

<b>RISK ASSESSMENT AND MANAGEMENT PLAN FOR:</b>	<b>JAN CUTTING HEALTHY LIVING CENTRE</b>  <b>COVID SECURE ESTABLISHMENT</b>  <b>SPREAD OF COVID-19</b>	
<b>Establishment:</b> <b>Jan Cutting Healthy Living Centre</b> <b>Scott Business Park</b> <b>Beacon Park Road</b> <b>Plymouth</b> <b>PL2 2PQ</b>	<b>Prepared by:</b> <b>ST/SW/SB</b>	<b>Date:</b> 24.06.2020
<b>1<sup>st</sup> Review Date Due:</b> <b>2<sup>nd</sup> Review Date:</b> <b>3<sup>rd</sup> Review Date:</b>	<b>Approval CEO: Y</b>	<b>Date:</b> 14.07.2020 <b>Reviewed:</b> 14.09.2020 <b>Reviewed:</b> 06.01.2021

**INTRODUCTION:**

Due to recent announcements and the return to national lockdown The Trust has again had to temporarily change the way it supports the community and service users.

As of 6<sup>th</sup> January, the Jan Cutting Healthy Living Centre will be closed for all public access and face to face appointments. Service users/members of the public are requested not to attend the Centre. Tenants will be able to access their offices by arrangement with site Security.

All the Trust's business, health and community services will continue to operate and will be accessible by telephone and online only. Contact details are provided on the Trust's website and social media pages. The Centre team will curate and disseminate up to date information regarding the activities of our Hub and Community partners.

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

Notices will be issued once restrictions permit the reopening of Community Buildings

<b>Hazard / Risk</b>  <b>Who might be harmed?</b>	<b>SPREAD OF COVID-19</b>  <b>Staff, Tenant organisations, Hirers, Visitors, service users, suppliers, contractors.</b>	
<b>AREA/PERSONS AT RISK</b>	<b>CONTROL MEASURES FOR LOCKDOWN PERIOD</b>	
<b>Wolseley Trust operational staff</b>	<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"> <li>• The Reception of the Centre will be closed until further notice.</li> <li>• Our Centre and Hub Development worker will be available full time for all public enquiries by phone and online</li> <li>• Members of the security/maintenance team will provide daily on-site contact for operational issues etc.</li> <li>• Contact details for management staff will be available.</li> <li>• The Trust's café will be closed for all service until further notice.</li> <li>• The Trust's cleaner will continue to undertake duties from 4.00pm daily.</li> <li>• Tenants who require access to offices must notify security in advance.</li> <li>• Wolseley Trust offices will be partially open for Trust staff only in order to delivery essential contracts.</li> </ul>	
	<b>CONTROL MEASURES FOR REOPENING</b>	
<b>Car Park/paths/patio/exterior areas</b>	<ul style="list-style-type: none"> <li>• Tenants, Hirers and visitors will continue to use their allocated car parking as normal.</li> <li>• Tenants and hirers are requested to incorporate plans to limit congestion and to responsibly manage visitor and staff use of the parking bays.</li> <li>• Tenants and hirers are requested to prohibit staff, service users and visitors from congregating at the entrances.</li> <li>• Where applicable external waiting areas will be marked with tape where queuing may be a potential.</li> <li>• 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.</li> </ul>	

