

ADMIRAL COVID-19 GENERAL LICENSEE GUIDANCE

GOVERNMENT AND INDUSTRY SUPPORT

Updated September 14th 2020

RE-OPENING

England: Now fully Open
Scotland: Now fully Open
Wales: Now fully Open

New grants for businesses impacted by local lockdowns

- Businesses in England that are required to shut because of local interventions will now be able to claim up to £1,500 per property every three weeks. If a business occupies a premises with a rateable value less than £51,000 or occupy a property or part of a property subject to an annual rent or mortgage payment of less than £51,000, it will receive £1,000. If a business has a rateable value more than £51,000 or part of a property subject to an annual rent or mortgage payment of more than £51,000, it will receive £1,500.
- The full HM Treasury release can be found [here](#).

PAVEMENT LICENSES and OUTDOOR SEATING AVAILABILITY

The detailed Government guidance on this topic can be found in our RFL website materials in the **red 'Government Regulations' box**.

The temporary pavement licences process introduces a streamlined consent route to allow businesses to obtain a licence to place temporary furniture, such as tables and chairs outside of cafes, bars and restaurants quickly, and for no more than £100. This is a streamlined process to allow businesses in England to secure these licences in time for the summer and, where they are deemed to have been granted, allow these licences to remain in place for a year but not beyond 30 September 2021.

In addition to this new process temporary amendments to the Licensing Act 2003 will allow venues with premises licences to sell alcohol for consumption off the premises without needing to apply for a variation of their licence.

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OTHER GOVERNMENT FUNDING

The new business support finder tool can be found at <https://www.gov.uk/business-coronavirus-support-finder>

More details on support for businesses can be found on the coronavirus business support hub: <https://www.gov.uk/coronavirus/business-support>

In particular, the following government funding is available:

Non-repayable

1. GRANT Funding* – £10 or £25K available to almost all licensees
2. Local Authority Discretionary Grants Fund *
3. Self-Employment Income Support Scheme (SEISS)*
4. Coronavirus Job Retention Scheme (CJRS)* – applicable to all PAYE staff and licensees if they are PAYE'd through their own company
5. Job Retention Bonus (JRB)*
6. Coronavirus Statutory Sick Pay Rebate Scheme (CSSRS)*
7. Universal Credit support
8. Self-isolation supplement for low-income workers

Repayable

9. VAT (and other taxes) deferral
10. Bounce-back loan scheme*
11. Coronavirus Business Interruption Loan Scheme (CBILS)

**Further described in the following pages.*

Admiral's advice:

- **We expect that all licensees have applied for 1. – grant support.**
- If you have been unsuccessful in claiming a £10K or £25K rates-linked grant (1. above), this (2.) is another opportunity to receive grant funding
- For licensees themselves, in terms of income support, you should apply for one of 3, 4, 6 or 7 whichever is most appropriate
- Licensees with staff should apply for 4. – CJRS (government pays to 'furlough' staff)
- All licensees should avail of 5. if possible and 9. – VAT and HMRC taxes deferral
- Taking a repayable loan (10/11) *may* make sense in order to pay some critical debts and create some working capital. The **Bounce Back loan scheme attracts zero interest for 12 months, and a low 2.5% rate thereafter** which is certainly attractive and may be useful. Clearly, this is still repayable debt, and licensees should understand all elements of these loan deals and avail of accountant advice where possible.

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We expand on the most likely relevant schemes below, but please view the government website links above.

1. GRANT funding – every licensee should apply

Most councils are now posting forms online to complete. 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.

2. Local Authority Discretionary Grants Fund – June 9th 2020

- The Government has updated the eligibility criteria for the Local Authority Discretionary Grants Fund. To be eligible a business should have ongoing fixed property-related costs, and occupy property (or part of a property) with a rateable value or annual mortgage/rent payments below £51,000.
- The full guidance is available [here](#).
- The full set of criteria for a business are that it:
 - is based in England
 - has relatively high ongoing fixed property-related costs
 - occupies property (or part of a property) with a rateable value or annual mortgage/rent payments below £51,000
 - was trading on 11 March 2020
 - can show that your business has suffered a significant fall in income due to COVID-19.

