

ADMIRAL COVID-19 GENERAL LICENSEE GUIDANCE

Updated March 31st 2020

ADMIRAL STAFFING LEVELS

Like you Admiral must also take cost-savings measures during this time, and from April 1st 2020, 75% of our staff including BDMs will not be working and will be on furlough. So you may not be able to contact the person you normally deal with. This is uncharted territory for everyone, but we are still here to help and support. So you can either call on 01244 321171 or email enquiries@admiraltaverns.co.uk and you will be directed to an appropriate person/department. We will be doing our best to serve you and appreciate your patience during this time.

ADMIRAL ADVICE re GOVERNMENT FUNDING

GRANT funding

Our understanding is that **the critical element is that you as licensee confirm to your Local Authority that you are the ratepayer** and that your bank account details have not changed. Then, payment should be almost automatic.

Coronavirus Job Retention Scheme (CJRS)

The websites below have detailed information on this scheme for furloughing your employees. We also attach an employee template which you may find useful.

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/Furlough-Employee-Template.pdf>

We nominate 5 great independent websites at the bottom of this document for relevant information sources. **Specifically relating to the provision of government funding support**, we would recommend:

From the government itself – GOV.UK

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses>

And from highly respected industry accountants:

<https://www.haysmacintyre.com/covid-19>

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PRACTICAL PUB / CELLAR CLOSURE GUIDANCE

No Consumption on-premise

The current law is perfectly clear – pubs should be closed. They are only permitted to provide delivery or takeaway services in accordance with their premises licence, updated planning permission (which allows pubs and restaurants to do so) and the updated Covid-19 guidance issued on the GOV.uk website.

'Lock-ins' are clearly an offence and, in addition to possible fines, pubs could face a licence review leading to revocation.

Protocol on Destruction of Beer in Pub Cellars

Following HMRC's recent announcement of the relaxation of the rules in Notice 226 to allow beer to be destroyed remotely in pub cellars, BBPA is working on a protocol to provide more detail around this process and the options available. BBPA welcomes the flexibility but cautions that **licensees must not destroy any beer without first obtaining the express permission of the brewer/operator.**

"We are currently drafting industry best practice to help support the sector by providing designated pub staff with additional guidance. We want to ensure that destruction is done in a way that is environmentally responsible and safe for staff, but also compliant with HRMC protocol to protect against fraud and guarantee it is done correctly. We will be publishing this guidance on our website later this week and would urge all licensees and operators to review it."

For clarity – please do nothing until further notice.

Five practical pub and cellar-closure guides are listed below, from **BBPA**, **MolsonCoors**, **CaskMarque**, **HUK SMART DISPENSE** and **BRITVIC**:

BBPA:

<http://beerandpub.com/wp-content/uploads/2020/03/BBPA-COVID-19-Dispense-System-Shut-Down-Guide-v2.pdf>

MOLSON COORS:

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/03/Molson-Coors-Customer-Advice.pdf>

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CASK MARQUE:

<https://cask-marque.co.uk/wp-content/uploads/2020/03/Cask-Marque-Guide-to-Bar-and-Cellar-Closure-Process.pdf>

HUK SMART DISPENSE:

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/03/Covid-19-Smart-Dispense.pdf>

BRITVIC:

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/03/BRITVIC-SHUT-DOWN.pdf>

CO2 Risks

CO2 gas is both colourless and odourless, the escaping gas can cause oxygen levels in the surrounding air to drop. People who breathe in this air can suffocate.

In the absence of a CO2 gas alarm on your person or in your cellar, **you should NOT enter your cellar (or enclosed areas where gas bottles are stored) which has been closed for a long period of time before fully ventilating to ensure it is safe.** Ensure all gas bottles are turned off at the bottle.

Cask Beer - Pubs should take special care with cask products

If cellar cooling has been switched off casks may become pressurised due to infection. To prevent “bungs” blowing out, **we would advise licensees to vent the casks.** Depending on your set up:

- o Horizontal dispense: Knock a hard peg through the shive, then remove peg
- o Vertical dispense: Knock in vertical extractor body, open breather valve
- o This will allow the excess gas to escape. Please do not pour away the liquid as some brewers are offering recompense – please check first
- o If licensees require further guidance on how to undertake this venting of casks, please contact Admiral on 01244 321171 or email enquiries@admiraltaverns.co.uk

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Venting a horizontal cask to avoid unsafe pressure build up on casks in closed pubs



- **'Shive'**: used to insert soft or hard peg. Sealed with a 'tut'
- **Soft peg**: Short, made from cane, allows CO2 to escape, filters air going into beer
- **Hard peg**: Long, stops gas escaping



- Knock through tut in shive using a hard peg then remove peg

YOUR HEALTH and SAFETY: STATUTORY COMPLIANCE and TENANT WORKS

Electrical, Fire Safety & Gas Safe Testing

Due to the current COVID-19 Pandemic it is increasingly unfeasible & unsafe for statutory compliance tests to continue on our sites.

