



WELCOME WEEK MULTI-AGENCY ACTION PLAN - SEPTEMBER 2020

Effective partnership working already exists between Edge Hill University and key West Lancashire statutory agencies and stakeholders. This action plan builds on those relationships and focuses on the Welcome Week period. A new cohort of first year undergraduate students (Fresher's) will begin living and learning in West Lancashire from September 2020.

Many of these young adults will be living away from home for the first time. All partnership agencies including the University recognise our joint and collective responsibilities to welcome and support the transition and integration of students into our community.

This year provides the new challenge of mitigating the risk of Covid 19. The purpose of this plan is to demonstrate the co-ordinated working that already exists and further develop our planned proposals to effectively support and manage the Welcome Week period.

| No | Lead Agency / Lead Officer | Activity | Timescale | Key Objectives |
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| 1. | Edge Hill Students' Union Edge Hill University/ Edge Hill Students' Union malonep@edgehill.ac.uk fay.sherrington@edgehill.ac.uk | <p>Collaborating with the University and reinforcing key messages Edge Hill students are informed about their responsibilities as citizens in our local community through a number of key initiatives and publications, as detailed below:-</p> <p>(i) Programme of key messages to be circulated to students (via Facebook and webpages) relating personal safety and students living in the local community.</p> <p>(ii) The provision of clear information and publicity within and at access and egress points of SU buildings and venues on noise nuisance in the community and the implications for students.</p> <p>Ensure all complaints are effectively logged, tracked and follow up actions agreed</p> <p>SU will ensure all appropriate security and other measures in place re operation of any licensed premises</p> <p><i>Note regarding Licensed Premises > As at 7/8/20 in line with Government Guidance and alongside the University, there are no plans in place for any nightclub events to take place over Fresher's Week or in the semester one.</i></p> | September Onwards | <ul style="list-style-type: none"> • Reduce levels of ASB and student disciplinary incidents on and off campus. • Encourage personal safety to reduce levels of incidents of assault etc. on students • Reduce the impact on local residents near to and on Ruff Lane. • Encourage Social Distancing guidelines to promote wellbeing and confidence in the student's environment. |

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| 2. | <p>Edge Hill Students' Union Edge Hill University/ Edge Hill Students' Union malonep@edgehill.ac.uk</p> | <p>Liaise with all relevant community partners regarding Fresher's Fair.</p> <ul style="list-style-type: none"> • Provide stalls and facilities as appropriate • Provide clear booking system <p>Note regarding Fresher's Fair > In line with Government Guidelines and working in agreement alongside the University, there will be no physical Fresher's Fair in September 2020. Due to Covid 19 the previous volumes of students attending this fair will not be manageable this year and will not be in line with guidance preventing the spread of the virus. The SU are looking to host an online fresher's fair for students.</p> | June Onwards | <ul style="list-style-type: none"> • Facilitate partner presence to deliver wider objectives of planning group |
| 3. | <p>Edge Hill Students' Union Edge Hill University/ Edge Hill Students' Union malonep@edgehill.ac.uk fay.sherrington@edgehill.ac.uk</p> | <p>Co-ordinate Welcome Week activities with local agencies and service providers</p> <ul style="list-style-type: none"> • Provide Activity Plan (with alternatives to alcohol based activities) • Recruit and train staff • Confirm activities with Licencing Authorities and Police • Work with Environmental Officers regarding noise escape from SU buildings and pre-set volume levels within the Venue. • Work with Licensing Officers, Environmental Officers and Police regarding social distancing guidelines, track and trace procedures within SU bar and Venue. <p>Note regarding Welcome Week Activities > As at</p> | June Onwards | <ul style="list-style-type: none"> • Reduce levels of ASB and student disciplinary incidents on and off campus. • Reduce the impact on local residents near to and on Ruff Lane and within the wider Ormskirk community • Encourage Social Distancing guidelines to promote wellbeing and confidence in the student's environment. |