However, local councils have been directed to prioritise certain businesses and have discretion in how they decide the grants. Businesses cannot apply if they are already claiming under another COVID-related government grant scheme, except for CJRS and SEISS.

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3. Self-Employed Income Support Scheme – second claim period now open – August 18th 2020

- The second claim period for the SEISS is now open. Grant claims must be submitted by 19 October 2020. More details of the eligibility and requirements is available [here](#).

Guidance on Self-Employment Income Support Scheme (SEISS) – May 29th 2020

- The Chancellor has announced that the **Self-Employment Income Support Scheme (SEISS) will be extended** - with those eligible able to claim a second and final grant capped at £6,570. The first SEISS grant, which opened for applications on 13th May, will close to new applications on 13th July. Eligible individuals will be able to make their claim for the first grant any time until this date, and those eligible will have the money paid into their bank account within six working days of completing a claim.
- The Government's SEISS will be extended, thereby allowing individuals to claim a second and final grant in August. The grant will be worth 70 per cent of their average monthly trading profits, paid out in a single instalment covering three months' worth of profits, and capped at £6,570 in total.
- The abovementioned extension relates to the SEISS which began on May 5th whereby HM Revenue and Customs (HMRC) began contacting customers who may be eligible for the government's Self-Employment Income Support Scheme (SEISS). Those who are eligible will be **able to claim a taxable grant worth 80% of their average trading profits up to a maximum of £7,500** (equivalent to three months' profits), paid in a single instalment.

HMRC is also inviting customers, or their agents, to go online and check their eligibility for SEISS. In order to receive quick confirmation from the eligibility checker, individuals should:

- have their Unique Taxpayer Reference (UTR) and their National Insurance Number to hand make sure their details are up-to-date in their Government Gateway account
- Once the online check is complete, eligible customers will be given a date when they can submit their claim. They will also be encouraged to update their contact details.

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The claim process is as follows:

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/05/Self-Employed-Claims-Process.pdf>

The claims service opened on 13th May. The claims process is simple, and those eligible will have the money paid into their bank account by 25th May, or within six working days of completing a claim.

Eligibility

Individuals are eligible if their business has been adversely affected by coronavirus, they traded in the tax year 2019 to 2020, intend to continue trading, and they:

- earn at least half of their income through self-employment
- have trading profits of no more than £50,000 per year
- traded in the tax year 2018 to 2019 and submitted their Self-Assessment tax return on or before 23 April 2020 for that year

HMRC is using information that customers have provided in their 2018 to 2019 tax return – and returns for 2016 to 2017 and 2017 to 2018 where needed – to determine their eligibility and is contacting customers who may be eligible via email, text message or letter.

You can get more information on the Self-Employed Income Support Grant here:

<https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-income-support-scheme#eligible>

Register for the [next live webinar about coronavirus \(COVID-19\) – Self-employment Income Support Scheme \(SEISS\)](#)

Further details in can be found in the SEIS [factsheet](#).

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4. Coronavirus Job Retention Scheme (CJRS) – updated September 1st 2020

Latest

1. From 1st September, the Government has reduced its contribution of furlough wages from 80% to 70% and employers will have to pay 10% of employees' wages for the time they are being furloughed. Employers will also continue to pay their National Insurance and pension contributions. Guidance on how to claim is available [here](#).

Previous

The Chancellor outlined further details on the extension of the Coronavirus Job Retention Scheme (CJRS) including improved flexibility to bring furloughed employees back part time in July and a new taper requiring employers to contribute to furloughed salaries from 1st August.

With regards to the CJRS, from 1st July, businesses will be given the flexibility to bring furloughed employees back part time. This is a month earlier than previously announced to help support people back to work. Individual firms will decide the hours and shift patterns their employees will work on their return, so that they can decide on the best approach for them - and will be responsible for paying their wages while in work. From 1st July the CJRS can only be used for those staff that had been furloughed by 10th June.

