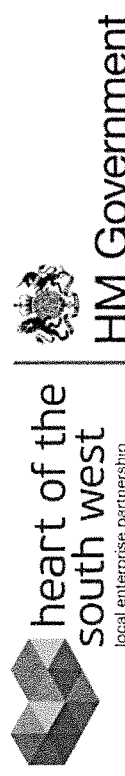
### Prior to re-opening:

If you cannot open yet, you should still start considering the risks and controls required to be in place once you are allowed to open.

Conduct a risk assessment specific to your business and complete the 'COVID secure' checklist (If you have 50 or more employees this should also be published on your website).

**This Better Business for All (BBfA) COVID-19 Tool Kit will help guide you to restarting your business safely.**

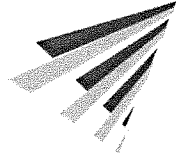
*Delivered in Partnership*



# COVID-19 Tool Kit

Considerations for restarting your business safely

(Version 1)



**Better Business for All**

*A local partnership between Businesses and Regulatory Services to promote growth*

This toolkit has been collated from current government guidance by staff across the BBFA partnership. Sources include, CIEH, Food Innovation Wales, gov.uk, Food Standards Agency. The aim is that businesses will find the template checklists, action plan, and documents of practical use when re-opening.

**NOTE: The checklists contain examples of relevant controls based on current guidance. Although these should help give you some direction you should amend and add controls that are relevant to your specific business having completed your risk assessment.**

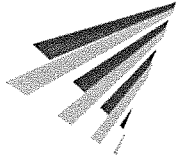
Please click on the link in the table to view and download the document.

Section 1 Risk Assessment and Action Plan				
Issue No.	Issue Date	Document title (click to download)	Purpose	Relevant Guidance Links
V1	20/05/20	<u><a href="#">COVID-19 Risk Assessment</a></u>	A template Risk Assessment form for you to complete to record the controls you have in place to prevent the spread of coronavirus at the workplace. Use in conjunction with the action plan document to record your findings and actions required	<u><a href="#">Risk Assessment(HSE)</a></u> <u><a href="#">Working Safely during Coronavirus A Short Guide (HSE)</a></u> <u><a href="#">Talking with your workers about preventing coronavirus (HSE)</a></u> <u><a href="#">Working Safely during corononavirus (GOV.UK)</a></u> <u><a href="#">Covid Secure Poster</a></u>
V1	20/05/20	<u><a href="#">5 Steps to Working Safely</a></u>	5 steps to working safely will help you consider what to focus when carrying out your risk assessment.	
V1	20/05/20	<u><a href="#">Action Plan</a></u>	A supplementary document to record all of the actions you need to carry out as a result of your risk assessment. Use this alongside the risk assessment if required.	

# COVID-19 Tool Kit

Considerations for restarting your business safely

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## Better Business for All

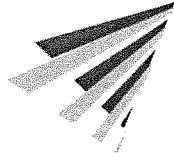
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Section 2 Return to Work- Staff, Visitors, Customers			
Issue No.	Issue Date	Document title (click to download)	Purpose
V1	20/05/20	<a href="#">Staff Checklist</a>	A restart checklist to help you ensure your staff remain well and fit to work. Including consultation, recognition of additional training needs and management of hygiene requirements in the workplace.
V1	20/05/20	<a href="#">Travel to Work</a>	Matters requiring consideration for people who need to travel to and from work in vehicles and on public transport.
V1	20/05/20	<a href="#">Staff Handbook</a>	We have started a staff handbook for you. This is to help communicate the main changes you have put in place following your COVID-19 risk assessment. It should include any new instructions staff need to follow.
V1	20/05/20	<a href="#">Personal Protective Equipment overview</a>	The personal protective equipment overview gives a summary of the government guidance of the use of PPE to protect against COVID-19 outside of health care settings. This is being constantly reviewed. Please keep up to date with the latest guidance.
V1	20/05/20	<a href="#">Customer Checklist</a>	A restart checklist to help you ensure customer access and social distancing controls are in place.
V1	20/05/20	<a href="#">Visitors Guide</a>	We have started a visitor guide to help you communicate any controls you have put in place to contractors and visitors coming into your business
Relevant Guidance Links			
			<a href="#">Protecting Home Workers (including Display Screen Equipment) (HSE)</a> <a href="#">Mental Health (CIEH)</a> <a href="#">Shielding of those most Vulnerable to COVID-19</a> <a href="#">Guidance for pregnant women</a> <a href="#">Gov UK Travel Guidance</a>
			<a href="#">NHS Guidance</a>
			<a href="#">BSI guide to masks and face coverings for use in the UK during the COVID-19 pandemic.pdf</a> <a href="#">BSIF CE Certificate Checklist for PPE.pdf</a>

# COVID-19 Tool Kit

Considerations for restarting your business safely

(Version 1)



**Better Business for All**

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Section 3 Return to Work- Premises and Utilities			
Issue No.	Issue Date	Document title (click to download)	Purpose
V1	20/05/20	<a href="#">Building Services and Utilities Checklist</a>	Checklist to help identify and record checks on water, gas etc necessary for a business that has been closed for a period of time.
V1	20/05/20	<a href="#">Legionella Checklist</a>	Checklist to record actions taken on your hot and cold water systems. NOTE: Not suitable for larger businesses
V1	20/05/20	<a href="#">Work Area Checklist</a>	This checklist will help you consider the management of social distancing in your workplace
V1	20/05/20	<a href="#">Site Plan</a>	The aim of the site plan is to provide an overview of all the locations within the site and the movements of products, materials and people and hints and tips for safe working practices.
Relevant Guidance Links			
		<a href="#">CIEH Legionnaire's disease Guide to Legionella and Legionnaires disease</a>	
		<a href="#">Guidance on Social Distancing HSE Posters</a> <a href="#">Limiting the number of Customers</a> <a href="#">Keep 2m Distance when Queueing</a> <a href="#">Keep 2m Distance</a>	

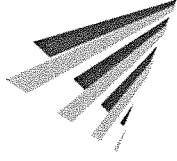
Section 4 Return to Work- Personal Hygiene and Cleaning			
Issue No.	Issue Date	Document title (click to download)	Purpose
V1	20/05/20	<a href="#">Cleaning and Personal Hygiene Checklist</a>	A checklist to help identify additional cleaning and personal hygiene arrangements necessary for COVID-19 controls.
Relevant Guidance Links			
		<a href="#">Hand washing video</a>	



# COVID-19 Tool Kit

## Considerations for restarting your business safely

(Version 1)



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Section 5 Return to Work-Daily COVID-19 checks			
Issue No.	Issue Date	Document title (click to download)	Purpose
V1	20/05/20	<a href="#">COVID-19-Daily Control Checks</a>	A self-audit to record measures you have identified in your risk assessment remain in place and to record any corrective actions.

### Relevant Guidance Links

Posters and Social Media messaging  
<https://coronavirusresources.phe.gov.uk/>

### Section 6 Guidance for specific types of work

Visit [Working Safely during coronavirus \(GOV.UK\)](#) for guidance on specific types of work to assist with your risk assessment and consideration of appropriate COVID-19 workplace controls for:

1. Construction and other outdoor work,
2. Factories, plants and warehouses,
3. Labs and research facilities,
4. Offices and contact centres,
5. Other people's homes,
6. Restaurants offering takeaway or delivery,
7. Shops and branches, and
8. Guidance for people who work in or from Vehicles.

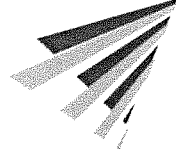
Please note there are additional web links relevant to food businesses

Food Standards Agency Advice: [Food.gov.uk](#) and [Food Business Re-opening Checklist](#)  
Chartered Institute of Environmental Health Advice: [Working Safely in a food business \(CIEH\)](#)  
Government Advice: [Gov.UK Guidance for Food Business during Covid 19](#)

# COVID-19 Tool Kit

Considerations for restarting your business safely

(Version 1)



**Better Business for All**

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## Section 7 Trading Standards

For further information in the area of trading standards, for example; supplying Personal Protective Equipment (PPE), hand sanitiser, switching to telephone sales and sales and pricing practices during COVID-19 outbreak, please refer to: <https://www.devonsomersettradingstandards.gov.uk/business/covid-19-general-advice-for-businesses>.

## Section 8 Business Support

The Growth Hub team are working hard to keep you updated on Covid-19 Support for Business and inform you of the latest on Government schemes and other business support to assist with managing through the impacts of the Coronavirus. Here follows links to schemes, advice, guidance and further business support: <https://www.heartofswgrowthhub.co.uk/covid-19-support-for-business/>

## What is Better Business for All (BBfA)?

BBfA is a local partnership between businesses, business support and regulators and across Devon & Somerset to promote local economic prosperity, whilst maintaining public protection. BBfA aims to improve how regulatory services are delivered in Devon & Somerset and to show how working with your local regulators can save you time and money, improve your competitiveness and help you grow your business.