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| | | 7/8/20 in line with Government Guidance and alongside the University, there are no plans in place for any nightclub events to take place over Fresher's Week or in the semester one. Nor will there be the annual organised night out in Liverpool. | | |
| 4. | Edge Hill Students' Union Edge Hill University/ Edge Hill Students' Union malonep@edgehill.ac.uk fay.sherrington@edgehill.ac.uk | Deliver campaigns and staff training to safeguard students <ul style="list-style-type: none"> • Train staff with regards to safe space policies • Promote 'ask for Angela' initiative • Employ SIA registered security staff and train in same policies and initiatives | July onwards | <ul style="list-style-type: none"> • Safeguard students and reduce the impact on the local community |
| 5. | Police/Edge Hill Students' Union Edge Hill University/ Edge Hill Students' Union malonep@edgehill.ac.uk Darren.Carr@lancashire.pnn.police.uk fay.sherrington@edgehill.ac.uk | Distribute Police Crime Prevention Leaflets during Fresher's Week. Space could be allocated on Fresher's Fair Platform for this detail? Establish Property Marking Drop - In sessions for students to get their laptops and other valuable items security marked. Joint EHU Security and Neighbourhood Policing Team inputs at Welcome Week concerning personal safety and looking after valuables. | Week commencing the 28th September 2020 | <ul style="list-style-type: none"> • Increase confidence around personal safety and reduce opportunities for acquisitive crime on the campus. |

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| 6. | <p>Edge Hill Students Union Edge Hill University/ Edge Hill Students' Union malonep@edgehill.ac.uk fay.sherrington@edgehill.ac.uk</p> | <p>This programme will be sent to all new students and shows the full range of activities the SU is committed to. Note it is only a draft at the moment but content is accurate.</p> <p>Note regarding Licensed Premises > As at 7/8/20 in line with Government Guidance and alongside the University, there are no plans in place for any nightclub events to take place over Fresher's Week or in the semester one. Other online events are being planned and scheduled.</p> | | <ul style="list-style-type: none"> • Increase opportunity for students to access and get involved in a wide range of activities. |
| 7. | <p>Edge Hill University/Edge Hill Students' Union /Lancashire Constabulary/ WLBC Environmental Health malonep@edgehill.ac.uk Darren.Carr@lancashire.pnn.police.uk Jill.Antrobus@westlancs.gov.uk fay.sherrington@edgehill.ac.uk</p> | <p>Key partners work in collaboration to manage and address noise complaints from the local community.</p> <p>All reports and complaints will be logged, tracked and follow-up actions agreed. Campus Life will continue to implement and monitor an effective reporting system between Campus Support and Student Services.</p> | Ongoing | <ul style="list-style-type: none"> • To monitor and manage student disciplinary incidents on and off campus. • To reduce repeat incidents as much as possible. |

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| 8. | Edge Hill University/Edge Hill Students' Union / WLBC Environmental Health malonep@edgehill.ac.uk Paul.charlson@westlancs.gov.uk fay.sherrington@edgehill.ac.uk | Email letter from the CSP to owners/landlords of houses of multiple occupation on the WLBC list | August | <ul style="list-style-type: none"> • To ensure landlords have relevant information about university plans • To ask landlords to be clear and upfront with their tenants about expectations • To give landlords a contact at the university if they have any concerns or queries. |
| 9. | Edge Hill University/ Edge Hill Students' Union Edge Hill University/ Edge Hill Students' Union malonep@edgehill.ac.uk fay.sherrington@edgehill.ac.uk | Implement a wide and detailed programme of student-focussed initiatives and Wellbeing projects throughout the Autumn Term. <i>In line with current Government Guidelines regarding Covid - 19</i> | September to December 2020 | <ul style="list-style-type: none"> • To promote a safe and healthy student community. • To raise awareness about specific issues and link in with potentially vulnerable students. |
| 10. | Edge Hill University/ Edge Hill Students' Union Edge Hill University/ Edge | Identify and establish an exciting and accessible programme of social activities, for both off-campus and residential students, for the next academic year. <i>In line with current Government Guidelines regarding Covid – 19</i> | Throughout the year | <ul style="list-style-type: none"> • To create and develop an inclusive and engaging residential community that connects with a broad range of student groups. • To provide alternative activities for students to participate in. |