- From 1st August, the level of government grant provided through the CJRS will be slowly tapered to reflect that people will be returning to work. That means that for June and July the Government will continue to pay 80% of people's salaries. In the following months, businesses will be asked to contribute an increasing share, but individuals will continue to receive that 80% of salary covering the time they are unable to work.
- The scheme updates mean that the following will apply for the period people are furloughed:
 - o June and July: The Government will pay 80% of wages up to a cap of £2,500 as well as employer National Insurance (ER NICs) and pension contributions. Employers are not required to pay anything.
 - o August: The Government will pay 80% of wages up to a cap of £2,500. Employers will pay ER NICs and pension contributions – for the average claim, this represents 5% of the gross employment costs the employer would have incurred had the employee not been furloughed.
 - o September: The Government will pay 70% of wages up to a cap of £2,190. Employers will pay ER NICs and pension contributions and 10% of wages to make up 80% total up to a cap of £2,500. For the average claim, this represents 14% of the gross employment costs the employer would have incurred had the employee not been furloughed.

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o October: The Government will pay 60% of wages up to a cap of £1,875. Employers will pay ER NICs and pension contributions and 20% of wages to make up 80% total up to a cap of £2,500. For the average claim, this represents 23% of the gross employment costs the employer would have incurred had the employee not been furloughed.

- The cap will be proportional to the hours not worked. To enable the introduction of flexible furloughing, and support those already furloughed back to work, claims from July onwards will be restricted to employers currently using the scheme and previously furloughed employees. The number of employees an employer can claim for in any claim period cannot exceed the maximum number they have claimed for under any previous claim under the current CJRS.
- The scheme will close to new entrants on 30th June, with the last three-week furloughs before that point commencing on 10th June for new entrants.
- From 1st July, employers can bring back to work employees that have been furloughed for any amount of time and any shift pattern, while still being able to claim CJRS grant for the hours not worked. Employers will need to agree any flexible furlough arrangements with employees, and when claiming the CJRS grant will need to report and claim for a minimum period of a week.
- Employers will be required to submit data on the usual hours an employee would be expected to work in a claim period and actual hours worked. Employees who believe they are not getting their 80% share can also report any concerns to the HMRC fraud hotline. HMRC will take action against those found to be abusing the scheme.
- Further details can be found in the CJRS [factsheet](#).

FLEXIBLE FURLOUGHING and CLAIM CALCULATION – June 12th 2020

At the end of May the Chancellor set out how the CJRS will work between now and the end of October, when the scheme will end. The government has now published [detailed guidance](#) to confirm:

1. **How employers can bring previously furloughed employees back to work part-time from 1 July (known as flexible furloughing)** and how many employees they can claim for in any one claim.
2. How to claim, and the information employers will need to do so..
3. Details of calculating claim amounts.
4. More information on amending claims.

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This week, the Chancellor announced that parents returning from maternity, paternity, shared parental, adoption and parental bereavement leave after the 10 June are exempt from the cut-off date for new entrants. This applies to employers who have previously submitted a claim for any other employee (between 1 March and 30 June). Employees need to have started the leave before 10 June and are returning after 10 June and they have to be on their employers' PAYE payroll on or before 19 March 2020. This is also covered in the updated guidance.

HM Government

Coronavirus

Coronavirus Job Retention Scheme (CJRS): key dates

10 June Last date to furlough employees for the first time, to be eligible until October.

12 June Guidance on changes to CJRS available on GOV.UK.

30 June CJRS closes to anyone who hasn't been furloughed for three weeks before this date.

1 July Flexible furloughing begins – businesses can bring back employees as needed. CJRS grant will cover usual hours not worked.

31 July Final date to submit claims for staff furloughed before 30 June.

1 August Employers now pay national insurance (NI) and pension contributions for furloughed employees.

1 September Employers now pay **10%** of furloughed wages, plus NI and pension contributions.

1 October Employers now pay **20%** of furloughed wages, plus NI and pension contributions.

31 October Scheme closes.

Flexible furloughing continues until the scheme closes

Full guidance and further support is on GOV.UK – search for Coronavirus Job Retention Scheme.

GET HELP > PROTECT YOUR BUSINESS > SAVE JOBS

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INITIAL INFORMATION – April 2020

The websites below have detailed information on this scheme for furloughing your employees. We also attach the latest detailed advice regarding this scheme AND an employee template which you may find useful, [incl. critical advice at the end of this template.](#)

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/Coronavirus-Job-Retention-Scheme-28.4.pdf>

Furlough Template:

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/Furlough-Template-18.04.pdf>

The HMRC portal is now operational, and payments will take 4-6 days.