Links to the regional local authority contacts can be found here: <https://www.heartofswgrowthhub.co.uk/better-business-for-all/>

You can also contact the Heart of the South West Growth Hub team to help you navigate business support options, find answers to your question and identify the right support to meet your business needs and aspirations <https://www.heartofswgrowthhub.co.uk/get-in-touch/> or Call 03456 047 047



## Appendix D

**From:** REDACTED TEXT

**Sent:** 20 August 2020 16:48

**To:** REDACTED TEXT

**Cc:** REDACTED TEXT

**Subject:** Pascal's Bar, 6 Queens Place, Hove, BN3 2LT - warning letter re lack of Covid controls

**Importance:** High

Dear Pascal,

I was very concerned to hear what my colleague **REDACTED TEXT** and the Police saw at your premises when they visited on 14 August 2020. I had warned you just 2 days before about the importance of carrying out a proper Risk Assessment and putting adequate controls in place to minimise the risks of Coronavirus transmission. I have still not received a copy of your revised Risk Assessment.

**I must warn you that continued non-compliance, cases linked to your business, or evidence of high Coronavirus transmission could result in the formal closure of your business.** The attached letter explains more in detail and you have 7 days in which to send me your revised Risk Assessment. Printed copies have been sent out in the post. I have copied in my colleagues in Licensing and Environmental Protection. I also attach a Registration Form for you to complete and return to show the change of trading name of the business.

I look forward to receiving your Risk Assessment and completed Registration Form. Further visits will be made to check for compliance in due course.

Kind regards,

**REDACTED TEXT**

Food Safety Team, Environmental Health & Licensing  
Public Health, Brighton & Hove City Council  
Bartholomew House, Bartholomew Square  
Brighton, BN1 1JP

**REDACTED TEXT**

[www.brighton-hove.gov.uk/foodsafety](http://www.brighton-hove.gov.uk/foodsafety)

My working days are Monday to Thursday

### **CORONAVIRUS**

Keep your business safe by following social distancing guidelines:-

<https://www.hse.gov.uk/coronavirus/social-distancing/index.htm>

### **WASH YOUR HANDS MORE OFTEN FOR 20 SECONDS**

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Protect yourself & others

For more information go to [nhs.uk/coronavirus](https://nhs.uk/coronavirus)



Regulatory Services  
Bartholomew House  
Bartholomew Square  
Brighton  
BN1 1JP

REDACTED TEXT

Date: 20 August 2020  
Our Ref: 2020/16096/COVIDC/EH,  
2020/15689/FPHYG/EH &  
2020/15961/FPHYG/EH  
Contact: REDACTED TEXT  
Phone: REDACTED TEXT  
Email: REDACTED TEXT

**FIRST CLASS**

Copy also sent to premises (for the attention of Mr P Madjoudj) and by email to REDACTED TEXT

Dear Sir/Madam,

**The Health and Safety at Work Act 1974**  
**The Health Protection (Coronavirus, Restrictions) (England) Regulation 2020**  
**Food Safety Act 1990**  
**The Food Safety and Hygiene (England) Regulations 2013**  
**Regulation (EC) No. 852/2004**  
**Complaints about hygiene issues, overcrowding and a lack of social distancing**  
**Re: Pascal's Bar (formerly La Fourchette), 6 Queens Place, Hove, BN3 2LT**

I write with reference to recent phone calls and emails sent to Mr Pascal Madjoudj and REDACTED TEXT (the Manager) and my visit to your premises on 12 August 2020. During this visit, recent complaints were discussed with Mr Madjoudj in person and Mr REDACTED TEXT on the phone. We recently received two complaints alleging the bin area smelt and covered in broken glass, there were flies in the bar and food was being prepared where dirty plates and cutlery were stacked up in the kitchen. A further complaint concerned noise from loud music, overcrowding of the premises, a lack of social distancing and the tables and chairs on the terrace being very close together. The noise issue is being dealt with by our Field Officer our-of-hours Team, but playing loud music also has implications for Covid-19 (Coronavirus) controls within your business. If people on the premises have to raise their voices over loud music, there is an increased risk of the virus spreading in airborne droplets, as I explained to Mr Madjoudj during my visit on 12 August 2020.

I first discussed these complaints with Mr Madjoudj by phone on 30 July 2020 and was told that he and the new Manager were looking at re-arranging the customer seating over the weekend. I emailed guidance including posters showing how to safely arrange seating for social distancing. I phoned again on 4 August 2020 and spoke to Mr REDACTED TEXT as I was told that Mr Madjoudj was away. Mr REDACTED TEXT described Covid control measures that had been put in place and emailed me a copy of the Risk Assessment for the business. The Risk Assessment was based on one produced by the REDACTED TEXT and was not site specific. It also required much more

detail on the Covid control measures in the business, as I explained in my email to Mr Madjoudj and Mr REDACTED TEXT on 4 August 2020.

In the email, I explained what you needed to do to protect your staff, customers and other people affected by your business (eg visitors, contractors, delivery drivers) from Coronavirus. As an employer, you have a duty under the Health & Safety at Work etc Act to protect people from harm. In particular, I expressed my concern at the photo taken in the evening on Saturday 1 August 2020 outside the premises, showing a densely packed terrace, and a large crowd of people spilling out onto the pavement and into the road. **The people were all very close together and so there is a very high risk of spreading Coronavirus. I warned you that this situation was unacceptable and must not be repeated.** Some people clearly had bottled drinks in their hands and they were obstructing the public highway. I understand that my colleague in Licensing (REDACTED TEXT) emailed Mr Madjoudj about this on 3 August 2020 as she had also received a complaint. I understand that she made a further visit with REDACTED TEXT from Environmental Protection and the Police on 14 August 2020. In her warning letter emailed to Mr Madjoudj and Mr REDACTED TEXT on 17 August 2020, **Ms REDACTED TEXT states that there was no evidence of any social distancing measures in place at the time of the visit.** The inside and outside of the premises were overcrowded. This is particularly disappointing as I had met with Mr Madjoudj on site on 12 August 2020, 2 days prior to Ms REDACTED TEXT visit, and explained clearly what measures were required. Customers should be sat at tables and not standing around together drinking. I left a printed copy of our seating guidance to assist you in working out a safe seating plan and I advised on how tables and chairs should be rearranged. I also explained that the seats on the pavement were too close to the ones on the terrace and so needed to be moved round or a screen installed on top of the boundary wall. **Without these measures, there is a risk of customers contracting Coronavirus from close contact with others groups of people.**

Below is a further explanation of what you need to do with regard to customer seating:-

### Seating

You should ensure that as a minimum, you enable customers to sit at least 1 metre apart from people not in their household/bubble in all directions (measure from person to person as sat in their chairs). If customers are seated at 1 metre (and not 2 metres), you must also have extra controls in place, such as:

- Screens between people;
- Ensure good ventilation;
- Set up chairs back to back;
- If this is not possible side to side (least preferred).

This applies to all the business's tables and chairs inside and outside. You may need permission from the council's Highways Team for tables and chairs on the pavement, so I suggest that you contact them. You must also ensure that staff keep at least 1 metre apart from customers and from each other. I gave Mr Madjoudj a poster that you may find helpful to put up for staff and customers to see to ensure they have an understanding of why tables and chairs may be arranged in a certain way or why they cannot sit in a certain place.

I expect you to manage seating arrangements by ensuring that customers do not move chairs and tables (unless it is to accommodate all members of their household/bubble only). Your staff need to monitor this and you could put notices up or stickers on the tables telling customers not to move the furniture.

When I visited on 12 August 2020, I had not been sent a copy of your revised Risk Assessment. Mr REDACTED TEXT asked for a further two weeks to complete it but as you should have carried out a Risk Assessment at the beginning of lockdown in March (as your business was to continue trading

as a take-away during restrictions), and had re-opened fully at the beginning of July, I felt you had already had adequate time. I asked for the revised document to be sent to me by 14 August 2020. **To date, this has still not been received. I ask that you email me a copy of your revised Covid-19 Risk Assessment within 7 days. If it is not received by then, continued non-compliance could result in the service of a Prohibition Notice to close your premises until you carry out an adequate Risk Assessment and put control measures in place to minimise the risks from Covid-19. I must warn you that we can close your business at any time if we see further poor compliance, the risk of transmission remains high or if there are cases linked to your business. Ms REDACTED TEXT has also warned you about the potential impact on your alcohol licence from failing to meet your licence conditions.**

In your Risk Assessment, you also need to address the 'pinch point' by the customer toilets/kitchen where people passing each other will be too close together, particularly if queuing for the toilets. You need to ensure that customers maintain social distancing when using the toilets, and devise a safe system, as there are two cubicles in the ladies' toilets but a shared lobby. The use of signs on the walls near the toilets, the toilet doors or floor markers indicating where to stand and how to maintain 2m distancing will all help to minimise the risk of the virus spreading, as discussed on site with Mr Madjoudj on 12 August 2020.

Incidentally, I noted that a new cubicle containing a urinal and wash hand basin had been installed by the kitchen. I believe that this, the new ladies' toilets and possibly other alterations that you have made to the building this year, require Building Control approval, so I have informed that Department. You must seek approval for such works.

I would reiterate what I said in my email of 4 August 2020 to Mr REDACTED TEXT copied to Mr Madjoudj. It is essential that you complete the Risk Assessment fully and put all necessary controls in place to stop the virus spreading. Being 'Covid Secure' will protect the staff, customers and the business. I expect that you are aware of the potential consequences for the business if there was an outbreak linked to the restaurant, with possible formal closure being something that I am sure you would wish to avoid. I included the Better Business for All Toolkit with a link to a template Risk Assessment, showing all the areas you need to consider.