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| | Hill Students' Union malonep@edgehill.ac.uk fay.sherrington@edgehill.ac.uk | | | |
| 11. | Edge Hill University fay.sherrington@edgehill.ac.uk | Review and enhance the Campus Life webpages to provide advice and support to students about matters associated with living in Halls of Residence and how to get involved in student life. Key information regarding safety in Halls including details of Lancashire Constabulary and Lancashire Fire and Rescue Service included as well as important information about alternative ways of getting involved in light of restrictions on wide-scale events. Webpages include links to Campus Life social media pages where information about upcoming events and initiatives are updated daily for students to keep abreast of all activities. | Sept 2020 | <ul style="list-style-type: none"> • To ensure that students know where and how to access support and advice. • To include key information regarding safety on and off campus and links to Lancashire Constabulary and Lancashire Fire and Rescue Service. |
| 12. | Edge Hill University fay.sherrington@edgehill.ac.uk | Ensure all residential students have been invited to join their respective Halls community Facebook page, enabling them to meet others who they will be living with and thus help alleviate pre-arrival nerves. Facebook groups are regularly updated by our trained Campus Connectors and posts are scheduled in accordance with the Student Services social communications calendar. | Sept 2020 | <ul style="list-style-type: none"> • To provide a positive, welcoming experience for all new student residents • To foster friendships and cohesiveness amongst Halls of Residence |
| 13. | Edge Hill | Distribution of a reviewed and enhanced A-Z Guide | Sept 2020 | <ul style="list-style-type: none"> • To ensure that students are fully |

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| | University fay.sherrington@edgehill.ac.uk | to Living in Halls (previously Halls Handbook). The guides will be sent electronically to all residential students at the start of the new academic year and incorporates key information regarding procedures and support for students relating to Covid-19. | | informed about the services and support provision available on campus and advice. |
| 14. | Edge Hill University fay.sherrington@edgehill.ac.uk | Recruitment of an expert team of Campus Connectors to engage with students on a regular basis and to run a wide variety of exciting and engaging events and activities, including a weekly meet and greet session ('That Thursday Thing'), which students will be required to book onto prior to attendance. | Sept 2020 | <ul style="list-style-type: none"> • These students will role model appropriate behaviour to new students. • To promote key messages, encourage student engagement and organise their own engaging activities which will appeal to students. • To support students with specific complex needs • To circulate key information to students via social media and live streams. |
| 15. | Edge Hill University/ Lancashire Fire and Rescue Service/ Lancashire Constabulary fay.sherrington@edgehill.ac.uk Darren.Carr@lancashire.pnn.police.uk | Review and enhance the refresher training issued to Campus Connectors who are all returning members of staff who fulfilled the roles last academic year. Training will supplement the thorough and comprehensive training programme which the Campus Connectors received in September 2019 and will be reflective of the current environment, e.g. training will focus on staying safe in their roles during events and interactions with students and will provide key information regarding the University processes and support in relation to any students who experience symptoms of Covid-19. | 3 rd and 4 th Sept 2020 | <ul style="list-style-type: none"> • To train Campus Connectors and Campus Communicators to ensure that they have necessary knowledge and skills, including information regarding Covid-19, to deal with a multitude of queries and issues from students. • To support them to encourage students to engage with activities and initiatives. |

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| | RachelDitchfield@lancsfirerescue.org.uk | | | |
| 16. | Edge Hill University fay.sherrington@edgehill.ac.uk | Ensure that the reviewed emergency contact poster is affixed in each individual study room on campus. | August 2020 | <ul style="list-style-type: none"> To ensure emergency contact details are accessible for all residential students |
| 17. | Edge Hill University/ Students' Union/ West Lancashire Borough Council/ Lancashire Constabulary fay.sherrington@edgehill.ac.uk Darren.Carr@lancashire.pnn.police.uk | Joint letter to be sent to all off-campus residences to remind students of expectations in terms of respect and positive behaviour whilst living in the community and representing the University. The letter will also remind students of the support available to them and provide contact details for all key organisations and departments. | October 2020 | <ul style="list-style-type: none"> To provide a timely reminder to all off-campus students to behave in a way that positively reflects the University To provide details for students for where and how they can access support and advice To enhance and remind students of the value of living within residential communities To reflect the excellent multi-agency partnership work between the University, the Police, the Students' Union and the local Council, and to provide a timely reminder to students that all these partners work together to create positive behaviour within the community. |
| 18. | Edge Hill University/ Lancashire Fire and Rescue Service/ | Revised and enhanced induction/ Welcome information to be sent electronically to all residential students prior to their arrival during Welcome Weekend. Information includes important advice relating to Covid-19 and guidance from Lancashire | September 2020 | <ul style="list-style-type: none"> To provide key information relating to Covid-19 and the guidance in relation to living in Halls To educate students on issues relating to personal safety, fire safety and crime |

