

APPENDIX 2 - COVID-19 RESPONSE

TEMPORARY CLOSURES OF OPERATIONAL BUILDINGS

Updated: 23/04/2020 12:01

LIST AGREED WITH CORPORATE AMB AND DIRECTORATE LEADS

Building Name / Address	Postcode	Directorate	Service	FM Managed	Date of Closure	Further Info	Status
Abbey House Museum & Gardens	LS5 3EH	CD	Museums & Galleries	No	16/03/2020	shut to public and to staff and all either working from home or at home but not able to work from home. But need floor security and safety checks to meet insurance requirements etc are set up and rostered	Building Formally Closed
Adams Court	LS12 1DB	C&F	Various	Yes	23/03/2020	Staff are working from Home Educational Psychology Classed as front line service Key Contacts this building has multiple service Working from within I have set up a key contact and service list In the Covid-19 response folder.	Building Formally Closed
Armley Leisure Centre	LS12 3HB	CD	Leisure	No	23/03/2020	Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed
BAME Health & Wellbeing Hub (formerly Fredrick Hurdle Day Center), Reginald Terrace, Chapeltown	LS7 3EZ	A&H	A&H: Older People	No	17/03/2020	William Morris (keyholder) has locked the building on behalf of the service. People that attend these services now not attending. A&H have worked with each individual to see if they require the service elsewhere	Building Formally Closed
Belle Isle Open Access	LS10 3DZ	CD	Breeze	No	06/04/2020	all staff are now working from home and would also like it noting that they have equipment in the stores and a very valuable generator. The Youth Service is front line and still responding to front line requests from Police for detached Youth Work & food deliveries to the vulnerable, primarily the Belle Isle Centre is not utilised. However we have been provided a set of keys to access when required. This tends to be the Team Leader accessing in co-ordination with property management. To date the Team Leader has met up with three staff to access the facility to collect required equipment / distribute resources to support the front line work'	Building Formally Closed
Calverlands Day Centre Church Lane, Horsforth	LS18 5LA	A&H	A&H: Older People	No	17/03/2020	Carol Burton (keyholder) has locked the building on behalf of the service. People that attend these services now not attending. A&H have worked with each individual to see if they require the service elsewhere.	Building Formally Closed
Discovery Centre		CD	Museums & Galleries	No	16/03/2020	shut to public and to staff and all either working from home or at home but not able to work from home. But need floor security and safety checks to meet insurance requirements etc are set up and rostered Not a frontline service / Visitor attraction. Storage Facility For LMG Artifacts	Building Formally Closed
Enterprise House, St Paul's Street	LS1 2LE	Multiple		Yes	20/03/2020		Building Formally Closed
Fearnville Sports Centre	LS8 3LF	CD	Leisure	No	23/03/2020	Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed

Garforth Leisure Centre	LS25 1NX	CD	Leisure	No	23/03/2020	Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed
Holt Park Leisure Centre	LS16 7LQ	CD	Leisure	No	23/03/2020	Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed
John Charles Centre	LS11 5DJ	CD	Leisure	No	23/03/2020	(includes main stadium, Aquatics, Tennis Centre and Athletics and Bowls) Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed
John Smeaton Leisure Centre	LS15 8TA	CD	Leisure	No	23/03/2020	Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed
Kippax Sports Centre	LS25 7LQ	CD	Leisure	No	23/03/2020	(includes main stadium, Aquatics, Tennis Centre and Athletics and Bowls) Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed
Kirkstall Abbey (site)	LS5 3EH	CD	Museums & Galleries	No	16/03/2020	shut to public and to staff and all either working from home or at home but not able to work from home. But need floor security and safety checks to meet insurance requirements etc are set up and rostered	Building Formally Closed
Kirkstall Leisure Centre	LS5 3BE	CD	Leisure	No	23/03/2020	Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed
Laurel Bank Site	LS10 4HY	A&H	A&H Older People	No	17/03/2020	Carol Burton (keyholder) has locked the building on behalf of the service. People that attend these services now not attending. A&H have worked with each individual to see if they require the service elsewhere	Building Formally Closed