<p><b>Entrances/foyer/corridors</b></p>	<ul style="list-style-type: none"> <li>• Face coverings are to be worn upon entering the building and at all times in the communal areas.</li> <li>• 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.</li> <li>• 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.</li> <li>• Alternative entrances and exits are in place</li> <li>• A one-way internal system has been created with signage</li> <li>• Access to certain areas of the building will be restricted. This will include the internet café and the foyer seated area</li> <li>• 2m taped floor markings and floor decals will be in place where appropriate to remind of Social Distancing Guidance and Principles.</li> <li>• Cleaning stations will be situated at the main entrances and exits of the building</li> <li>• Door handles, light switches will be cleaned regularly by Trust staff through the day</li> <li>• Trust staff will deep clean common areas as part of evening cleaning regime.</li> </ul>
<p><b>Meeting rooms</b></p>	<ul style="list-style-type: none"> <li>• 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]</li> <li>• Hirers are required to clean surfaces, tables, chairs and equipment after use. Hirers will need to supply their own cleaning materials for this purpose</li> <li>• Hirers will be required to dispose of their own rubbish</li> <li>• Plastic chairs will be used to ease cleaning</li> <li>• 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.</li> <li>• Hirers are encouraged to keep the rooms well ventilated whilst in use – opening doors and windows where possible.</li> <li>• The Trust will undertake a deep clean every evening</li> </ul>
<p><b>Kitchen</b></p>	<ul style="list-style-type: none"> <li>• The kitchen/common room will remain <b>closed</b> until further notice. Takeaway refreshments and snacks will be available from the café. Opening times and details will be circulated separately.</li> </ul>
<p><b>Store cupboards</b></p>	<ul style="list-style-type: none"> <li>• Access by prior arrangement and agreement only</li> <li>• Any equipment stored in the building will need to be cleaned by hirers after each session before stowing away.</li> </ul>

<b>Washrooms</b>	<ul style="list-style-type: none"> <li>• Numbers of those accessing will be restricted in line with HSE guidance</li> <li>• 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.</li> <li>• A spray, antibacterial cleaner will be located in cubicles for individuals to use prior to and after use of the facilities.</li> <li>• The hand dryer and hand towels will be provided.</li> <li>• Hand sanitising stations will be located at the entrances and exits points to the washrooms</li> <li>• Signage will be in place</li> <li>• 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.</li> </ul>
<b>Social Distancing</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Bookings and use of our offices will be accepted where social distancing can be maintained. Crowded events cannot yet be held.</li> <li>• Hirers and tenants are required to provide details of capacity in order that an agreement can be made regarding access and use.</li> <li>• To enable to establish numbers of people in the building, a questionnaire will be issued to all in advance of reopening.</li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• Posters and leaflets will be displayed to promote good hygiene</li> <li>• Tenants and hirers are asked to communicate public health advice and guidance to all staff, visitors and service users  <a href="http://www.gov.uk/coronavirus">www.gov.uk/coronavirus</a>  <a href="http://www.nhs.uk/conditions/coronavirus-covid-19/">www.nhs.uk/conditions/coronavirus-covid-19/</a> </li> </ul>
<b>Symptoms of Covid-19</b>	<ul style="list-style-type: none"> <li>• Tenants and hirers are asked to notify our staff urgently if any staff, visitors or service users become unwell.</li> <li>• 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.</li> <li>• The Trust must also be informed should any staff or visitors develop symptoms within 7 days of visiting the building.</li> <li>• Tenants and Hirers will be required to inform Public Health Test, Track and Trace services.</li> <li>• Posters will prominently be displayed in areas as a reminder of symptoms</li> <li>• An enhanced Covid First Aid box will be accessible from the reception desk.</li> </ul>

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 Local Alert Level	Plan
<b>Tier 4 Stay at Home</b>	<p>Full closure of Community Buildings for any public access.</p> <p>Covid Secure offices partially open for essential contracts following government guidance and social distancing and additional measures. Majority of staff homeworking.</p>
<b>Tier 3 Very High</b>	<p>Covid Secure offices partially open for essential contracts following government guidance and social distancing and additional measures. Majority of staff homeworking.</p>
<b>Tier 2 High</b>	<p>Covid Secure offices open following government guidance and social distancing with additional measures and general home working.</p>
<b>Tier1 Medium</b>	<p>Covid secure offices open following government guidance and social distancing with some home working</p>
Key Worker Status	<p><i>Many of the Wolseley Trust staff are classified as Key Workers due to ongoing operations, community and health contracts therefore while following all current guidance Wolseley Trust Covid Secure offices will remain in operation.</i></p>