

Returning Community Facilities to use

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## Key Steps

- Service Design (what do you want to do?).
- Building assessment
- Management / Stakeholder agreement
- Prioritisation of use
- Practical Actions

## Key Steps – Service Design

- What is it you expect /want to deliver
- Where will it be delivered
- When can it be delivered (time of day and in terms of legislation)

## Key Steps – Building assessment

- What ‘property’ actions are required to return facility into use
  - Legionella
  - Electrical Inspections
  - Heating inspections.

## Key Steps – Management / Stakeholder Agreement

- ‘Buy in’ from committee
- ‘Buy in’ from key users
- ‘Buy in from staff’

## Key Steps – Prioritisation of Use

- Estimate Capacity of building over initial time period
- Agree a Priority scale for usage to manage demand
- Agree a set of unique policies to support priority usage.
- Make sure all users are clear on this!

As an example- our Priorities are:

1. Organisations supporting parents in returning to work
2. Organisations delivering services outdoors
3. Existing services
4. New users/ Existing users wanting to expand services.

Policy changes:

- No squatters rights!
- All bookings reviewed in October

## Key Steps – Practical Actions

- Risk Assessments – (underpins everything)
  - Timetabling
  - Making people ‘feel safe’
  - Establish cleaning regimes
  - Purchase of PPE where required
- Pricing – (need to be realistic)
  - Extra staffing costs
  - Extra cleaning costs
  - Extra PPE costs
  - Lost income due to reduced capacity
  - Ability of groups to pay
- Constant Review –what works / what does not!

## Miscellaneous points / Things to watch out for

- Marketing / Publicity – keep users and potential users as informed as possible.
- Highlighting the changes to previous ways of working – on an ongoing basis.
- Protecting existing and potential users who cannot yet access facilities.
- Groups own risk assessments – potential for conflict with facility risk assessments.
- Keeping up to date with relevant national guidance – it will change and adapt!

## Sample Facility checklist.

Check	Completed / by who
Undertake Covid 19 risk assessment for service to be delivered (considering staff safety and customer safety). Identify necessary covid mitigation measures actions to reasonably ensure all staff / user safety. These will not be unique to just the building	
Review / undertake a standard risk assessment for the activities due to be delivered. Identify any control measures required (again – these will not be unique to the building).	
Identify capacity of building (for customers and staff) and control requirements resulting (often extra staff).	
Inform stakeholders, staff and Committee of intention to open and obtain endorsement.	
Establish a 'safe' timetable for opening, ensuring all necessary building checks can be carried out.	
Ensure all statutory compliance activities are current, for example legionella tests , electrical tests and heating checks.	
Make sure there is appropriate PPE for staff	
Identify required building adjustments (for example staff screens etc) and order necessary equipment.	
Identify additional cleaning requirements, and whether this can be done with existing resources or requires extra resources	
In the event that staff will be undertaking extra cleaning duties, ensure appropriate training is provided prior to building opening.	
Consider what additional staffing requirements (or changed staffing requirements) are needed to ensure the safety of staff and users whilst ensuring the best user experience possible.	
Identify any additional infrastructure requirements (i.e hand sanitiser stations) and order.	
Identify any signage markings and crowd control items required (i.e distance markers / tensa barriers / floor tape / directional arrows) and purchase.	
Identify appropriate customer awareness requirements (i.e handouts / graphics / notices).	
Identify 'lead in times' for the procurement of 'essential' items of kit / equipment required before an individual service can be safely delivered.	