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| | Lancashire Constabulary fay.sherrington@edgehill.ac.uk Darren.Carr@lancashire.pnn.police.uk RachelDitchfield@lancsfireandrescue.org.uk | Constabulary and Lancashire Fire and Rescue Service. Students will need to confirm that they have read the information and watched the videos incorporated. There will be a prize incentive for students to participate in a quiz based on the information. This information has been revised considering the current Covid-19 pandemic to ensure that the information provided is current, relatable to the environment and practical for those moving into campus. | | <ul style="list-style-type: none"> prevention including sexual assault. Other key areas including anti-social behaviour, drug and alcohol use and drink spiking will also be discussed To develop community relationships with staff and students. To implement a collaborative approach to educate students about inappropriate behaviour and manage the impact on the local residents. |
| 19. | Edge Hill University fay.sherrington@edgehill.ac.uk | Vlogs and videos created by Campus Life to advise students about life in Halls of Residence; advice regarding being safe and staying alert and respecting others. These vlogs will be recorded in Halls of Residence prior to the arrival of residential students during Welcome Weekend and will point out the various signage in Halls and one-way systems in communal areas. They will help familiarise students with their new living environment prior to arrival and encourage all students to follow University guidance for living in halls. | September 2020 | <ul style="list-style-type: none"> To provide key information relating to Covid-19 and the guidance in relation to living in Halls. Messages include 'Stop and Think' to encourage students to think about whether they are permitted to enter the Hall of Residence; Creating a Safe and Welcoming home (staying safe, staying alert, stay in your cluster, keep up to date with government and University guidelines. To encourage hand-washing and kitchen cleanliness within clusters. |
| 20. | Edge Hill University fay.sherrington@edgehill.ac.uk | Introduction of the 'Community Pledge' which contains a number of guidelines for students (and staff) to commit to adhering to both on and off campus during the Covid-19 pandemic. The Pledge provides a positive framework for all students and | August 2020 | <ul style="list-style-type: none"> To make expectations clear. So that all understand the part they have to play in abiding by the relevant guidance. To explain what will happen if there is a |

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| | | staff to work together as a community to overcome the various challenges presented by the Covid-19 pandemic. | | serious breach or repeat breaches of the pledge. |
| 21. | Edge Hill University fay.sherrington@edgehill.ac.uk | Employ a designated member of staff to work across the Student Wellbeing and Campus Life teams to handle any reports of Covid-19 symptoms, breaches and concerns raised by students. A designated email address for reporting any such concerns has been created and will be monitored/ responded to by the staff member. Various processes and procedures for dealing with all Covid-related reports will be established and followed to ensure that the University is fully compliant with government and public health guidelines. | Throughout the academic year | <ul style="list-style-type: none"> • To put in place processes and procedures to deal with such reports and any potential disciplinary matters arising from breaches of government and University guidelines. • To safeguard and offer reassurances to all students (and family). • To act promptly in response to any reports. |
| 22. | Edge Hill University fay.sherrington@edgehill.ac.uk | Designated Covid-related signage to be affixed in all Halls of Residences, advising students to maintain social distancing and keep to the left in all communal areas. | September 2020; to be checked and amended throughout the year | <ul style="list-style-type: none"> • Provision of clear guidelines for all students living in Halls of Residence. |
| 23. | Edge Hill University fay.sherrington@edgehill.ac.uk | Introduction of the revised Flatmate Agreement which was successfully piloted in Halls of Residence in 2019/20. Rebranded as 'Halls Headstart' and placed in all communal kitchen areas to encourage students to live cohesively together and respect each other's living space. The 'Halls Headstart' will encourage students to communicate effectively with each other and come up with their own regulations and ideals of living together. Can be revisited and | September 2020/ during the academic year | <ul style="list-style-type: none"> • To encourage students to work with each other to overcome potential obstacles to living together and to enhance the student experience. |