The guidance does set out a list of the requirements that an employer will need to make a claim. This list keeps growing with each iteration, but currently it is the following:

- your employer PAYE reference number
- the number of employees being furloughed
- National Insurance Numbers for the employees you want to furlough
- Names of the employees you want to furlough
- Payroll/works number for the employees you want to furlough
- Your Self-Assessment Unique Taxpayer Reference or Corporation Tax Unique Taxpayer Reference or Company Registration Number
- The claim period (start and end date)
- Amount claimed (per the minimum length of furloughing of 3 consecutive weeks)
- Your bank account number and sort code
- Your contact name
- Your phone number

It might be useful for you as the licensee to start pulling this information together asap to be prepared to make an efficient and effective application.

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5. **Job Retention Bonus** (July 2020)

1. The Government has announced the details of the Job Retention Bonus signalled by the Chancellor during the Summer Statement. As announced, the bonus will see businesses receive a one-off payment of £1,000 for every previously furloughed employee if they are still employed at the end of January next year. HMT says that the scheme is designed to continue to support jobs through the UK's economic recovery from coronavirus by encouraging and helping employers to retain as many employees who've been on furlough as possible.
2. A policy statement published by the HMRC today gives employers further details on eligibility requirements and how they can claim the bonus. Under the terms:
 - i. Employers will receive a one-off payment of £1,000 for every employee who has previously been furloughed under Coronavirus Job Retention Scheme (CJRS) – if
 - ii. they remain continuously employed to the end of January 2021;
 - iii. To ensure the jobs are meaningful well-paid, employees must earn at least £520 (the National Insurance lower earnings limit) a month on average between the beginning of November and the end of January;
 - iv. Those who were furloughed and had a claim submitted for them after the 10 June (when the CJRS closed to new entrants), because they were returning from parental leave or time serving as a military reservist will also be eligible for the bonus as long as they meet the other eligibility criteria
 - v. Employers will also be eligible for employee transfers protected under TUPE legislation, provided they have been continuously employed and meet the other eligibility criteria and the new employer has also submitted a CJRS claim for that employee.
1. Full guidance will be published in September. Further details on the JRB can be found [here](#).

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APPRENTICESHIPS, TRAINEESHIPS, KICKSTART PROGRAMME

The Chancellor of the Exchequer's set out a range of measures aimed at supporting jobs, backed by £3.7 billion of public funding.

The Kick Start scheme

Whereby the Government will directly pay employers who create jobs for 16-24 year olds. Firms will have to prove these jobs are additional. If you meet the conditions set by Government they will pay the wages of said employee for six months.

Apprenticeship and Kick Start Information

From Government - Education and Skills Funding Agency

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/08/Attack-the-Skills-Opportunity.pdf>

From 'HIT Training'

<http://hittraining.ctml2.com/hittraining/lz.aspx?p1=Vg3DA1MVM3NzU1MTgxMjE6OTU0MkYxMkFDNUJwN0Y3QUJxNjFEMjJDRDJFQUEyQUI=-&CC=&p=0>

HIT has also outlined the level of Government funding that will be available for any new apprentice that commences employment and how they can support pubs with this.

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/07/001318-Admiral-Apprentice-Bonus-Leaflet.pdf>

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6. Coronavirus Statutory Sick Pay Rebate Scheme (May 26th)

- Small businesses and employers across the UK who have paid Statutory Sick Pay to staff taking COVID-related leave will be able to claim back the money from today.
- The scheme allows small and medium sized employers, with fewer than 250 members of staff, to apply to recover the costs of paying Statutory Sick Pay for two weeks - worth nearly £200 per employee.
- The new online service is being run by HMRC, and after making an application employers should receive the money within six working days. To get the rebate, employers will need to go online and provide simple information on the employees being claimed for. Guidance on how to claim is available [here](#) and you can check if you can claim [here](#).

