



THE COAL MINING CHARITY

## **Reopening Facilities**

Whilst you will be keen to reopen your facilities (when allowed) for the social club and/or other activities we advise that you carefully consider when and how to do this in a way that is both in line with government guidance and financially viable. Whilst we don't know what the specific guidance is at present, what is certain, is things will be different to how they were prior to the closure in March.

Many welfares and particularly associated social clubs (where applicable) have been operating under a set model, and providing activities often through expectation of users (i.e because we always have done) rather than through choice and having regard to whether they work financially. The enforced closure now presents an opportunity for you to review all aspects of your business, such as opening hours, staffing, what activities you undertake, etc. and to create a model that will work, providing activities that are both needed and viable. Many of you will have seen trade decrease over the last few years and this is likely to continue following the COVID 19 pandemic.

We have outlined some of the things you should consider before making the decision of when and how to open. These include:

- Financial considerations
- Practical considerations and adapting your premises
- Employees – returning to work safely and paying their wages

The following highlights some of the considerations you should have and where you can find detailed guidance.

## **Financial Considerations**

We advise that prior to deciding to reopen you should ensure the activities you will undertake will be financially viable. Start by preparing a budget, look at each activity objectively, consider starting slowly and then building up when it is right to do so rather than throwing open the doors on day 1 and trying to carry on where you left off back in March.

## Preparing a budget

Start with **costs** you will incur and need to control, understand what they will be, challenge suppliers for best prices. These include:-

|                          |  |
|--------------------------|--|
| <b>Staff</b>             | <ul style="list-style-type: none"> <li>• Only bring back minimum staff that you need, leave others on furlough (see flexible furlough on page 4)</li> <li>• Ask for volunteers rather than using paid staff (be aware that your employees on furlough cannot volunteer for you) – perhaps one of your users is on furlough from their regular job and would be prepared to help.</li> <li>• Will additional staff be needed to help manage social distancing?</li> </ul> |
| <b>Stock</b>             | <ul style="list-style-type: none"> <li>• As demand is likely to decrease don't hold excessive stock that could go out of date</li> </ul>   |
| <b>Cleaning</b>          | <ul style="list-style-type: none"> <li>• Extra cleaning is likely to be required</li> </ul>  |
| <b>Utilities</b>         | <ul style="list-style-type: none"> <li>• Ensure heating/lights are only used in the areas required, turn off at all other times</li> <li>• If you're not in a contract with a supplier look at switching to another to save money</li> </ul>   |
| <b>Adapting premises</b> | <ul style="list-style-type: none"> <li>• Factors in costs for equipment that will be required and the different trading practices that will be introduced.</li> </ul>  |

Understand the **income** you will need to generate to cover your costs and factors that will effect income such as:-

|                          |  |
|--------------------------|--|
| <b>Sources of income</b> | <ul style="list-style-type: none"> <li>• Be realistic about the income you can generate particularly from bar activities, look where your income mainly came from in previous years e.g. do you rely on functions and parties that may not be able to take place.</li> </ul> |
| <b>Customers</b>         | <ul style="list-style-type: none"> <li>• Will customers come back especially if they are in the vulnerable group</li> <li>• How many can be accommodated with social distancing restrictions</li> </ul>  |
| <b>Other factors</b>     | <ul style="list-style-type: none"> <li>• Consider restricting opening hours to times that are likely to attract customers</li> <li>• Don't incur non-essential expenditure e.g. entertainment</li> </ul>   |

We can provide a template calculation sheet to assist with this exercise if required. Please contact your usual CISWO contact.

## **Practical Considerations and Adapting your Premises**

The Trustees are legally responsible for providing a safe environment for staff and visitors. We suggest you carry out the following:-

- Keep up to date with the latest public health regulations and specific industry guidelines
- Consult with your own insurers, they may have specific requirements that you need to undertake to ensure your insurance is valid
- Engage with relevant parties that will be impacted by reopening such as user groups and staff so their views and concerns can be addressed
- Carry out a risk assessment to take into account social distancing and look at the changes you will need to make to your premises
- Identify what equipment you will need e.g. signage and sanitation and cleaning products

All businesses must adhere to COVID 19 secure guidelines for their particular business type. These are available at [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

The current requirement to ensure adequate social distancing is achieved will have a significant impact on the way you use your premises and operate your business. Factors to consider include:-

- Entrances and exits – which to use, can a one way system be introduced? How will you avoid overcrowding at those points?
- Cleaning – introduce more frequent cleaning, have you got adequate cleaning products?
- Serving points – can a one way/queuing system be introduced using barriers and signage
- Payment – take contactless if possible

If your premises has not been used for some time perform safety checks on all systems e.g. fire alarm and ensure water systems have been flushed and disinfected to help prevent the possibility of legionella.