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| | | used as a mediation tool should issues arise between students living in clusters throughout the year. | | |
| 24. | Edge Hill University/ Lancashire Constabulary fay.sherrington@edgehill.ac.uk Darren.Carr@lancashire.pnn.police.uk | Confidential drop-in sessions with Lancashire Constabulary will be available to all students on a monthly basis. Discussions are ongoing between the University and Lancashire Constabulary as to how these sessions will be offered, i.e. whether they will be online, via a live chat or in person (on campus). Information regarding the sessions will be widely circulated to promote the sessions via social media messages and on large screens throughout campus. | Throughout the academic year | <ul style="list-style-type: none"> • To ensure that students feel supported and have the facility to disclose or discuss confidential issues with a member of Lancashire Constabulary. • To further develop relationships between staff, students and Lancashire Constabulary |
| 25. | Edge Hill University/ Lancashire Fire & Rescue Service RachelDitchfield@lancsfireandrescue.org.uk | Campus Life, in collaboration with LFRS, to provide practical advice and guidance to residents. Officers from LFRS will attend mini-events with Campus Connectors in November to talk to students about fire safety in halls and in communal areas. | 9 th and 11 th November 2020 | <ul style="list-style-type: none"> • To further develop relationships between staff, students and Lancashire Fire and Rescue Service • To reiterate important fire safety information provided in induction/welcome information sent to students prior to arrival. • Opportunity for LFRS officers to talk to any 'known offenders' who may have been engaging in activities such as covering detectors. |
| 26. | Edge Hill University fay.sherrington@edgehill.ac.uk | Introduction of a new 'Halls v Halls' campus-wide competition amongst students living in Halls with weekly challenges, opportunities to meet new people safely and chances to win prizes. Points will be counted up and the winning hall at the end of term will receive a party package to share. | Throughout the academic year | <ul style="list-style-type: none"> • To foster friendships and cohesiveness amongst Halls of Residence • To provide alternative activities for students to participate in. |

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| 27. | Edge Hill University fay.sherrington@edgehill.ac.uk | An exciting and revised Welcome Weekend for all residential students to arrive on campus over the course of a two-day period. Reviewed and revised process of key distribution in light of social distancing requirements. There will be lots of support for students during the weekend and they will move into clusters during the same time period of the weekend. Campus Life, Student Wellbeing and Transitions will all be on hand with key meeting points for students, as well as Student Helpers, to support our new arrivals. | 26 th and 27 th September 2020 | <ul style="list-style-type: none"> • To provide a positive, welcoming experience for all new student residents • Ensuring that government and University guidelines relating to Covid-19 are adhered to, whilst ensuring that students continue to receive their keys and important information in a safe environment • To raise the profile of Student Services to ensure that students know who and where to access support should they experience any issues, or should they need to access support for any existing conditions. |
| 28. | Police/Edge Hill Students' Union Darren.Carr@lancashire.pnn.police.uk | Lancashire Police will work with the Student Union to deliver crime prevention advice either by social media or digital platform but due to Covid we will not be delivering face to face inputs this year. | Week commencing 2st September 2020 | <ul style="list-style-type: none"> • Increase confidence around personal safety and reduce opportunities for acquisitive crime on the campus. |
| 29. | Lancashire Constabulary/ Edge Hill University Darren.Carr@lancashire.pnn.police.uk | Confidential contact an Officer sessions with Lancashire Constabulary will be available to all students every 3 weeks online. Information regarding the sessions and images of the local community policing teams (who will deliver the sessions) will be widely circulated to promote the sessions and encourage familiarity with the Officers. | Every 3 weeks in the Autumn term initially | <ul style="list-style-type: none"> • To ensure that students feel supported and have the facility to disclose or discuss confidential issues with a member of Lancashire Constabulary. • To further develop relationships between staff, students and Lancashire Constabulary |

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| 30. | <p>Edge Hill University/Edge Hill Students' Union /Lancashire Constabulary/WL BC Environmental Health</p> <p>Darren.Carr@lancashire.pnn.police.uk</p> <p>Jill.Antrobus@westlancs.gov.uk</p> <p>fay.sherrington@edgehill.ac.uk</p> | <p>Key partners work in collaboration to manage and address noise complaints from the local community. All reports and complaints will be logged, tracked and follow-up actions agreed.</p> | Ongoing | <ul style="list-style-type: none"> • To monitor and manage student disciplinary incidents on and off campus. • To reduce repeat incidents as much as possible. |
| 31. | <p>Lancashire Constabulary Sgt Darren Carr West Lancashire Neighbourhood Policing Sgt</p> <p>Darren.Carr@lancashire.pnn.police.uk</p> | <p>High Visibility Reassurance plan for a two week period starting on Welcome week that will provide visibility coverage by Police during late hours that will focus on areas around the Campus, main routes leading into the Town Centre, town Centre itself and reassurance to areas of high Student HMO's. This will also include licence checks to local bars.</p> | 21/09/2020-04/10/2020 | <ul style="list-style-type: none"> • Reduce ASB. • Personal safety for all |
| 32. | <p>Lancashire Constabulary / Parking Services Lancashire Council</p> <p>Darren.Carr@lancashire.pnn.police.uk</p> | <p>Lancashire Police and Parking Enforcement Officers will conduct joint patrols to enforce parking around the Edge Hill area focusing on the clearway and nearby residential streets.</p> | Ongoing | Enforcement on parking |