We will however continue to make reasonable endeavours to complete compliance testing where it is deemed safe to do so.

Where it is not safe we will adopt a Dynamic Risk Assessment (DRA).

Risk assessments involve analysing the risks and hazards of your workplace and implementing controls to either eliminate or reduce them.

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Electrical & Fire Safety Testing

Please adopt the attached DRA immediately.

Electrical:

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/03/Dynamic-Risk-Assessment-Electrical.pdf>

Fire Alarm:

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/03/Dynamic-Risk-Assessment-Fire-Alarm.pdf>

If you have any queries, please call the Help Line or the Admiral Taverns Help Desk for support.

Over the down time we will monitor missed inspections and look to prioritise these sites once we have freedom of movement and safe environments to work in.

Gas Safe Testing

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/03/Dynamic-Risk-Assessment-Gas-Safety.pdf>

The Health & Safety Executive and Gas Safe are still currently expecting that all reasonable endeavours are made by Landlords to complete annual Gas Safe Tests.

There is a requirement to record all attempts to arrange and complete Gas Safe Tests in order to comply with this requirement.

JCW our Gas Safe Contractor, has agreed to set up a month by month schedule of due inspections and record all attempts gain access to complete the inspections.

JCW will initially contact you and seek confirmation that the occupants of the site do not have COVID-19, that they do not fall into the 1.5m Government High Risk Category and that they are happy for an engineer to attend their site.

If you answer positively to the questions, then the engineer will arrange to visit and re-check with you the day before the visit.

If you answer negatively to any question, then the attempt will be recorded and a new attempt will be rescheduled for 4 weeks' time.

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Tenant Works

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/PROPERTY-HELP-SUPPORT-DURING-THE-COVID-19-CRISIS.pdf>

UTILITIES

- As we move into a further phase of the management of Covid19, energy suppliers are having their staff work from home and will be prioritising security of supply and dealing with emergencies.
- A small number of suppliers will continue to be available by telephone, however many are now only available by email. Suppliers are providing more detail as to their response on their websites, and customers are advised to look for further information there.
- If customers haven't done so already, they are advised to **set up an online account with their suppliers** and to **submit meter readings on a regular basis (we recommend weekly)** to ensure that bills are based on actual, rather than estimated readings.
- Prior to cancelling DD's customers are strongly encouraged to speak with their suppliers. This advice can be seen as equally applicable to water suppliers as to energy.

MACHINES

Given the current crisis facing the country and the legal advice issued by the Government, BACTA has concluded that the Socially Responsible course of action for the Industry is to **cease all collections with immediate effect.**

Advice for our Licensees:

- Ensure that all machines are switched off so there are no attract modes/flashing lights and pose no Health & Safety risk
- If at all possible - move machines out of site, into disabled toilets or storerooms, not ideal but these are not ideal times

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- Once current restrictions are removed, if a final collection wasn't carried out on the machines - please liaise with the machine supplier (s) to arrange a final collection at the earliest opportune time after
- We suggest the below label is printed out and put on the front of all AWP's – even if the machine hasn't been emptied

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/03/Out-of-Service-Notice-Machines.pdf>

5 GREAT INTERNET SOURCES

For these ever-changing circumstances, we recommend the following 5 sources of up-to-date quality information and independent advice:

Personal Health - NHS

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Government Business Support – GOV.UK

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses>

Industry Accountants – a digestible and quality summary of latest government support available

<https://www.haysmacintyre.com/covid-19>

Industry General

BBPA

https://beerandpub.com/policies/covid-19/?utm_source=GDPR+-+Daily+Digest&utm_campaign=fb25b8b616-EMAIL_CAMPAIGN_10_2_2018_14_43_COPY_01&utm_medium=email&utm_term=0_7311a7a757-fb25b8b616-61449657

BII

<https://www.bii.org/>