## Employees

There are a number of factors to consider both prior to and after reopening for your employees:

- Discuss and agree working arrangements – you may want staff to be flexible and cover different roles
- Carry out a work place risk assessment and ensure employees understand it and agree to adhere to control measures – a sample risk assessment is attached which you can adapt to your particular circumstances
- Employees may be reluctant or unable to return to work – discuss employee's particular circumstances and refer to government guidance on statutory sick pay if needed

## Flexible Furlough

From **1 July** a flexible arrangement is being introduced for staff that have been previously furloughed, from that date you can:

- Leave employees on furlough and continue to claim the Job Retention Scheme grant
- Bring back employees for all or part of their hours
- You pay for the hours they work and claim the JRS grant for the hours they don't

From **1 August** the amounts you can claim under the JRS are reducing, the employer will have to pick up some costs as noted below:

|                                | <b>July</b> | <b>August</b> | <b>September</b> | <b>October</b> |
|--------------------------------|-------------|---------------|------------------|----------------|
| <b>Government contribution</b> |             |               |                  |                |
| Wages                          | 80%         | 80%           | 70%              | 60%            |
| NI & Pension                   | 80%         | Nil           | Nil              | Nil            |
| <b>Employer Contribution</b>   |             |               |                  |                |
| Wages                          | -           | -             | 10%              | 20%            |
| NI & Pension                   | -           | 100%          | 100%             | 100%           |

The furlough scheme will end on **31 October 2020**, after which **all** employment costs will revert to the employer.

## Staff Holidays

A number of welfare are worried that when they re-open there will be staff shortages as employees take holiday. An employer can ask an employee to take holidays during furlough but 2 days' notice must be given for every one-day holiday; as an example, if you ask a staff member to take 5 days holiday 10 days' notice must be given. If an employee takes holiday whilst on furlough, you have to pay them 100% of their normal wage but you can still claim 80% through the JRS.

## Ending Employment

Change in working practices and the likely reduction in activity may mean you have to consider ending the employment of some or all of your staff. Before doing this we advise you seek advice to ensure this is carried out properly to avoid adverse repercussions for your charity or social club. CISWO are able to provide guidance on the process you should follow.

**Further detailed information can be found on the following websites**

|                                     |  |
|-------------------------------------|--|
| Public Health Guidance              | <a href="http://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a><br><a href="http://www.nhs.uk/conditions/coronavirus-covid-19/">www.nhs.uk/conditions/coronavirus-covid-19/</a>   |
| Industry Guidance                   | <a href="http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a><br><a href="http://www.gov.scot/publications/coronavirus-covid-19-phase-1-business-and-physical-distancing-guidance">www.gov.scot/publications/coronavirus-covid-19-phase-1-business-and-physical-distancing-guidance</a><br><a href="http://www.gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace">www.gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace</a> |
| Legionella advice                   | <a href="http://www.hse.gov.uk/news/legionella-risks-during-coronavirus-outbreak.htm">www.hse.gov.uk/news/legionella-risks-during-coronavirus-outbreak.htm</a>   |
| Working Safely guidance             | <a href="http://www.hse.gov.uk/coronavirus/working-safely">www.hse.gov.uk/coronavirus/working-safely</a>   |
| Employee risk assessment            | <a href="http://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm">www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm</a>   |
| Changes to the Job Retention Scheme | <a href="http://www.gov.uk/government/publications/changes-to-the-coronavirus-job-retention-scheme/changes-to-the-coronavirus-job-retention-scheme">www.gov.uk/government/publications/changes-to-the-coronavirus-job-retention-scheme/changes-to-the-coronavirus-job-retention-scheme</a>   |
| Guidance on statutory sick pay      | <a href="https://www.gov.uk/statutory-sick-pay">https://www.gov.uk/statutory-sick-pay</a>  |
| Guidance on employment matters      | Free advice is available from ACAS at <a href="http://www.acas.org.uk">www.acas.org.uk</a> or they can be contacted on their helpline 0300 123 1100 if you have a specific matter that you wish to discuss.  |

**CISWO contact details**

**Head Office**

Phone: 01709 728 115

Email: [mail@ciswo.org.uk](mailto:mail@ciswo.org.uk)

**Scotland Region**

Phone: 01506 635 550

Email: [scotland@ciswo.org.uk](mailto:scotland@ciswo.org.uk)

**South England Region**

Phone: 01623 625 767

Email: [southeast@ciswo.org.uk](mailto:southeast@ciswo.org.uk)

**Wales Region**

Phone: 01443 485233

Email: [wales@ciswo.org.uk](mailto:wales@ciswo.org.uk)

**North England Region**

Phone: 01977 703 384

Email: [northengland@ciswo.org.uk](mailto:northengland@ciswo.org.uk)

Last updated 23<sup>rd</sup> June 2020