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| | ashire.pnn.police.uk | | | |
| 33. | Edge Hill University Adrian.McGillion@edgehill.ac.uk | Ensure that stringent car parking compliance arrangements are in place for student registration peak periods to avoid illegal parking on adjacent roads. Provide support and guidance to students and staff about appropriate alternative parking in Ormskirk | Throughout the year | <ul style="list-style-type: none"> •To establish clear expectations in terms of customer service. •To reduce congestion on roads surrounding the Campus and prevent illegal parking. |
| 34. | Lancashire Constabulary Darren.Carr@lancashire.pnn.police.uk | Due to current policy on reducing face to face inputs the Police will not be having a stall at any fair's until current restrictions are revised. | Under constant review | |
| 35. | LFRS RachelDitchfield@lancsfirerescue.org.uk | Produce fire safety video (general fire safety and advice specific to students) to be sent out to 2500 first year students living on Campus | Sept 2020 | <ul style="list-style-type: none"> • Reduce unnecessary call outs to false alarms • Reduce numbers of accidental dwelling fires • Reduce ASB around covering of detectors/propping doors open etc. |
| 36. | LFRS RachelDitchfield@lancsfirerescue.org.uk | Deliver fire safety training to Campus Connectors who are 3 rd year students living in Halls | Early Sept 2020 | <ul style="list-style-type: none"> • To spot fire safety issues such as misuse of fire equipment • Provide brief intervention to students • Report back any serious breaches |

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| 37. | LFRS RachelDitchfield@lancsfirerescue.org.uk | Follow up talks to students who breach rules | When required | <ul style="list-style-type: none"> One to one tailored advice/education to students who don't evacuate, cover detectors etc. |
| 38. | LFRS RachelDitchfield@lancsfirerescue.org.uk | Hall talks, if restrictions lift | Jan | <ul style="list-style-type: none"> Provide new students with fire safety advice |
| 39. | LFRS RachelDitchfield@lancsfirerescue.org.uk | Deliver Home Fire Safety Checks to any students living off campus. Promote LFRS website and encourage visits to be booked through there. CSP/EHU letter to include information on how to do this. | Ongoing | <ul style="list-style-type: none"> Provide students with tailored advice based on their circumstances |
| 40. | WLBC David Jones Environmental Enforcement Officer David.Jones@wes.tlancs.gov.uk | Produce 250-300 Noise, recycling and Refuse leaflets | 28/08/2020 | To inform students of their responsibilities |
| 41. | WLBC Sharon Cranny, David Jones, Sam Mooney David.Jones@wes.tlancs.gov.uk | Drop packs off to student letting agents, letter drop for known student accommodation | 14.09.2020 | To inform students and landlords of their responsibilities |

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| | Sharon.Cranny@westlancs.gov.uk | | | |
| 42. | WLBC Sharon Cranny, Sam Mooney Sharon.Cranny@westlancs.gov.uk | Daily patrols of known student areas to provide advice in relation to noise, recycling and refuse | 16.10.2020 | To inform students of their responsibilities |
| 43. | West Lancashire Borough Council Licensing Department & Responsible Authorities Michaela.Murray@westlancs.gov.uk | Licensing will be organising the annual meeting with all Responsible Authorities to discuss with 'The Venue' their intentions and management control for Welcome Week. Meeting will be approx. 7/10 days before Welcome Week. | 7/10 days prior to Welcome Week | <ul style="list-style-type: none"> • Ensure all Licensing Objectives are adhered to plus crowd control and relevant Security Staff at the premises. |
| 44. | West Lancashire Borough Council Env Health, Licensing & Responsible Authorities Lyndsey Key Lyndsey.key@westlancs.gov.uk | Proactive unannounced regulatory visits to licensed premises in Ormskirk town centre during peak times (i.e. past 00:00 hrs). | Dates set for October and November and December as activity dictates. | <ul style="list-style-type: none"> • Covid compliance • Licensing compliance • Observations of general patterns of public movement, queuing etc. |