8. Self-isolation Supplement Payment for low-income workers

- The Government announced on 27th August that people on low incomes who need to self-isolate and are unable to work from home in areas with high incidence of COVID-19 will benefit from a new payment scheme. The full announcement is [here](#).
- The scheme will be trialled from 1st September and will initially only apply in the areas of Blackburn with Darwen, Pendle, and Oldham. It is designed to support people who are unable to work from home while self-isolating, either after testing positive, or after being identified by NHS Test and Trace as living in the same household as – or coming into contact with – someone who has tested positive. It will be available to people currently receiving either Universal Credit or Working Tax Credit.

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- Payments will be provided within 48 hours of the eligible individual providing the necessary evidence. There will be a rapid review of the scheme to assess the performance to consider how effectively vulnerable people have been reached, and consider how far it has helped reduce transmission of the virus in these areas. If the approach is successful, the scheme will be applied in other areas of high COVID-19 incidence.
- This will not reduce any other benefits that they receive. This payment equates to:
 - £130 if an individual has tested positive for coronavirus and has to self-isolate for 10 days (from the point they first developed symptoms).
 - £182 if a member of an individual's household has tested positive for coronavirus and they are asked to self-isolate for 14 days (from the point the member of their household first developed symptoms).
 - £13 per day (up to a maximum of £182) if an individual is identified as a non-household contact of another person who has tested positive for coronavirus and is asked to self-isolate up until 14 days after they were most recently in contact with the person who tested positive.
- To be eligible for the funding, individuals must meet the following criteria:
 - Have tested positive for Covid-19 or received a notification from NHS Test and Trace asking them to self-isolate
 - Have agreed to comply with the notification from NHS Test and Trace and provided contact details to the local authority.
 - Be employed or self-employed. Employed people will be asked to show proof of employment. Self-employed will be required to show evidence of trading income and that their business delivers services which the local authority reasonably judges they are unable to carry out without social contact
 - Be unable to work from home (checks will be undertaken on all applicants) and will lose income as a result
 - Be currently receiving Universal Credit or Working Tax Credit

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9. Bounce Back Loan Scheme

- This scheme will help small and medium-sized businesses affected by coronavirus (COVID-19) to apply for loans of up to £50,000 (based on 25% net annual sales)
- This loan scheme launched on 4 May 2020 - it is now open.
- The Bounce Back Loan scheme will help small and medium-sized businesses to borrow between £2,000 and £50,000.
- The government will guarantee 100% of the loan and there won't be any fees or interest to pay for the first 12 months. **The interest rate for the remainder of the loan has been set at 2.5%**
- Loan terms will be up to 6 years. No repayments will be due during the first 12 months.
- The scheme will be delivered through a network of accredited lenders (Banks). **You are likely best applying via the bank you have your business account with.**

Eligibility

You can apply for a loan if your business:

- is based in the UK
- has been negatively affected by coronavirus
- was not an 'undertaking in difficulty' on 31 December 2019

Who cannot apply

If you're already claiming funding

You cannot apply if you're already claiming under the Coronavirus Business Interruption Loan Scheme (CBILS). If you've already received a loan of up to £50,000 under CBILS and would like to transfer it into the Bounce Back Loan scheme, you can arrange this with your lender until 4 November 2020.

How to apply

The Bounce Back Loan scheme **is now open**. More details about the scheme and how to apply are available on the British Business Bank's website, [here](#).

Finally, in addition to the aforementioned government websites, there is very useful related information on the internet **from highly respected industry accountants, for example:**

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

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SUPPLIER SUPPORT

From DIAGEO (GUINNESS)

DIAGEO ANNOUNCES RECOVERY FUND TO HELP PUBS AND BARS WELCOME BACK CUSTOMERS AFTER LOCKDOWN

“Raising the Bar” is Diageo’s new global programme to support pubs and bars as you welcome customers back following the COVID-19 pandemic. We want to stand beside you every step of the way.

“Raising the Bar” in GB, will work in two ways. Any bar anywhere in the world will have free access to Diageo Bar Academy, where you can access best practice training and how to optimise your recovery.

Diageo will provide the physical equipment you need to re-open including:

- High-quality permanent sanitiser dispense units
- Medical grade hand sanitiser
- Personal protection equipment
- Online reservations and cashless systems

Please be aware that only pubs and bars are eligible for the pledge. In order to receive the support from the pledge, outlets must confirm they have shown support to their community during Covid-19.

