

RISK ASSESSMENT AND MANAGEMENT PLAN FOR:	JAN CUTTING HEALTHY LIVING CENTRE COVID SECURE ESTABLISHMENT SPREAD OF COVID-19	
Establishment: Jan Cutting Healthy Living Centre Scott Business Park Beacon Park Road Plymouth PL2 2PQ	Prepared by: ST/SW/SB	Date: 24.06.2020
1st Review Date Due: 2nd Review Date:	Approval CEO: Y	Date: 14.07.2020 Reviewed: 14.09.2020

INTRODUCTION:

The Government has laid out its recovery plans in 'Our Plans to Rebuild'. These plans are contingent on the 'R' rate of the virus infection not increasing and may be adjusted and rescinded nationally or locally in light of a change of situation. At present the aim is that public buildings can reopen at the earliest from the 6th July however it is unlikely that crowded events such as seminars, training events or parties will be permitted until a later date.

The Wolseley Trust is planning carefully for the reopening of its community facilities and has put in place practical measures to mitigate safety, compliance, management and operational issues. The Trust has produced the following initial plan relevant to the tenants and hirers of our buildings.

In order that we can frequently review our building management plans we request that all tenants and hirers forward to us their Risk Assessments and individual management plans.

Hirers will also be required to complete an attached questionnaire to provide booking details. Once we are in receipt of these we will be able to communicate a start date for the reopening of our buildings.

Hazard / Risk Who might be harmed?	SPREAD OF COVID-19 Staff, Tenant organisations, Hirers, Visitors, service users, suppliers, contractors.	
AREA/PERSONS AT RISK	CONTROL MEASURES	
Wolseley Trust operational staff	<p>To help limit the number of people in the building where possible our staff will be continuing to work from home.</p> <ul style="list-style-type: none"> • Reception staff will return on 21st September 2020 – Monday-Friday 9.00am – 5.00pm • The reception area will have protection measures in place to safely welcome users to the centre. • One member of the security/maintenance team will provide daily on-site contact for operational issues etc. • Contact details for management staff will be provided • The Trust’s café manager will be in the building providing a reduced table service and takeaway provision. • The Trust’s cleaner will be undertaking duties from 4.00pm daily. • The need to maintain a daily temporary record of staff, tenants and visitors to the building to assist NHS Test & Trace service. This information will be retained for a period of 21 days then disposed of according to GDPR guidelines. <p>This will be reviewed at the end of October 2020.</p>	
Car Park/paths/patio/exterior areas	<ul style="list-style-type: none"> • Tenants, Hirers and visitors will continue to use their allocated car parking as normal. • Tenants and hirers are requested to incorporate plans to limit congestion and to responsibly manage visitor and staff use of the parking bays. • Tenants and hirers are requested to prohibit staff, service users and visitors from congregating at the entrances. • Where applicable external waiting areas will be marked with tape where queuing may be a potential. • Trust staff will undertake routine checks through the day of rubbish/litter where contamination may be a risk. Normal trade waste collection will be in place. 	

<p>Entrances/foyer/corridors</p>	<ul style="list-style-type: none"> • Face coverings are to be worn upon entering the building and at all times in the communal areas. • All visitors to the building are encouraged to use the QR scanning App to register with the NHS Test and Trace Service. Guidance on how to download and register with the service are available in the entrance areas of the building. • Possible pinch points have been identified – all internal doors in the corridor will be fixed open during the course of the day to minimise surface touch points transmission. • Alternative entrances and exits are in place • A one-way internal system has been created with signage • Access to certain areas of the building will be restricted. This will include the internet café and the foyer seated area • 2m taped floor markings and floor decals will be in place where appropriate to remind of Social Distancing Guidance and Principles. • Cleaning stations will be situated at the main entrances and exits of the building • Door handles, light switches will be cleaned regularly by Trust staff through the day • Trust staff will deep clean common areas as part of evening cleaning regime.
<p>Meeting rooms</p>	<ul style="list-style-type: none"> • Hirers will be encouraged to hire the larger hall where possible to avoid use of small meeting spaces [such as the conference room which has no windows to aid ventilation flow] • Hirers are required to clean surfaces, tables, chairs and equipment after use. Hirers will need to supply their own cleaning materials for this purpose • Hirers will be required to dispose of their own rubbish • Plastic chairs will be used to ease cleaning • Cushioned chairs will be reserved by arrangement only for those who need them by reason of infirmity. Gloves must be worn when handling these chairs. • Hirers are encouraged to keep the rooms well ventilated whilst in use – opening doors and windows where possible. • The Trust will undertake a deep clean every evening
<p>Kitchen</p>	<ul style="list-style-type: none"> • The kitchen/common room will remain closed until further notice. Takeaway refreshments and snacks will be available from the café. Opening times and details will be circulated separately.
<p>Store cupboards</p>	<ul style="list-style-type: none"> • Access by prior arrangement and agreement only • Any equipment stored in the building will need to be cleaned by hirers after each session before stowing away.

Washrooms	<ul style="list-style-type: none"> • Numbers of those accessing will be restricted in line with HSE guidance • Until further notice. Only one person can access the washrooms at a time. One toilet (plus one urinal in the Gents) and one basin will be made available for use in the main washrooms. The disabled toilet will operate as normal. An 'engaged/vacant' locking system will be installed at the main entrance door to the washrooms. • A spray, antibacterial cleaner will be located in cubicles for individuals to use prior to and after use of the facilities. • The hand dryer and hand towels will be provided. • Hand sanitising stations will be located at the entrances and exits points to the washrooms • Signage will be in place • Trust staff will undertake a midway inspection of the washrooms during the day in addition to a deep clean of washrooms every evening recorded on a visible cleaning schedule.
Social Distancing	<ul style="list-style-type: none"> • The Trust will put in place provisions to mitigate as best possible social distance within common areas across the building viz: access and egress arrangements, tape markings, one-way system etc • Bookings and use of our offices will be accepted where social distancing can be maintained. Crowded events cannot yet be held. • Hirers and tenants are required to provide details of capacity in order that an agreement can be made regarding access and use. • To enable to establish numbers of people in the building, a questionnaire will be issued to all in advance of reopening.
Hygiene	<ul style="list-style-type: none"> • Posters and leaflets will be displayed to promote good hygiene • Tenants and hirers are asked to communicate public health advice and guidance to all staff, visitors and service users www.gov.uk/coronavirus www.nhs.uk/conditions/coronavirus-covid-19/
Symptoms of Covid-19	<ul style="list-style-type: none"> • Tenants and hirers are asked to notify our staff urgently if any staff, visitors or service users become unwell. • Provisions will in place for a safe area where appropriate – Consulting room 4. Hygiene materials will be made available in this space and a decontamination clean will be implemented by the Trust. This area will be kept closed for 72 hours after use. • The Trust must also be informed should any staff or visitors develop symptoms within 7 days of visiting the building. • Tenants and Hirers will be required to inform Public Health Test, Track and Trace services. • Posters will prominently be displayed in areas as a reminder of symptoms • An enhanced Covid First Aid box will be accessible from the reception desk.

All tenants and hirers are advised that opening plans are contingent on the UK Government Pandemic status and possible local lock down measures. The Trust will base opening and access to buildings on the following levels:

UK Government Pandemic Status	Plan
Level 5	Full building closure
Level 4	Partial opening with government guidance and distancing (2m / 1m+) Strict Covid Secure measures in place
Level 3	Partial opening with government guidance and distancing (2m / 1m+)
Level 2	Open with government guidance and 1m+ social distancing
Level 1	Open with normal precautions and some home working
Local Lockdown	Full and immediate closure