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| 45. | West Lancashire Borough Council Env Health, Licensing, Police and WLBC CCTV Paul.charlson@westlancs.gov.uk | Proactive and established data sharing protocols to share details of incidents and intel to inform regulatory visits | Ongoing | <ul style="list-style-type: none"> • Covid compliance • Licensing compliance |
| 46. | WLBC Business and Legal sub group lan.gill@westlancs.gov.uk | Improved and targeted communications to Ormskirk businesses – particularly hospitality | 05/10 onwards | <ul style="list-style-type: none"> • To advise and help business to remain Covid compliant |
| 47. | WLBC Business and Legal sub group lan.gill@westlancs.gov.uk | Increased number of informal observations within Ormskirk town centre at varying times to identify Covid risks to inform that targeted interventions. | 05/10 onwards | <ul style="list-style-type: none"> • Covid compliance • Licensing compliance • Observations of general patterns of public movement, queuing etc. |
| 48. | West Lancashire Borough Council Env Health, Licensing Lyndsey.key@westlancs.gov.uk Michaela.Murray@westlancs.gov.uk | Reactive Covid compliance / licence compliance complaints and queries | Ongoing | <ul style="list-style-type: none"> • Covid compliance • Licensing compliance |

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| 49. | West Lancashire Borough Council Env Health, EHU, LCC Public Health Paul.charlson@westlancs.gov.uk | Proactive fortnightly meetings between WLBC, EHU and LCC Public Health to monitor Covid activity, review controls and oversee any outbreak response. | Ongoing | <ul style="list-style-type: none"> • Covid compliance • Track case instances • Review controls |
| 50. | West Lancashire Borough Council Env Health, Police, WL CCG Paul.charlson@westlancs.gov.uk | Multi agency WLBC Outbreak Task Force already established, which meets weekly. | Ongoing | <ul style="list-style-type: none"> • Overview of any outbreak response using available data/evidence • Agree resources and overall approach • Links to other agencies as needed |
| 51. | West Lancashire Borough Council Env Health, LCC Public Health, PHE Paul.charlson@westlancs.gov.uk | Reactive outbreak controls team. Protocols already established and used. Multi agency meeting to review and agree controls for any identified outbreaks. | Meetings held as needed | <ul style="list-style-type: none"> • To implement agreed localised response to individual/multiple outbreaks |
| 52. | West Lancashire Borough Council Env Health, LCC Public Health Paul.charlson@westlancs.gov.uk Jacqueline.pendleton@westlancs.gov.uk | WLBC Test and Trace group already established to link with LCC Public Health to administer logistics of any required testing sites and/or case tracing | Ongoing | <ul style="list-style-type: none"> • Establish any additional testing sites that may be required • Formulate case tracing to supplement the national system |

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| 53. | West Lancashire Borough Council Environmental Health Officers & EHU Accommodation Team Jill.Antrobus@westlancs.gov.uk | Complaint information to be shared with Police and EHU to ensure consistent and appropriate responses are forwarded to relevant householders or external agencies. | Sept 2019 | <ul style="list-style-type: none"> To enforce against environmental nuisance where appropriate. |
| 54. | West Lancashire Borough Council Clifford Owens Community Safety Officer Clifford.owens@westlancs.gov.uk | CCTV operators will continue to work closely with Lancashire Constabulary to ensure the safety of people using the night time economy and to initiate an appropriate response to criminal and anti-social behaviour and will also assist the police in detecting crime. | 365 days per year | <ul style="list-style-type: none"> The prevention of crime or disorder and to promote public safety. |
| 55. | Ormskirk Street Pastors. Coordinator Dave Mutch dave.mutch@ocf.org.uk | We will carry out patrols of the town centre from 7.30pm until midnight on Friday 25 th and Saturday 26 th September and on Friday 2 nd and Saturday 3 rd October. | Friday 25 th and Saturday 26 th September and on Friday 2 nd and Saturday 3 rd October. | Listen, care and help as required |