The Health and Safety Executive (HSE) have also put together some guidance and an example risk assessment template to help you comply: <https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>

Ms REDACTED TEXT also informed me that you did not have adequate records of customers when she visited on 14 August 2020. I will explain below what you should do:-

### **How to gather data from customers**

Help the NHS 'Test and Trace' system by keeping a temporary record of customer details for 21 days in line with GDPR Regulations. You can do this by:

- Taking the name, email, phone number and date from one person per family/bubble
- Making sure you store the details safely so no one else can see them (locked box)
- Do not use the contact details for any other purpose
- Destroy the contact details after 21 days

You should assist the Test and Trace service by keeping a temporary record of your staff shift patterns and visitors to the business for 21 days too. See Pages 14 and 42 of the government's guidance for more information:-

<https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-pubs-bars-takeaways-140820i.pdf>

Making your establishment Covid-19 secure will make residents, visitors, your clientele and staff feel safer and will reduce the risk of closure and local lockdowns.

Finally, when I visited, I noted that the name of the premises has been changed from La Fourchette to Pascal's Bar. **You must complete the enclosed Registration Form to show the new trading name and also to confirm that the above limited company is still the 'food business operator'. I ask that you return your completed form to me within 7 days, or you can complete it online at <https://new.brighton-hove.gov.uk/business-and-trade/food-safety/start-and-register-new-food-business>**

Should you wish to discuss the contents of this letter further, please do not hesitate to contact me at the above address. For further Covid-related advice and information, you can visit our website at <https://new.brighton-hove.gov.uk/coronavirus-covid-19>

If you are unhappy with the service you have received, please contact the Regulatory Services Manager, contact number (01273) 292157.

Yours faithfully,  
REDACTED TEXT

REDACTED TEXT, Food Safety Officer.

Enclosure:- Food Registration Form

c.c. Mr P Madjoudj at the premises and by email

c.c REDACTED TEXT – Brighton & Hove City Council

# APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

(Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs, Article 6(2))

This form should be completed by food business operators in respect of new food business establishments and submitted to us 28 days before commencing operation.

**Address of Establishment** (or address at which moveable establishment, like a mobile food van, is kept)

.....  
 ..... **Post Code** .....

**Trading name** .....

**Telephone No.** ..... **Email** .....

**Full name of Food Business Operator(s)** (If a limited company, please provide company name)  
 .....

**Status of Food Business Operator(s):**

Sole Trader  Partnership  Limited Company  Other  (Please specify .....

**Head office address of Food Business Operator** (where different from address of establishment) **If a limited company provide Co. Number and registered address. If not a limited Co. please provide Home address**

.....  
 ..... **Post Code** .....

**Telephone No.** ..... **Email** .....

**Type of food activity** (Please tick ALL the boxes that apply):

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| Staff restaurant/canteen/kitchen       | <input type="checkbox"/> | Hospital/residential home/school          | <input type="checkbox"/> |
| Retailer (including farm shop)         | <input type="checkbox"/> | Distribution/warehousing                  | <input type="checkbox"/> |
| Restaurant/café/snack bar              | <input type="checkbox"/> | Food manufacturing/processing             | <input type="checkbox"/> |
| Market/ Market Stall                   | <input type="checkbox"/> | Importer                                  | <input type="checkbox"/> |
| Takeaway                               | <input type="checkbox"/> | Catering                                  | <input type="checkbox"/> |
| Hotel/pub/guest house                  | <input type="checkbox"/> | Packer                                    | <input type="checkbox"/> |
| Private house used for a food business | <input type="checkbox"/> | Moveable establishment e.g. ice cream van | <input type="checkbox"/> |
| Wholesale/cash and carry               | <input type="checkbox"/> | Primary Producer – livestock              | <input type="checkbox"/> |
| Food Broker                            | <input type="checkbox"/> | Primary Producer – arable                 | <input type="checkbox"/> |

Other (Please give details): .....

If this is a new business, what date do you intend to open? .....

**Signature of Food Business Operator (s)** ..... **Date** .....

**Name** ..... (BLOCK CAPITALS)

Once completed, this form should be sent to:

**Brighton and Hove City Council**  
**Food Safety Team**  
**Bartholomew House**  
**Bartholomew Square**  
**Brighton BNI IJP**

**AFTER THIS FORM HAS BEEN SUBMITTED, YOU MUST NOTIFY ANY SIGNIFICANT CHANGES TO THE ACTIVITIES STATED ABOVE (INCLUDING CLOSURE) TO US AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.**

On the basis of the activities carried out, certain food business establishments are required to be approved rather than registered. If you are unsure whether any aspect of your food operations would require your establishment to be approved, please contact us for guidance – telephone 01273 292161 email [ehl.food@brighton-hove.gov.uk](mailto:ehl.food@brighton-hove.gov.uk) or look at our website [www.brighton-hove.gov.uk/foodsafety](http://www.brighton-hove.gov.uk/foodsafety)

## Appendix E

**From:** REDACTED TEXT

**Sent:** Wednesday, August 26, 2020 11:12:45 AM

**To:** REDACTED TEXT

**Subject:** Fwd: Pascal's Bar - Covid-19 Risk Assessment and table spacing

This email originates from outside of Brighton & Hove City Council. Please think carefully before opening attachments or clicking on links.

Morning REDACTED TEXT

In correspondence to your findings

Return to Work Questionnaire

I was surprised that there wasn't anything done here. So yes I borrowed it from my work REDACTED TEXT as it's what we used before we even opened so just so I could get the team here some advice on a structure. I understand it's not the latest information as you said changed last week but I carried out this training previously but it's to get the team at least have a understanding.

It is a bit generic words like pub bar break areas but I'll change it to hospitality venue or to pascals.

- This needs amending as government advice on shielding was changed 6 days ago when shielding for the clinically vulnerable was paused, see <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- The government guidance on car sharing includes other safety precautions, not solely opening car windows.
- Face coverings are mandatory on public transport.
- Your Questionnaire says "Every staff member must carry out a return to work assessment" – do you have a copy of this document please?
- As the document refers to 'the pub's risk assessment, the pub's back office and staff break-out areas/canteens', is the Questionnaire also borrowed from the REDACTED TEXT? You need to make it relate to Pascal's Bar.
- If you have symptoms, you now have to self-isolate for 10 days. If you've been in contact with a case, it's 14 days, see <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Visits to the business Coronavirus Policy Document

Any visitors will have to book in with us ... think that's what most companies are doing now. Delivery drivers have been told to deliver before doors open to public as well by myself.

Opening Checklist

Yes last week I had table toppers saying had to sign in for track and trace. However I've changed it today to having a QR code so it's stored in the cloud no papers and to comply with GDPR pic is attached

Risk Assessment

- Staff sheet – I've ensured that we have got a disinfectant chemical to clean ... I've attached a picture

· Legionnaire's Disease –this control was for after we reopened the bar and toilets etc ... I did not know that he / pascal had ran a takeaway Buisness whilst on lockdown. So that control was for when the Buisness was reopening . As everything is used now I'm only doing this once a week... is this ok ??

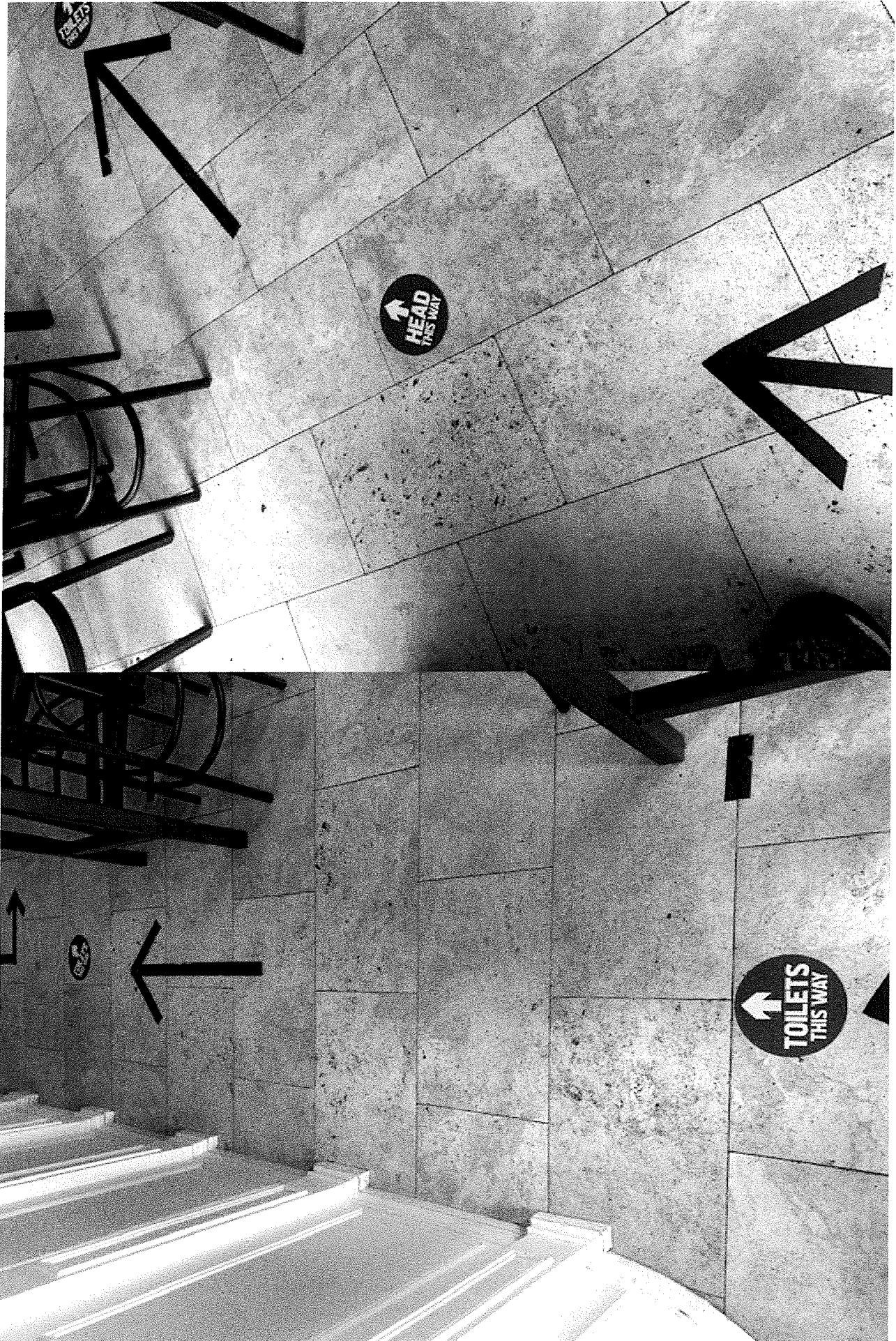
I have addressed the Walkin fridge freezer is done by the lead chef ( the one at the pass) in the risk Assessment. I have put more signage on floors to guide customers for pinch points etc... team have been shown and trained on payment procedure ( disinfected the Pdq machine on every usage) toilets we have signage coming in only allowing certain number of guests in as in risk Assessment 1 at a time for gents and two at time for ladies as have two cubicles.

