



RISK ASSESSMENT AND MANAGEMENT PLAN FOR:	JAN CUTTING HEALTHY LIVING CENTRE COVID SECURE ESTABLISHMENT MEASURES TO REDUCE WORKPLACE AND BUILDINGS TRANSMISSION OF COVID-19	
Establishment: Jan Cutting Healthy Living Centre Scott Business Park Beacon Park Road Plymouth PL2 2PQ	Prepared by: ST/SW/SB	Date: 5.4.2021
	Approval CEO: Y	Reviewed: 14.07.2020 Reviewed: 14.09.2020 Reviewed: 05.01.2021 Reviewed: 19.07.2021

INTRODUCTION:

JULY 2021

On 19 July 2021 England moved to Step 4 of the roadmap, including the removal of most restrictions. Generally coronavirus restrictions were removed in England and UK government social distancing guidance no longer applies.

The Wolseley Trust is cautiously risk assessing its community facilities and has put in place practical measures to accentuate safety, management and operational issues. The Trust will continue to review and control the risks placing an importance on adequate ventilation, sufficient 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.

Hazard / Risk Who might be harmed?	REDUCE TRANSMISSION OF COVID-19 Staff, Tenant organisations, Hirers, Visitors, service users, suppliers, contractors.	
Wolseley Trust operational staff	<ul style="list-style-type: none"> • The Wellbeing Hub service will be open to the public Monday- Friday between the hours of 9.00am – 5.00pm. • The Trust’s Wellbeing Hub Coordinator will be available during these times. • The reception area will have protection measures in place to safely welcome users to the centre. • Wolseley Trust staff will provide daily on-site contact for operational issues etc. • The Trust’s café will be providing a seated dine in and takeaway service. • The Centre based Healthy Futures counselling service have resumed face to face appointments • The Trust’s cleaner will be undertaking duties from 4.30pm daily. • Staff, tenants and visitors to the building will be encouraged to register their attendance in the building by checking in using the QR poster at the entrance or alternatively completing the logging in document. The information will assist NHS Test & Trace service and will be retained for a period of 21 days then disposed of according to GDPR guidelines. 	
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 encouraged to prohibit staff, service users and visitors from congregating at the entrances. • 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>	<p>Face coverings are encouraged to be worn in communal areas of the building.</p> <ul style="list-style-type: none"> 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. <p>All internal doors in the corridor will be fixed open during the course of the day to minimise surface touch points transmission and to aid with ventilation.</p> <ul style="list-style-type: none"> Access to certain areas of the building will be restricted. Cleaning stations will be situated at the main entrances and exits of the building 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 and ventilation flow] A maximum number of 30 people using the main hall will currently be in place 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.

<p>Washrooms</p>	<ul style="list-style-type: none"> • As a temporary measure. 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. To be reviewed October 2021 • A spray, antibacterial cleaner will be located in cubicles for individuals to consider using 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 to highlight the importance of good hand hygiene • 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.
<p>Social Awareness of Covid</p>	<ul style="list-style-type: none"> • Hirers and tenants are required to provide details of capacity with room hire facilitators responsible for the safe use of the meeting room. • To enable to establish numbers of people in the building, a questionnaire will be issued to all in advance of room hire bookings. • Crowded events will be temporarily suspended.
<p>Hygiene</p>	<ul style="list-style-type: none"> • Posters and leaflets will be displayed to promote good hand hygiene practices. • Tenants and hirers are asked to communicate public health advice and guidance to all staff, visitors and service users
<p>Symptoms of Covid-19</p>	<ul style="list-style-type: none"> • Posters will prominently be displayed in areas as a reminder of symptoms with information on how to book a PCR test. • Tenants and hirers are asked to notify our staff urgently if any staff, visitors or service users become unwell. • Hirers will be required to maintain a log of visitors attending their group/service. This data will be collected to inform NHS Test, Track and Trace services. Guidance requires this information to be retained for a period of 21 days then disposed of as per GDPR guidelines. • An enhanced Covid First Aid box will be accessible from the reception desk.