

<b>RISK ASSESSMENT AND MANAGEMENT PLAN FOR:</b>	<b>JAN CUTTING HEALTHY LIVING CENTRE</b>  <b>COVID SECURE ESTABLISHMENT</b>  <b>AWARENESS OF SAFER BEHAVIOURS TO MITIGATE THE RISK OF COVID-19 TRANSMISSION IN WORKPLACE AND BUILDING SETTINGS.</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: ST/SW/SB</b>	<b>Date: 24<sup>th</sup> February 2022</b>
	<b>Approval CEO: Y</b>	<b>Reviewed: 14.07.2020</b> <b>Reviewed: 14.09.2020</b> <b>Reviewed: 05.01.2021</b> <b>Reviewed: 19.07.2021</b> <b>Reviewed: 24.02.2022</b>

**INTRODUCTION:**

**FEBRUARY 2022**

On 24<sup>th</sup> February 2022 the Government removed the remaining domestic restrictions in England.

The Wolseley Trust continues to cautiously risk assess its community facilities and has put in place practical measures to accentuate safety, management and operational issues. The Trust will continue to review and monitor the risks placing an importance on adequate ventilation, enhanced cleaning regimes and promoting good hand hygiene. The Risk Assessment produced will implement the following 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 a questionnaire to provide booking details.

JCHLC Risk Assessment February 2022

<p><b>Hazard / Risk</b></p> <p><b>Who might be at risk?</b></p>	<p><b>MITIGATE THE RISK OF TRANSMISSION OF COVID-19</b></p> <p>Staff, Tenant organisations, Hirers, Visitors, service users, suppliers, contractors.</p>
<p><b>Wolseley Trust operational staff</b></p>	<p>The Wellbeing Hub service will be open to the public Monday- Friday between the hours of 9.00am – 5.00pm.</p> <p>The Trust’s Wellbeing Hub Coordinator will be available during these times.</p> <p>The reception area will continue to have protection measures in place to safely welcome users to the centre.</p> <p>Wolseley Trust staff will provide daily on-site contact for operational issues etc.</p> <p>The Trust’s café will be providing a seated dine in and takeaway service.</p> <p>The Centre based Healthy Futures counselling service have resumed face to face appointments</p> <p>The Trust’s in-house cleaner will be undertaking duties from 4.30pm daily.</p>
<p><b>Car Park/paths/patio/exterior areas</b></p>	<p>Tenants, Hirers and visitors will continue to use their allocated car parking as normal.</p> <p>Tenants and hirers are requested to incorporate plans to limit congestion and to responsibly manage visitor and staff use of the parking bays.</p> <p>Tenants and hirers are encouraged to prohibit staff, service users and visitors from congregating at the entrances.</p> <p>Trust staff will undertake routine checks through the day of rubbish/litter where contamination may be a risk.</p> <p>Normal trade waste collection will be in place.</p>

<p><b>Entrances/foyer/corridors</b></p>	<p>Face coverings are encouraged to be worn in communal areas of the building.</p> <p>Cleaning Stations will be situated at the main entrance and at various locations within the building.</p> <p>All internal doors in the corridor will be fixed open during the course of the day to minimise surface touch points transmission and aid with ventilation and improve fresh air flow.</p> <p>Trust staff will deep clean common areas as part of an evening cleaning regime.</p>
<p><b>Meeting rooms</b></p>	<p>Hirers will be encouraged to hire the larger hall where possible</p> <p>A maximum number of 30 people using the main hall will currently be in place</p> <p>Hire of the conference room is now permitted with a maximum number of 8 occupants.</p> <p>Hirers are required to clean surfaces, tables, chairs and equipment after use. Hirers will need to supply their own cleaning materials for this purpose.</p> <p>Hirers will be required to dispose of their own rubbish</p> <p>Plastic chairs will be used to ease cleaning</p> <p>Cushioned chairs will be reserved by arrangement only for those who need them by reason of infirmity.</p> <p>Hirers are encouraged to keep the rooms well ventilated whilst in use – opening doors and windows to increase fresh air flow where possible.</p> <p>The Trust will undertake a deep clean of all meeting rooms every evening.</p>
<p><b>Washrooms</b></p>	<p>The hand dryer and hand towels will be provided.</p> <p>Hand sanitising stations will be located at the entrances and exits points to the washrooms</p> <p>Signage will be in place to highlight the importance of good hand hygiene</p> <p>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 cleaning schedule.</p>

<b>Store Cupboards</b>	<p><b>Access by prior arrangement and agreement only</b></p> <p><b>Any equipment stored in the building will need to be cleaned by hirers after each session before stowing away.</b></p>
<b>Building Capacity</b>	<p><b>Hirers and tenants are required to provide details of capacity with room hire facilitators responsible for the safe use of the meeting room.</b></p> <p><b>To enable to establish numbers of people in the building, a questionnaire will be issued to all in advance of room hire bookings.</b></p>
<b>Hygiene</b>	<p><b>Posters and leaflets will be displayed to encourage good hand hygiene practices.</b></p> <p><b>Tenants and hirers are asked to communicate public health advice and guidance to all staff, visitors and service users</b></p> <p><b>An enhanced Covid First Aid box will be accessible from the reception desk.</b></p>
<b>Social awareness of Covid</b>	<p><b>Posters will prominently be displayed in areas as a reminder of the importance of the vaccination campaign.</b></p> <p><b>Public Health/NHS posters will be displayed to remind people to adopt safer behaviours to reduce the risk of infection.</b></p>