To clarify my position as I think You need to know. I am here at pascals as a consultant not his manager as he is telling everyone. I currently work as a manager partner with REDACTED TEXT as well as with the REDACTED TEXT so I was asked 4 weeks ago to come and help him build a team for his site.

On my appointment I was surprised with the lack of organisation and basic information like having a risk assessments being in place ... ( im lucky that I work with these big national companies who have a whole health and safety departments were we are informed and kept up to date with all matters ) therefore I have used some info from REDACTED TEXT and the REDACTED TEXT to help me get this place up to scratch. And to be legal. I appreciate your time and hopefully together we can get it all sorted. I have attached some pics. My personal number is REDACTED TEXT please call me to discuss further as I'm not based on site as have two other venues that I run  
REDACTED TEXT







Date: 24 August 2020 at 17:35:40 BST

To: REDACTED TEXT

Cc: REDACTED TEXT

Subject: RE: Pascal's Bar - Covid-19 Risk Assessment and table spacing

Dear REDACTED TEXT

Thank you for your email of 21 August and the documents. I can see you have made changes to the Risk Assessment, but further amendments are still needed. I would reiterate that the Risk Assessment and other documents must reflect the procedures in place in Pascal's Bar. If you use documents from other companies to form the basis of your Risk Assessment and written policies, it is essential that the instructions in them are specific to your business. They must also be up to date and the Risk Assessment must be 'dynamic' so that it is amended in line with new rules/guidance as they are issued (see below).

Below are my comments which I would welcome your response to or copies of amended documents. If the documents are updated satisfactorily, I would then expect to see these procedures in place in the bar/restaurant.

#### Return to Work Questionnaire

- This needs amending as government advice on shielding was changed 6 days ago when shielding for the clinically vulnerable was paused, see <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- The government guidance on car sharing includes other safety precautions, not solely opening car windows.
- Face coverings are mandatory on public transport.
- Your Questionnaire says "Every staff member must carry out a return to work assessment" – do you have a copy of this document please?
- As the document refers to 'the pub's risk assessment, the pub's back office and staff break-out areas/canteens', is the Questionnaire also borrowed from the REDACTED TEXT? You need to make it relate to Pascal's Bar.
- If you have symptoms, you now have to self-isolate for 10 days. If you've been in contact with a case, it's 14 days, see <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

#### Visits to the business Coronavirus Policy Document

- It may not always be possible for visitors to make an appointment.
- See above re self-isolation times.
- Again, this document refers to a pub, rather than the bar/business it needs to relate to. It also mentions 'the property team' so I guess it's a REDACTED TEXT document.

#### Opening Checklist

- The Daily Manager Morning Checks refers to 'table toppers' being in place – do you have these?

#### Risk Assessment

- Staff sheet – Hygiene & Cleaning – as per my comment previously, remember it's not just cleaning, but **disinfection** too, using a suitable disinfectant that also kills viruses, paying particular attention to hand-contact points and also surfaces such as table tops
- Legionnaire's Disease – your control is 'Flush through water systems for 3-5 minutes before use and temperature checks Opening Checklist', but I don't see the check listed on the Opening Checklist document.

- Premises sheet - my previous comments on managing pinch points and toilet use, taking card/cash payments, being site specific about the dry stores/walk-in freezer and whether or not delivery drivers use a separate entrance have not been addressed.

I'd be grateful if you or Pascal could reply by 27 August 2020. Many thanks.

Kind regards,

**REDACTED TEXT**

Food Safety Team, Environmental Health & Licensing  
Public Health, Brighton & Hove City Council  
Bartholomew House, Bartholomew Square  
Brighton, BN1 1JP

**REDACTED TEXT**

[www.brighton-hove.gov.uk/foodsafety](http://www.brighton-hove.gov.uk/foodsafety)

My working days are Monday to Thursday

### **CORONAVIRUS**

**Keep your business safe by following social distancing guidelines:-**

<https://www.hse.gov.uk/coronavirus/social-distancing/index.htm>

### **WASH YOUR HANDS MORE OFTEN FOR 20 SECONDS**

**Use soap and water or a hand sanitiser when you:**

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



### **Protect yourself & others**

For more information go to [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

We will make it clear how you can contact or access our services | We will understand and get things done | We will be clear and treat you with respect

Brighton and Hove City Council may disclose the contents of this email if requested by a third party, under the provisions of the **Freedom of Information Act 2000**. For further advice please contact (01273) 291207 or search our website on [www.brighton-hove.gov.uk/foi](http://www.brighton-hove.gov.uk/foi)

**From:** REDACTED TEXT

**Sent:** 21 August 2020 13:39

**To:** REDACTED TEXT

**Cc:** REDACTED TEXT >

**Subject:** Re: Pascal's Bar - Covid-19 Risk Assessment and table spacing

This email originates from outside of Brighton & Hove City Council. Please think carefully before opening attachments or clicking on links.

Hi **REDACTED TEXT**

Sorry for the lateness of this as it took a while to ensure it was site specific and putting these controls in place . I have redone the Risk Assessment and gone through it with Pascal and team. I've restricted numbers and implemented more measures including Friday and Saturday evening taking tables and chairs of the public highway ( the 4 tables on other side of wall) around 8-8.30 as. This way we can prevent people congregating outside and all people on terrace and inside are seated. Either the manager on duty or a security guard if I'm not here will be here from 7-1 am on these days to ensure this happens and everyone is seated.

I've attached updated Risk assessments with opening checklist for managers and staff return sheets regarding COVID-19.

Speak soon

**REDACTED TEXT**

APPENDIX F

OPS MANAGER PRE OPEN

Re-Awaking the Business - To Do (Pre-Open)		
Ops Manager:	Y/N or N/A	Notes/Comments:
Licence Holder review - correct DPS for site		
Check required number of Licence Holders still in business		
Check Premises Licence - is security needed?		
Check Premises Licence - is takeaway allowed and will this be a part of the offer?		
Decide on Opening Hours		
Decide on Food Offer and Kitchen Opening Times		
Agree on any Welcome Back promotions		
Forecast sales and build a base rota (REDACTED TEXT sites to agree with Ops)		
Check Manager has completed CPL courses		
Return to Work forms completed by Managers and any other REDACTED TEXT employees returning		
HR Review for any returning REDACTED TEXT Employees		
Support Manager with Ordering: Drinks / Food / Consumables		
Check delivery timeslots - do they need changing? Is cellar hatch in customer area - if so then delivery slots before opening times		
Organise removal of any additional security measures from closure (if applicable)		

Reinstate Cleaners (if applicable)			
Contact REDACTED TEXT to reinstate Bin Collections / change collection amount			
Full walkaround of building and 'Service Journey' - signage, floor markings, cleanliness, confidence in team etc			
Mark furniture for removal/replacement and [process to be confirmed]			
Support with Floor Plan & Capacity Calculation			
Support with Risk Assessments			
Support with Set-Up of Business			
Update spreadsheet on Teams on posters needed from Rob			
Check food and drink menus on Kitchen Cut & pricing			
Check Website for opening times and offer			
Check Design my Night has been updated with new table plan & timeslots			Video guides: <a href="https://collins.uservoice.com/knowledgebase/topics/100129-training-videos-venue-settings">https://collins.uservoice.com/knowledgebase/topics/100129-training-videos-venue-settings</a>
Check Social Media - at least one post to show re-opening			
Final walk around of business, table plan ok, signage in place, sanitiser stations, risk assessments complete, training all complete, confidence in team			
Trail audit - what users are signed up? Do any need deleting off or adding on?			
Update business times on Trail and reinstate Trail Checklists			
Check Business Reopening Checklist on Trail is complete			

OPS WEEKLY CHECKS

Ongoing Weekly Checks to be completed by Ops Manager		
Manager:	Y/N or N/A	Notes/Comments:
Review with manager: Menus (drink and food), Service, Opening Times, Food Service Times etc.		
Sales and Rota review		
Service Journey review		
Risk Assessment review - any changes - have team been briefed of changes?		
Have all team who have returned completed their Return to Work Questionnaire? - Run report on CPL to check		
Briefing checks - are they happening daily?		
CPL Completion check for all mandatory courses included additional COVID-19 courses.		
Staff well-being check		
Kitchen Cut - any new products need adding?		