Leeds City Art Gallery	LS1 3AA	CD	Museums & Galleries	No	16/03/2020	shut to public and to staff and all either working from home or at home but not able to work from home. But need floor security and safety checks to meet insurance requirements etc are set up and rostered Need to ID how site inspections will take place given levels of staffing, along with dealing with any callouts; determine what is outstanding re collections returning to stores; ID if city centre police patrols will resume. Keyholder issue. Storage Facility in Basement for Artworks	Building Formally Closed
Leeds City Museum	LS2 8BH	CD	Museums & Galleries	No	16/03/2020	Leeds City Museum: Final inspection undertaken, staff notified, site closed down. Control Room Manager (Dawn Asquith) notified. Possibly need to raise issue of site inspections/call outs as currently falls to R H-B with support from JMcGivern with one back up from VA team	Building Formally Closed
Leeds Industrial Museum (Armley Mills)	LS12 2QF	CD	Museums & Galleries	No	16/03/2020	shut to public and to staff and all either working from home or at home but not able to work from home. But need floor security and safety checks to meet insurance requirements etc are set up and rostered	Building Formally Closed
Leeds Civic Hall, Calverley Street	LS1 1UR	CD	Various	Yes		Closed to all staff (access if required in emergency - Richard Jackson & Hayley Dunbar if required)	Building Formally Closed
Leeds Town Hall	LS1 3AD	CD	Arts & Events	No	06/04/2020	Service have advised that 1 member of staff is checking the building once a week (physical safety check) Leeds Inspired & Leeds Lieder occupy the building. Electoral Services moved out a couple of weeks ago. Registrars have moved out due to the roof works.	Building Formally Closed
Lotherton Estate (Buildings only not Parks site)	LS25 3EB	CD	Museums & Galleries	No	16/03/2020	Parks and countryside also manage the bird garden this is not accounted for on this form	Building Formally Closed
Lovell Park Day Centre, Wintoun Street, Sheepscar	LS7 1DD	A&H	A&H: Mental Health	No	18/03/2020	Alison Fenton (keyholder) has locked the building on behalf of the service. People that attend these services now not attending. A&H have worked with each individual to see if they require the service elsewhere.	Building Formally Closed
Middleton Leisure Centre	LS10 4AX	CD	Leisure	No	23/03/2020	Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed
Morley Leisure Centre	LS27 9JP	CD	Leisure	No	23/03/2020	Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed
Osmondthorpe Resource Centre, Osmondthorpe Lane, Osmondthorpe	LS9 9EF	A&H	A&H: Physical Disability		20/03/2020	Ian Wallace (keyholder) has locked the building on behalf of the service. People that attend these services now not attending. A&H have worked with each individual to see if they require the service elsewhere.	Building Formally Closed
Pudsey Civic Hall	LS28 5TA	CD	Arts & Events	No	07/04/2020	Service have advised that 1 member of staff is checking the building once a week (physical safety check) Leeds Inspired & Leeds Lieder occupy the building. Electoral Services moved out a couple of weeks ago. Registrars have moved out due to the roof works.	Building Formally Closed

Pudsey Leisure Centre	LS28 7BE	CD	Leisure	No	23/03/2020	Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed
Rothwell Sports Centre	LS26 8EL	CD	Leisure	No	23/03/2020	(includes main stadium, Aquatics, Tennis Centre and Athletics and Bowls) Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed
Scott Hall Sports Centre	LS7 3DT	CD	Leisure	No	23/03/2020	Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed
St George House		Multiple		Yes	24/03/2020		Building Formally Closed
Stocks Hill Centre, Chapel Lane, Armley	LS12 2DJ	A&H	A&H: Mental Health	No	18/03/2020	Alison Fenton (keyholder) has locked the building on behalf of the service. People that attend these services now not attending. A&H have worked with each individual to see if they require the service elsewhere.	Building Formally Closed
Temple Newsam House (Buildings only not Parks site)	LS15 0AD	CD	Museums & Galleries	No	16/03/2020	shut to public and to staff and all either working from home or at home but not able to work from home. But need floor security and safety checks to meet insurance requirements etc are set up and rostered. requirement to have cctv surveillance which usually is only overnight at has to now cover daytime so rota to be confirmed. Parks and countryside have an office Here this is not included on this form.	Building Formally Closed
The Carriageworks	LS2 3AD	CD	Arts & Events		06/04/2020	The Electric Press building is owed by Cushman & Wakefield with LCC leasing the space for the Carriageworks. With the other businesses in the building being bars and restaurants, the owner might close the whole building. The security of the building is run by Cushman & Wakefield.	Building Formally Closed
The Vale Circles (formerly Tunstall Road Centre), Tunstall Road, Beeston	LS11 5JF	A&H	A&H: Mental Health	No	18/03/2020	Alison Fenton (keyholder) has locked the building on behalf of the service. People that attend these services now not attending. A&H have worked with each individual to see if they require the service elsewhere.	Building Formally Closed
Thwaite Mills Museum	LS10 1RP	CD	Museums & Galleries	No	16/03/2020	Thwaite also has canal boaters on site at moorings. Adrian Marshall lives on site. shut to public and to staff and all either working from home or at home but not able to work from home. But need floor security and safety checks to meet insurance requirements etc are set up and rostered	Building Formally Closed