Please note, this form is dedicated to pubs and bars within Great Britain. **Please visit www.diageobaracademy.com**

From BT SPORT – Digital Training

- BT Sport launches digital skills programme to help pubs and clubs kick start their businesses after lockdown
- Includes free, online webinars and instructional videos open to all
- BT Sport commercial customers will also have access to 1-2-1 digital training

Three live webinars will be run on the BT Business YouTube page, each tailored to the hospitality sector and on-trade market and are open for anyone to join. The webinars have been created with help from the BII, Ulster Hospitality and Club Mirror and will cover how venues can use an online presence to drive footfall and boost consumer confidence.

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1. Get Your Business Visible Online

In this session attendees will learn how to use Google My Business to promote their business and drive footfall through the door in a post Covid-19 world. This session will cover the features of a Google business listing and how to engage and respond to customer needs. Attendees will learn practical tips on how to get set up with a Google My Business account and explore how to improve their reach with customers. Join here for recorded webinar: <https://youtu.be/TLLHPDA47tA>

2. Social Media 101

This session explores how to use social media to promote business and reconnect with existing customers after lockdown and find new customers online. Attendees will learn about the opportunities that social media brings, how to use it to understand customers' needs and create valuable content. This session will also cover practical tips on how to set up and manage a Facebook business account. Join here: for recorded webinar <https://youtu.be/Nw9BF1hSFHE>

3. How to Build and Enhance Your Website

This session will cover how to use websites to promote business and connect with customers online. Attendees will learn practical tips on how to set up a website and embed engaging content and functions to achieve their business goals. Join here: for recorded webinar <https://youtu.be/LM79MWtmlDo>

In addition to the webinars, later this month a series of short, instructional videos will be released on BT's website and social media which cover a range of topics and also address potential solutions to the problems posed by the pandemic.

- How to communicate about the measures you're taking to keep your customers and staff safe
- Content creation and COVID-19
- Top tips for best pub photos
- How to create a Google My Business listing and a free Google website

BT Sport customers will also have access to 1-2-1 digital training with the BT Sport team. Sessions can be booked online and will be run over Skype, with specially trained BT agents who are on hand to help you and your venue. These will be allocated on a first-come-first-served basis. To book a place, visit: <https://btsportprint.co.uk/digital-learning>

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From HEINEKEN

www.thepubcollective.co.uk

From MOLSON COORS

<https://www.molsoncoors.com/InYourCorner>

YOUR HEALTH and SAFETY INCL. STATUTORY COMPLIANCE

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.

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.

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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.

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

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

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GREAT INTERNET RESOURCES

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

HEALTH AND WELLBEING

Personal Health – NHS. <https://www.nhs.uk/conditions/coronavirus-covid-19/>

BII Mental Health Awareness Guide

The BII have provided a guide covering some simple steps we can all take to look after ourselves during the Pandemic. To access this, click on the link below.

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/Mental-Health-during-a-Pandemic-BII-Guide.pdf>

Licensed Trade Charity

The Licensed Trade Charity helps pubs, bar and brewery people when you are in need of help. They support hundreds of people facing a crisis with practical, emotional and financial support each year.

<https://www.licensedtradecharity.org.uk/category/mental-health/>

BUSINESS SUPPORT

Government Business Support – GOV.UK

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

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/Government-Helpful-Links.pdf>

Industry Accountants – a digestible and quality summary of latest government support available. <https://www.haysmacintyre.com/covid-19>

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T A V E R N S

WWW.ADMIRALTAVERNS.CO.UK

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PUB INDUSTRY SPECIFIC

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/>

CPL Licensee Training Suite

Admiral is delighted to offer CPL's full suite of licensee training for six months for the heavily subsidised fee of £24.50 + VAT. Details attached and **please contact Ceri Radford (Admiral) as directed** by the link.

<https://www.admiraltaverns.co.uk/wp-content/uploads/2020/04/CPL-Learning.pdf>

Free Hospitality-Based Training

UKHospitality and CPL Learning have launched a new online training platform. UKH Pathway will be free to use whilst your pub remains closed due to coronavirus, and will provide access to learning, well-being and personal development resources for furloughed employees. To access this platform please click on the link below.

<http://ukhospitalityregistration.cpllearning.com/>