SITE MANAGER PRE OPEN

Re-Awaking the Business - To Do (Pre-Open)		
Business/Employee:	Y/N or N/A	Notes/Comments:
CPL: Coronavirus - Taking Proactive Action		
CPL: Manager Ready to Serve		
Agree on Opening Hours with Ops		

Agree on Kitchen Hours and Food Offer		
Update Website with Opening Times		
Forecast sales and build a base rota (REDACTED TEXT sites to agree with Ops)		
Decide who to unfurlough based on expected sales		
Check required number of Licence Holders still in business		
RTW phone call brief with employees returning from furlough (including uniform, bringing belongings to work)		
RTW Questionnaire to employees returning		
Employees briefed on new CPL Course requirements		
Training on KC / New Systems		
Create Food Menu onto Kitchen Cut		
Add any 'non-core' items onto drinks list on Kitchen Cut		
Reinstate Cleaners?		
Drinks Order/s		
Food Orders (if applicable)		
Consumables Order		
Floor Plan & Capacity Calculation		
Update Floor Plan on Design my Night & Timeslots etc		Video 'how to' support: <a href="https://collins.uservoice.com/knowledgebase/topics/100129-training-videos-venue-settings">https://collins.uservoice.com/knowledgebase/topics/100129-training-videos-venue-settings</a>
COVID 19 Risk Assessments		
Check through H&S and Fire Risk Assessments - are they due a review? Review before re-opening.		
Update Website with Opening Times & Offer		
Update Social Media with Opening Times & Offer		
Check Emails		
<b>Building</b>		
Site Meter Readings		



Gradually turn on electrical appliances and lights	
Check all lighting is working	
Check electrical wiring for any signs of rodent damage	
Be aware of any gas smells when turning on gas appliances	
Check all taps individually, starting with the tap nearest to where the water enters the building and moving systematically to the most distant outlet. Run through until until the water is clear and feels cool to touch.	
Switch boilers back on and leave for 3 hours for water supply to be heated up	
Check temperature from taps closest and furthest away from the boiler. (Cold water should be below 20 degrees and hot water above 50 degrees to not be in danger zone. Hot water should be between 50-55 to reduce risk of scalding.)	
Adjust thermostats if needed and log any maintenance if needed.	
Test fire alarm and do full walk around checking fire door hinges, swelling, check fire extinguishers in good condition and mounted appropriately	
Check Intruder alarm	
Change alarm codes for those returning to work	
Check heating/air con works	
Log any equipment issues immediately that are business critical	
Check music system is working	
Check certification on any lifts or hoists	
Check WIFI (both staff and guest) are working	
<b>Office:</b>	

Get tills up to date		
WBS - does this automatically go to correct date		
Decide if card only or accepting cash (OPs decision) - Order float through Mary if needed		
Update tills if changes to pricing / Food & Drink offer		
Deep clean of office		
Deep clean of any staff areas (staff room / staff toilets etc)		
Re-issue keys to any managers returning to work		
Check CCTV still working and time & date correct		
Check for any pest issues		
Check PDQ's working		
Set Up Tablet		
<b>Cellar:</b>		
Clean gulleys of any stagnant water		
Turn on cellar cooling system		
Turn on the beer coolers and gas system		
Clean the beer lines following standard process		
Connect any kegs that are in date		
Soft drink dispense (cleaned directly by supplier)		
Deep clean cellar		
Organise any empties for collection		
Flush ice machine of water, clean and turn on. Empty and dump ice at least 3 times before using.		
Any equipment issues logged immediately		
Check all OOD beer has been destroyed correctly and logged		
Check for any pest issues		
Cellar PPE fully stocked and fit for purpose		

Check cellar flaps in good working order and not damaged		
If lift in place, check certification is still in date		
<b>Bar:</b>		
Deep clean all surfaces behind bar		
Clean fridges and turn on		
Stock Up		
PPE stocked behind bar		
First Aid Kit fully stocked		
Flush coffee machine of water for 5 minutes, clean machine, open up and flush through steam wands		
Deep clean glass washer and run 2 cycles whilst empty		
Renovate all glassware		
Certified copy of premises licence on display		
Updated price list displayed on bar		
Allergens /Weights and Measures signs displayed		
Clean hand wash basin/s and stock with soap and towels, display hand washing poster		
Check tills and printers all working correctly		
<b>Floor:</b>		
Whole area deep cleaned, including all surfaces, chairs, tables ornaments, high level dust		
Tables set out as per floor plan which sufficient social distance		
All tables numbered clearly		
Store any excess furniture (do not block any fire escape routes) - arrange pick up with Ops if needed		
Any opened condiments disposed of		

Clean and sanitise all salt and pepper shakers then refill		
Set up cutlery and crockery area as per new service cycle		
All signage put up including: toilets rules, queueing systems, waiting areas, entrance rules and explanations, table toppers etc		
Floor markings in place if needed		
Shields in place on bar and between tables (if applicable)		
Sanitiser stations fully stocked and in place		
PPE stocked in any floor stations		
Clean windows		
High chairs deep cleaned		
<b>Toilets:</b>		
Check all lighting is working		
Deep clean entire area		
Toilets are flushing quickly and effectively		
Fully stocked with toilet paper, hand soap and towels.		
Check all sinks are draining effectively and have a supply of hot and cold water		
Handwashing posters displayed		
Check hand-dryers are working and sanitise		
Baby changer unit in full working order and sanitised		
Same steps as above for accessible toilet (if applicable)		
Test disabled toilet alarm is working		
<b>Outside:</b>		
Outside area tidied - foliage / rubbish etc		
Outside furniture deep cleaned		

All tables numbered clearly		
Respect our neighbours/garden closing times posters displayed		
A-boards updated and ready to go		
Entrance queue clearly marked out with posters and floor markings - not blocking any pavements		
Check all external lights and heaters are working		
Check and close off any kids play equipment		
Check all umbrellas / awnings are in good working order		
Check all planters are in good working order and free from damage or debris		
Check for any damage to fencing / gates / barriers		
<b>Kitchen:</b>		
Charge tablet and check is working		
Re-instate Trail checks		
Deep clean all fridges and turn on		
Check freezers for build up of ice and defrost if required		
Check door seals on oven have not perished or been damaged		
Deep clean all equipment, check all electrical wires for damage and if ok turn on		
Check filters on extract are clean		
Log any equipment faults immediately		
Check all dates on items in dry Store		
Calibrate probes		
Updated allergen menus available		
Kitchen uniforms are available and clean and fit for purpose		

Clean hand wash basins and fully stock with soap and towels and display hand washing poster	

DAILY MANAGER MORNING CHECKS

Duty Manager Morning Checks		Mon day	Tues day	Wedne sday	Thurs day	Frida y	Satur day	Sund ay	week ending
Manager:	Y/N or N/A	Notes/Comments:							
All Employee's at work have completed a return to work health Questionnaire									
If employees first day complete reopening induction training (service journey, job roles and responsibilities, PPE Advice: use and safe disposal, Risk Assessments and safe working practices)									
Daily Brief with all team: any changes to floor plan / service cycle / medical check / any changes to risk assessments									
All posters still correct in place									
Sanitiser Stations in place and fully stocked									
All PPE available and in suitable locations									
Tables / Chairs as per floor plan									
Floor / Queue markings in place									
Table toppers with service explanation on all tables									
Shift Planner complete and roles delegated and communicated to team									

Final walk around checking cleanliness of entire building and exterior areas																				
Final sanitise of all touchpoints																				

**ROUTINE HYGIENE CHECKS**

<b>Routine Hygiene Checks to do at intervals throughout the day</b>		
<b>Manager:</b>	<b>Y/N or N/A</b>	<b>Notes/Comments:</b>
All customers and staff adhering to social distancing rules		
Sanitiser station well stocked		
Toilets well stocked with hand soap and drying facilities		
All touchpoints sanitised		
All posters still in place		

## Appendix G

### Return to Work Questionnaire and Advice to Staff

Thank you for returning to work with us after lockdown. We appreciate your hard work and dedication and want to make sure you feel safe and protected while working with us. We therefore ask that you take some time to read the following advice and fill out the return to work questionnaire. Guidance is changing regularly so we will keep you informed of all changes but do please let us know if you have any concerns about your working environment.