Wetherby Leisure Centre	LS22 5HA	CD	Leisure	No	23/03/2020	Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed
Wykebeck Valley Day Centre, Wykebeck Valley Road, Osmondthorpe	LS9 6PB	A&H	Complex Needs Facility (formerly older persons day centre)	No	17/03/2020	Margaret McCromack (keyholder) has locked the building on behalf of the service. People that attend these services now not attending. A&H have worked with each individual to see if they require the service elsewhere.	Building Formally Closed
Yeadon tarn Activity Centre	LS19 7UR	CD	Leisure	No	23/03/2020	Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	Building Formally Closed
Allerton Bywater Miners Welfare Hall	WF10 2BN	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Allerton Bywater Youth & Adult Centre	WF10 2BN	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Barleyfields Youth Centre	LS22 6PN	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Calverley Mechanics Institute	LS28 5NQ	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Crossgates Community Centre	LS15 7TU	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Dame Fanny Waterman Community Centre	LS9 6QH	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Denis Healey Centre	LS14 6RD	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Ebor Gardens Community Centre	LS9 7PL	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Fieldhead Community Centre	LS14 2EG	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Lewisham Park	LS27 8DH	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed

Little London Community Centre	LS7 1HF	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Mandela Centre	LS7 2HY	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Methley Village Centre	LS26 9JE	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Micklefield Youth & Adult Centre	LS25 4AF	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Middleton Community Centre	LS10 4JQ	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Morley Town Hall	LS27 9DY	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Prince Philip Centre	LS7 2HJ	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Saint Gabriel's	WF3 2BG	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Saint Matthew's Community Centre	LS11 9NR	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Shantona Womens Centre	LS8 5AW	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Swinnow Community Centre	LS13 4RF	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Tingley Community Centre	WF3 2AP	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Tree Tops Community Centre	LS17 6DP	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Watsonia Pavilion	LS11 7BQ	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Weston Lane Youth Centre	LS21 2DF	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed

Windmill Youth Centre	LS26 0AG	C&E	Communities Team	No	23/03/2020	With the exception of a list of dispensations, all council-run community centres are closed. CEL are the main key holders and can access the buildings if required. Sharon Smith 07891 273350	Building Formally Closed
Osmondthorpe OSC and Job Shop	LS9 0JE	C&F	Various	Yes	23/03/2020	Facilities Management have closed the building but are currently deep cleaning. Staff are working from home and also relocated to Kernel House	Building Formally Closed
Rothwell Day Services	LS26 8RY	A&H	Aspire	No	TBC		Building Formally Closed
Landmark Court, Unit 5	LS11 8JT	CD	Various	Yes	TBC	Services that are based at this building are Occupational Health and Children and Families Early Start Team. Occupational Health have advised that all their staff are working from home and it is proposed to redirect all mail to the Civic. Early Start Team are also no longer working from the building. Facilities Management and LeedsWatch are keyholders	Building Formally Closed
Aireborough Leisure Centre	LS20 9BT	CD	Leisure		Formal Closure Not Complete	Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	No Staff in Building
Astley Court Community Centre	LS25	R&H	Housing Leeds		Formal Closure Not Complete		No Staff in Building
Broom Nook Community Room	LS26	R&H	Housing Leeds		Formal Closure Not Complete	Centre is a room within a sheltered housing complex, locked up to prevent access by residents.	No Staff in Building
Chippendale Swimming Pool	LS21 2BH	CD	Leisure		Formal Closure Not Complete	Staff are attending site to 1) check the site and carry out some of building compliance tasks and 2) to carry out tasks associated with the pool plant. If site access is required go through the area managers Front door keys for all sites are now located at John Charles Centre for Sport and procedures for opening the building are located in the management shared area. 1. Leeds watch respond to alarms outside of hours.	No Staff in Building
Church Gardens Community Centre	LS25 1HG	R&H	Housing Leeds		Formal Closure Not Complete		No Staff in Building
Cross Green Youth Centre	LS21 1HD	C&E	Communities	Yes	Formal Closure Not Complete	Access to a local pre-school for equipment only.	No Staff in Building
Naburn Court Day Centre, Naburn Approach, Whinmoor	LS14 2DF	A&H	A&H: Older People		Unknown at Present	Day centre - closed	No Staff in Building
Primrose House Community Centre	LS26 8QJ	R&H	Housing Leeds		Formal Closure Not Complete		No Staff in Building
Print Ctr Seacroft (ground Floor)	LS14 1NZ	CD	Print Unit	Yes	Formal Closure Not Complete	Requirements: Production unit for Signage/	No Staff in Building
Queenswood Education Centre (Beckett Park)	LS6 3NT	CD	Multi-occupancy	Yes	Formal Closure Not Complete	Tenants = Vine & Medical Needs Teaching Service. School Library Service are all working from home.	No Staff in Building
The Elders Community Centre	LS26 8BE	R&H	Housing Leeds		Formal Closure Not Complete		No Staff in Building
Vehicle Licensing Office	LS9 7RY	R&H	Taxi and Private Hire Licensing		Formal Closure Not Complete	Building closed, but some staff calling in daily eg printing, fridge clearing, turning down heating etc. One officer cannot work from home and is working out of the adjacent Torre Road building	No Staff in Building
Westbourne Community Centre	LS25 8XQ	R&H	Housing Leeds		Formal Closure Not Complete		No Staff in Building