**It is important to understand that you must not come to work if you have symptoms of coronavirus, live in a household where someone has coronavirus, or a vulnerable household.**

#### Know the routes of transmission

- Direct contact to face – eyes, nose from droplets spraying from an infected person onto another person who is in close contact.
- Contamination via droplets from sneezing and coughing landing on surfaces and then transferring via hands on to eyes and nose and mouth. Other means of secretions getting on to surfaces could be from infected people touching their eyes, nose and mouth and then touching surfaces with contaminated hands.
- Contaminated hands of infected people can transfer the virus directly to others (e.g. handshakes) or on to hand contact surfaces which can be picked up by other people's hands and transferred to their eyes, nose or mouth
- Possible transmission from faeces to hands and then directly or indirectly to the body via hands and hand contact surface transfer.

#### Be prepared

- Because it is believed that Coronavirus is infective during the 14-day incubation period, you could be carrying it without having any symptoms and wouldn't know; others you are in contact with may also be carrying the virus without any symptoms and could be infectious.
- Taking preventive measures means assuming that everyone may have it and taking action accordingly. It is not a waste of time and is actually very cheap to implement the most effective measures, because these involve firstly washing your hands at critical times and second keeping dirty hands away from your face.
- Increasing the frequency of disinfection of hand contact surfaces in public areas will help to reduce the risks, and whilst many businesses are now closed, those that remain open need to increase sanitising of tables, chairs, doors and door handles and any other touch points.



## Appendix G

- The precautions for this virus are pretty much the same as for any respiratory virus, so should also help to reduce the risk of getting other flu and cold viruses as well as norovirus which can be transmitted through poor hygiene.

### Return to work

Every staff member must carry out a return to work assessment. This should be carried out for all staff returning to work in the pub environment (taking into account GDPR requirements regarding sharing and storing information). Please answer the following questions (before starting work):

- Do you have a pre-existing conditions that could effect you carrying out your daily tasks and out you at a higher risk of contracting the virus - **Y / N**
- are you one of the 1.5 million high risk shielding - **Y / N (If yes, notify your manager of this immediately)**
- Are you living with someone who is one of the 1.5 million people shielding - **Y / N (If yes, notify your manager of this immediately)**
- Do you have symptoms associated with Covid - 19 or are living with someone with symptoms associated with Covid - **Y / N**
- Do you know to have been been close to somebody who now has Covid-19 - **Y / N**
- Do you take public transport to work - **Y / N**

You manager will carry out daily briefings with you, covering the latest Government and other advice regarding safe working. This is to

- review fitness to work status daily based on the above criteria and record this
- and reinforce controls daily

### Hand washing

- First and foremost, you must wash your hands when leaving home and then when arriving at work you must wash your hands immediately upon arrival. This is vital.
- You must wash your hands at the start of every shift. That way any virus particles picked up on the way to work are removed before they can be spread to others either via direct contact (do not shake hands) or by touching hand contact surfaces (door handles, tables, kettle handles, kitchen equipment etc.)
- Hand gel, if used, needs to be anti-viral and the higher the alcohol content, generally the better it is (over 62% is recommended). Check the labels to ensure that they are effective. Gels are a good additional resource in the workplace and should be positioned to encourage use.

## Appendix G

### How you can protect yourself on the way to work/public transport

- **Keep your hands away from your face, particularly your eyes and nose**

Your hands can pick up virus particles on any surface that is contaminated – anywhere where an infected person may have touched, or where someone has unwittingly transferred the virus from one contaminated surface to another. NEVER touch your eyes or inside your nose unless you have just washed your hands.

- Don't shake hands
- Keep to the current Government distance guideline away from any other persons and if possible don't share cars based on current distancing guidance. If you must share a car keep the windows open according to current Government advice.
- Stay apart as much as you can and turn away from people on public transport if you can, particularly if they are coughing or sneezing.

### Staff protection

- If you are serving customers or taking payments, you must be protected, and whilst at the moment there is no obligation to use masks, you need to keep the minimum distance away as set out in Government guidance from customers.
- The most important thing is to remember the routes of transmission, and to work out what actions are best in your specific workplace. Ask your manager to see the pub's latest risk assessment.
- Heightened disinfection needs to be undertaken to disinfect all frequently touched areas such as bar surface, tables, chairs, counters tills, card machines etc.
- For staff break areas/canteens, stagger timings so if there are groups of you, you can have slots to reduce bunching up.
- *In the pub back office, many people could be sharing the phone, keyboard, mouse, and the desk.*
- Disinfect these before you sit down using an antimicrobial wipe that has anti-viral properties – look on the label (leave these on the desk). As coronavirus is new, tests have not been done on this yet, but the next best thing is to use those products that claim to kill flu and cold viruses.
- Minimise contact when taking deliveries.
- Make sure that the minimum distancing rule applies at lunch or smoking / vaping breaks
- Where uniforms are worn, these should be washed at temperatures above 60°C or a laundry sanitising agent used if the fabrics can't be washed at such a temperature
- If a high temperature is not possible, and you have sufficient uniforms, leave the laundry in a bag in a safe place for 72 hours and then wash as normal. This is necessary where the uniform has come into contact with bodily fluids.

## Appendix G

- Uniforms must not be worn on the way to work as it could become contaminated. For staff not wearing uniforms, it is advised that staff change into their work clothes on arrival at work, if it is practical to do so.
- Where uniforms aren't worn, you are advised to wash clothes at the same temperature as above
- To protect others - Always sneeze or cough into the crook of your arm to prevent your hands becoming contaminated
- To protect others - If you use a tissue, bin it immediately, or flush down the toilet and don't leave around on surfaces. Wash your hands or use hand gel afterwards
- If you have a high temperature and new continuous cough you must not come to work and follow the latest self-isolating guidance (currently 7 days self-isolation)
- If you live with someone who has symptoms of coronavirus you must not come to work and must self-isolate (currently for 14 days). If you then develop symptoms, this must be 7 days from onset.

I (Name):

have read and understood the above advice and have filled out the return to work questionnaire to the best of my knowledge.

Signed:

Date :

### Pascals COVID 19 Policy – Visitors to the business

This policy note applies to:

1. Pascal visiting personnel
2. Non-Pascals visitors/ contractors/ suppliers

Please note: when visiting our site we will work to keep everybody safe and keep a safe social distance at all times. Where this distance may not be possible, appropriate PPE will be worn. Our team have completed additional health and safety training directly related to Covid-19 and implemented additional hygiene measures to keep risk in the business to a minimum.

**We ask all contractors and visitors to read the following and sign in and out on the next page.**

1. You must only enter sites by appointment. No dropping in.
2. You must not enter these premises if you have or have had health symptoms consistent with COVID-19 (i.e. fever, new persistent cough, shortness of breath) without completing 7 days self-isolation or if someone in your household has had these symptoms without completing 14 days self-isolation.
3. You must wash your hands thoroughly (for at least 20 seconds) upon arrival and when necessary throughout your time on site when the hands may have become contaminated. If you leave the premises at any point, you must wash your hands when you return. You may also use the sanitiser station that is situated at the entrance of every building.
4. You must avoid touching your face while on site and always move away from others and sneeze or cough into a tissue or the crook of your arm to prevent the hands from becoming contaminated. Where a tissue is used, you must bin it immediately and wash your hands.
5. If you become unwell whilst on site, you must inform the manager in charge and leave immediately.
6. Whilst on site you must always maintain social distancing according to current Government regulations, from all pub team members, guests, delivery personnel, visitors and other contractors. Where this cannot be achieved, work must be completed out of hours to ensure social distancing is maintained.
7. If safety critical or business critical work needs to be completed during normal opening hours that cannot be accomplished whilst observing social distancing requirement, you must escalate this to the property team to require the business to be closed.
8. Any personal protective equipment (PPE) used by contractors must not be disposed of on site and must be removed for disposal as required. Face masks if used, must not be placed onto any surface on site and must always be kept on the contractor's person.
9. Contractors must not consume any food or drink whilst on site at this time.
10. Contractors and visitors may use the public toilet facilities and must observe hand hygiene requirements as above.
11. At all times the manager or operator in charge has control of the premises and if they feel at any point that social distancing or COVID-19 safety requirements are not being met, they are authorised to stop the work and ask the contractor or visitor to leave the premises without challenge.





## Appendix I

**From:** REDACTED TEXT

**Sent:** 16 September 2020 15:31

**To:** REDACTED TEXT

**Cc:** REDACTED TEXT

**Subject:** Pascal's Bar - Covid controls

Dear Pascal,

I just phoned the premises to talk to you about my colleague's joint visit with the Police last Friday. As you weren't around, I spoke to REDACTED TEXT. I am very concerned about what my colleague saw and as I have warned you before, businesses need to have robust procedures in place to prevent the spread of Covid-19. Practices such as singing, playing loud music, shaking hands, hugging and kissing customers and customers standing close together all risk spreading the virus and so are unacceptable behaviours during this pandemic. Intoxicated people lose their inhibitions and so this is also a potential risk.

These are all issues that should be under control if you were implementing the necessary controls identified in your Risk Assessment. Evidence shows that you were not managing the situation and this cannot be allowed to continue.

As a result of this, we will be serving an Improvement Notice on you requiring you to put proper Covid controls in place. I will deliver the Notice to you tomorrow. You will have 21 days to comply with the Notice. A full explanation will be given in the covering letter. Monitoring visits will be made and I would remind you again that we can also serve Prohibition Notices to close your business if we see further breaches of Covid controls. We will take whatever measures are required to keep the city, its residents, visitors and workers safe.

If you wish to discuss this, please email me your mobile number and I will ring you.

Kind regards,

**REDACTED TEXT**

Food Safety Team, Environmental Health & Licensing  
Public Health, Brighton & Hove City Council  
Bartholomew House, Bartholomew Square  
Brighton, BN1 1JP

**REDACTED TEXT**

[www.brighton-hove.gov.uk/foodsafety](http://www.brighton-hove.gov.uk/foodsafety)

My working days are Monday to Thursday

### CORONAVIRUS

Keep your business safe by following social distancing guidelines:-

<https://www.hse.gov.uk/coronavirus/social-distancing/index.htm>

### WASH YOUR HANDS MORE OFTEN FOR 20 SECONDS

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Protect yourself & others

For more information go to [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

We will make it clear how you can contact or access our services | We will understand and get things done | We will be clear and treat you with respect

Brighton and Hove City Council may disclose the contents of this email if requested by a third party, under the provisions of the **Freedom of Information Act 2000**. For further advice please contact (01273) 291207 or search our website on [www.brighton-hove.gov.uk/foi](http://www.brighton-hove.gov.uk/foi)



## Appendix J

**From:** REDACTED TEXT  
**Sent:** 17 September 2020 09:49  
**To:** REDACTED TEXT  
**Cc:** REDACTED TEXT  
**Subject:** Pascal's Bar, 6 Queens Place, Hove - Improvement Notice

Dear Mr Madjoudj,

Further to my email to you yesterday, I attach digital copies of documents that will be posted out/delivered later today. The Notice requires you to put all necessary controls in place to prevent the spread of Covid-19 (Coronavirus). One Notice is served on you and another on the Limited Company.

You have already been provided with a lot of guidance so I hope that you understand what you need to do to comply with the Notice.

If you have any questions, hopefully I will see you later at the premises, if not, then please email me your mobile number and I will ring you later today or on Monday.

Kind regards,

### REDACTED TEXT

Food Safety Team, Environmental Health & Licensing  
Public Health, Brighton & Hove City Council  
Bartholomew House, Bartholomew Square  
Brighton, BN1 1JP

### REDACTED TEXT

[www.brighton-hove.gov.uk/foodsafety](http://www.brighton-hove.gov.uk/foodsafety)

My working days are Monday to Thursday

### CORONAVIRUS

Keep your business safe by following social distancing guidelines:-  
<https://www.hse.gov.uk/coronavirus/social-distancing/index.htm>

### WASH YOUR HANDS MORE OFTEN FOR 20 SECONDS

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



### Protect yourself & others

For more information go to [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

We will make it clear how you can contact or access our services | We will understand and get things done | We will be clear and treat you with respect

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Safer Communities  
Bartholomew House  
Bartholomew Square  
Brighton  
BN1 1JP

**Health and Safety at Work etc. Act 1974, Sections 21, 23 and 24**

**IMPROVEMENT NOTICE**  
Ref: 2020/00091/HSW21/EH

Name: REDACTED TEXT

Address: REDACTED TEXT

Trading As: **Pascal's Bar, 6 Queens Place, Hove, BN3 2LT**

I, REDACTED TEXT

1. Being an inspector appointed by an instrument in writing made pursuant to section 19 of the said Act and entitled to issue this Notice of
  2. **Environmental Health & Licensing, Brighton and Hove City Council, Bartholomew House, Bartholomew Square, Brighton, BN1 1JP**
- Telephone Number: (01273) REDACTED TEXT

Hereby give you notice that I am of the opinion that at: **Pascal's Bar, 6 Queens Place, Hove, BN3 2LT**

You, as an employer, have contravened in circumstances that make it likely that the contravention will continue or be repeated, the following statutory provisions:

**Regulation 3 (1) (a) & (b) Management of Health and Safety at Work Regulations 1999**

3. The reasons for my said opinion are: failure to implement a suitable and sufficient Risk Assessment of the risks of Covid-19 to your employees and others that may be affected by the activities you undertake
4. I hereby require you to remedy the said contraventions or, as the case may be, the matters occasioning them by **8 October 2020**

Signature: REDACTED TEXT

DATE: **17 September 2020**

An Improvement Notice is also being served on: **Mr Said Pascal Madjoudj** related to the matters contained in this Notice.

This is a relevant notice for the purposes of the Environment and Safety Information Act 1988.

HSCA – M (HSW) 99

SEE NOTES OVERLEAF

## NOTES

1. Failure to comply with this Improvement Notice is an offence as provided by section 33(1)(g) of the Health and Safety at Work etc. Act 1974 and section 33(2) and Schedule 3A of this Act renders the offender liable on summary conviction, to imprisonment for a term not exceeding 6 months in England and Wales and 12 months in Scotland, or to a fine, or both, or, on conviction on indictment, to imprisonment for a term not exceeding 2 years, or a fine, or both.
2. An Inspector has power to withdraw an Improvement Notice or extend the period specified in the notice, before the end of the period specified in it. If you wish this to be considered you should apply to the Inspector who issued the notice, but you must do so before the end of the period given in it. Such an application is not an appeal against this notice.
3. The issue of this notice does not relieve you of any legal liability for failing to comply with any statutory provision referred to in the notice or to perform any other statutory or common law duty resting on you.
4. You can appeal against this notice to an Employment Tribunal. Details of the method of making an appeal can be found on the GOV.UK website at <https://www.gov.uk/employment-tribunals/make-a-claim>. An appeal can either be submitted online at the above website address, or by downloading form ET1 and posting it to either the Employment Tribunal Central Office (England and Wales), PO Box 10218, Leicester, LE1 8EG; or Employment Tribunal Central Office (Scotland), PO Box 27105, Glasgow, G2 9JR.

If you do not have access to the internet, contact the person who issued the Notice and ask to be supplied with a hard copy of form ET1 and guidance T420: Making a claim to an Employment Tribunal.

### Time Limit for Appeal

A notice of appeal must be presented to the Employment Tribunal within 21 days from the date of service on the appellant of the Notice, or Notices, appealed against, or within such further period as the tribunal considers reasonable in a case where it is satisfied that it was not reasonably practicable for the notice of appeal to be presented within the period of 21 days.

The entering of an appeal suspends the Improvement Notice until the appeal has been determined or withdrawn, but does not automatically alter the date given in this notice by which the matters contained in it must be remedied.

The rules for the hearing of an appeal are given in The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013 (SI 2013 No 1237).

### Public Availability of Information on all Enforcement Notices

1. The Health and Safety Executive (HSE), for its own purposes, records and monitors trends in the enforcement action it takes, and in the convictions and penalties imposed by the Courts. It is HSE's policy that this information should be brought to the public's attention. HSE also has a statutory obligation under the Environment and Safety Information Act 1988 to maintain a public register of certain notices. Details from this notice will therefore be stored on an electronic database, which is available on HSE's Website ([www.hse.gov.uk](http://www.hse.gov.uk)).
2. Information on a notice will not be entered onto the database until after right of appeal against the notice has expired. Where a notice is withdrawn or cancelled on appeal no entry will be made. Entries relating to notices served on individuals will be kept on the database for a period of 5 years from the date of issue. Notices served on individuals under the age of 18 will be removed sooner.
3. Information will be withheld where, in HSE's belief, its disclosure would:
  - Cause harm or prejudice; or
  - Be in breach of the law.
4. Personal information is dealt with in accordance with the Data Protection Act 1998. Where disclosure of personal information would be incompatible with the Act it will not be included on the database.

5. If you are not satisfied with the information contained in the entry you have a further right to appeal to the HSE in the first instance.



Safer Communities  
Bartholomew House  
Bartholomew Square  
Brighton  
BN1 1JP

**Health and Safety at Work etc. Act 1974, Sections 21, 23 and 24**

**IMPROVEMENT NOTICE**  
Ref: 2020/00090/HSW21/EH

Name: **Mr Said Pascal Madjoudj**

Address: **Pascal's Bar, 6 Queens Place, Hove, BN3 2LT**

Trading As: **Pascal's Bar, 6 Queens Place, Hove, BN3 2LT**

1. I, **REDACTED TEXT**

Being an inspector appointed by an instrument in writing made pursuant to section 19 of the said Act and entitled to issue this Notice of

2. **Environmental Health & Licensing, Brighton and Hove City Council, Bartholomew House, Bartholomew Square, Brighton, BN1 1JP**  
Telephone Number: (01273) **REDACTED TEXT**

Hereby give you notice that I am of the opinion that at: **Pascal's Bar, 6 Queens Place, Hove, BN3 2LT**

You, as an employer, have contravened in circumstances that make it likely that the contravention will continue or be repeated, the following statutory provisions:

**Regulation 3 (1) (a) & (b) Management of Health and Safety at Work Regulations 1999**

3. The reasons for my said opinion are: failure to implement a suitable and sufficient Risk Assessment of the risks of Covid-19 to your employees and others that may be affected by the activities you undertake
4. I hereby require you to remedy the said contraventions or, as the case may be, the matters occasioning them by **8 October 2020**

Signature: **REDACTED TEXT**

DATE: **17 September 2020**

An Improvement Notice is also being served on: **REDACTED TEXT** related to the matters contained in this Notice.

This is a relevant notice for the purposes of the Environment and Safety Information Act 1988.

SEE NOTES OVERLEAF

## NOTES

1. Failure to comply with this Improvement Notice is an offence as provided by section 33(1)(g) of the Health and Safety at Work etc. Act 1974 and section 33(2) and Schedule 3A of this Act renders the offender liable on summary conviction, to imprisonment for a term not exceeding 6 months in England and Wales and 12 months in Scotland, or to a fine, or both, or, on conviction on indictment, to imprisonment for a term not exceeding 2 years, or a fine, or both.
2. An Inspector has power to withdraw an Improvement Notice or extend the period specified in the notice, before the end of the period specified in it. If you wish this to be considered you should apply to the Inspector who issued the notice, but you must do so before the end of the period given in it. Such an application is not an appeal against this notice.
3. The issue of this notice does not relieve you of any legal liability for failing to comply with any statutory provision referred to in the notice or to perform any other statutory or common law duty resting on you.
4. You can appeal against this notice to an Employment Tribunal. Details of the method of making an appeal can be found on the GOV.UK website at <https://www.gov.uk/employment-tribunals/make-a-claim>. An appeal can either be submitted online at the above website address, or by downloading form ET1 and posting it to either the Employment Tribunal Central Office (England and Wales), PO Box 10218, Leicester, LE1 8EG; or Employment Tribunal Central Office (Scotland), PO Box 27105, Glasgow, G2 9JR.

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2. Information on a notice will not be entered onto the database until after right of appeal against the notice has expired. Where a notice is withdrawn or cancelled on appeal no entry will be made. Entries relating to notices served on individuals will be kept on the database for a period of 5 years from the date of issue. Notices served on individuals under the age of 18 will be removed sooner.
3. Information will be withheld where, in HSE's belief, its disclosure would:
  - Cause harm or prejudice; or
  - Be in breach of the law.
4. Personal information is dealt with in accordance with the Data Protection Act 1998. Where disclosure of personal information would be incompatible with the Act it will not be included on the database.



5. If you are not satisfied with the information contained in the entry you have a further right to appeal to the HSE in the first instance.

## Appendix M

Regulatory Services  
Bartholomew House  
Bartholomew Square  
Brighton  
BN1 1JP



Mr S P Madjoudj  
Pascal's Bar  
6 Queens Place  
Hove  
BN3 2LT

Date: 17 September 2020  
Our Ref: 2020/16096/COVIDC/EH  
Contact: **REDACTED TEXT**  
Phone: **REDACTED TEXT**  
Email: **REDACTED TEXT**

**BY HAND**

Dear Mr Madjoudj,

**The Health and Safety at Work Act 1974  
The Health Protection (Coronavirus, Restrictions) (England) Regulation 2020  
Regulation 3 (1) (a) & (b) Management of Health and Safety at Work Regulations  
1999  
Complaints about overcrowding and a lack of social distancing  
Health & Safety Improvement Notice Reference Number 2020/00090/HSW21/EH  
Re: Pascal's Bar (formerly La Fourchette), 6 Queens Place, Hove, BN3 2LT**

I write with reference to my previous letter to you dated 20 August 2020, emails sent to you and **REDACTED TEXT** to a visit made to the above premises by my colleague **REDACTED TEXT** two Police Officers on 11 September 2020, and her letter emailed to you on 14 September 2020. I also phoned the premises and emailed you on 16 September 2020.

In these emails/letters you were informed about complaints this Department had received regarding your Covid-19 control measures in the business. You were informed of specific areas to improve in your business, provided with the relevant guidance and instructed to undertake/review a/your risk assessment in order to protect your staff, customers and visitors to your business from the risk of Covid-19.

Unfortunately, this Department has continued to receive further complaints and as a result, a further visit was carried out on 11 September 2020 by **REDACTED TEXT** when poor practices were observed, specifically: **people standing inside drinking close together and singing, lots of intoxication, people from different households shaking hands and hugging, loud music being played and groups of customers sitting very close to one another. These practices could result in the transmission of Covid-19 between people.**

Continued/...

If requested by a third party under the provisions of the **Freedom of Information Act 2000** the contents of this letter may be disclosed by Brighton & Hove City Council. For further advice please contact (01273) 291207 or search our website on [www.brighton-hove.gov.uk/foi](http://www.brighton-hove.gov.uk/foi)

Telephone: 01273 290000  
[www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)

It is apparent that insufficient action has been taken following advice given and further improvements must be made with your business to protect staff and customers from Covid-19.

As a result of the visit, we are now serving an Improvement Notice on you under the above legislation, requiring you to carry out a proper Risk Assessment and put adequate Covid-19 controls in place at the above premises within the next 21 days (**by 8 October 2020**). A Notice has also been served on **REDACTED TEXT**.

Monitoring visits will be made before the Notice expires, to assess progress. Further visits will be made after the expiry of the Notice to check for compliance.

In the interim, you must ensure you have read the updated guidance at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>, implemented the necessary controls and trained staff on them.

For further Covid-related advice and information, you can visit our website at <https://new.brighton-hove.gov.uk/coronavirus-covid-19>

**If you have failed to take the necessary action to safeguard yourself, your staff and your customers, and we assess the risk as unacceptable, we have the power to take formal action to make you comply, in line with our Enforcement Policy. If necessary, we can close your business until adequate measures are in place.**

Please contact me if you have any queries concerning this letter or the enclosed Notice. If you are unhappy with the service you have received, please contact the Regulatory Services Manager, contact number (01273) **REDACTED TEXT**

Yours sincerely,  
**REDACTED TEXT**

**REDACTED TEXT**  
Senior Technical Officer.

Enclosures: Improvement Notice 2020/00090/HSW21/EH  
Copy of Enforcement Policy

c.c. Mr P Madjoudj by email to **REDACTED TEXT**

c.c **REDACTED TEXT**

## Appendix N



Regulatory Services  
Bartholomew House  
Bartholomew Square  
Brighton  
BN1 1JP

**REDACTED TEXT**

**FIRST CLASS**

Date: 17 September 2020  
Our Ref: 2020/16096/COVIDC/EH  
Contact: **REDACTED TEXT**  
Phone: **REDACTED TEXT**  
  
Email: **REDACTED TEXT**

Dear Sir/Madam,

**The Health and Safety at Work Act 1974  
The Health Protection (Coronavirus, Restrictions) (England) Regulation 2020  
Regulation 3 (1) (a) & (b) Management of Health and Safety at Work Regulations  
1999  
Complaints about overcrowding and a lack of social distancing  
Health & Safety Improvement Notice Reference Number 2020/00091/HSW21/EH  
Re: Pascal's Bar (formerly La Fourchette), 6 Queens Place, Hove, BN3 2LT**

I write with reference to my previous letter to La Fourchette Brasserie Ltd dated 20 August 2020, emails sent to Mr Madjoudj and **REDACTED TEXT** to a visit made to the above premises by my colleague **REDACTED TEXT** and two Police Officers on 11 September 2020, and her letter emailed to Mr Madjoudj on 14 September 2020. I also phoned the premises and emailed Mr Madjoudj on 16 September 2020.

In these emails/letters, you and Mr Madjoudj were informed about complaints this Department had received regarding your Covid-19 control measures in the business. You were informed of specific areas to improve in your business, provided with the relevant guidance and instructed to undertake/review a/your risk assessment in order to protect your staff, customers and visitors to your business from the risk of Covid-19.

Unfortunately, this Department has continued to receive further complaints and as a result, a further visit was carried out on 11 September 2020 by **REDACTED TEXT** when poor practices were observed, specifically: **people standing inside drinking close together and singing, lots of intoxication, people from different households shaking hands and hugging, loud music being played and groups of customers**

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Telephone: 01273 290000  
[www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)

**sitting very close to one another. These practices could result in the transmission of Covid-19 between people.**

It is apparent that insufficient action has been taken following advice given and further improvements must be made with your business to protect staff and customers from Covid-19.

As a result of the visit, we are now serving an Improvement Notice on you under the above legislation, requiring you to carry out a proper Risk Assessment and put adequate Covid-19 controls in place at the above premises within the next 21 days (**by 8 October 2020**). A Notice has also been served on Mr Madjoudj at the premises.

Monitoring visits will be made before the Notice expires, to assess progress. Further visits will be made after the expiry of the Notice to check for compliance.

In the interim, you must ensure you have read the updated guidance at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>, implemented the necessary controls and trained staff on them.

For further Covid-related advice and information, you can visit our website at <https://new.brighton-hove.gov.uk/coronavirus-covid-19>

**If you have failed to take the necessary action to safeguard yourself, your staff and your customers, and we assess the risk as unacceptable, we have the power to take formal action to make you comply, in line with our Enforcement Policy. If necessary, we can close your business until adequate measures are in place.**

Please contact me if you have any queries concerning this letter or the enclosed Notice. If you are unhappy with the service you have received, please contact the Regulatory Services Manager, contact number (01273) **REDACTED TEXT**

Yours faithfully,  
**REDACTED TEXT**

**REDACTED TEXT**  
Senior Technical Officer.

Enclosures: Improvement Notice 2020/00091/HSW21/EH  
Copy of Enforcement Policy

c.c. Mr P Madjoudj by email to **REDACTED TEXT**  
c.c **REDACTED TEXT**

