



John Daniel Centre - Housekeeping Guidance

Created: July 2025

What is covered in this information sheet:

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- Fire Safety & Alarm
- First Aid
- Cornwall Council Wi-Fi
- Printers
- Recycling
- Kitchen Facilities & Refreshments
- Toilets
- Swipe/ID cards
- Points of Contact
- Room information
- Available Equipment
- Room Booking

Opening Hours

Reception

Staff from the Multiple Vulnerabilities Team will be in the reception office
Monday to Thursday 9am to 4pm
Friday 9am to 1pm.

Street Food project

12-6pm every day.

There is a sign-in and out book in operation at Reception as you enter the building.

Fire Safety & Alarm

The fire alarm is tested every Monday at 9am.

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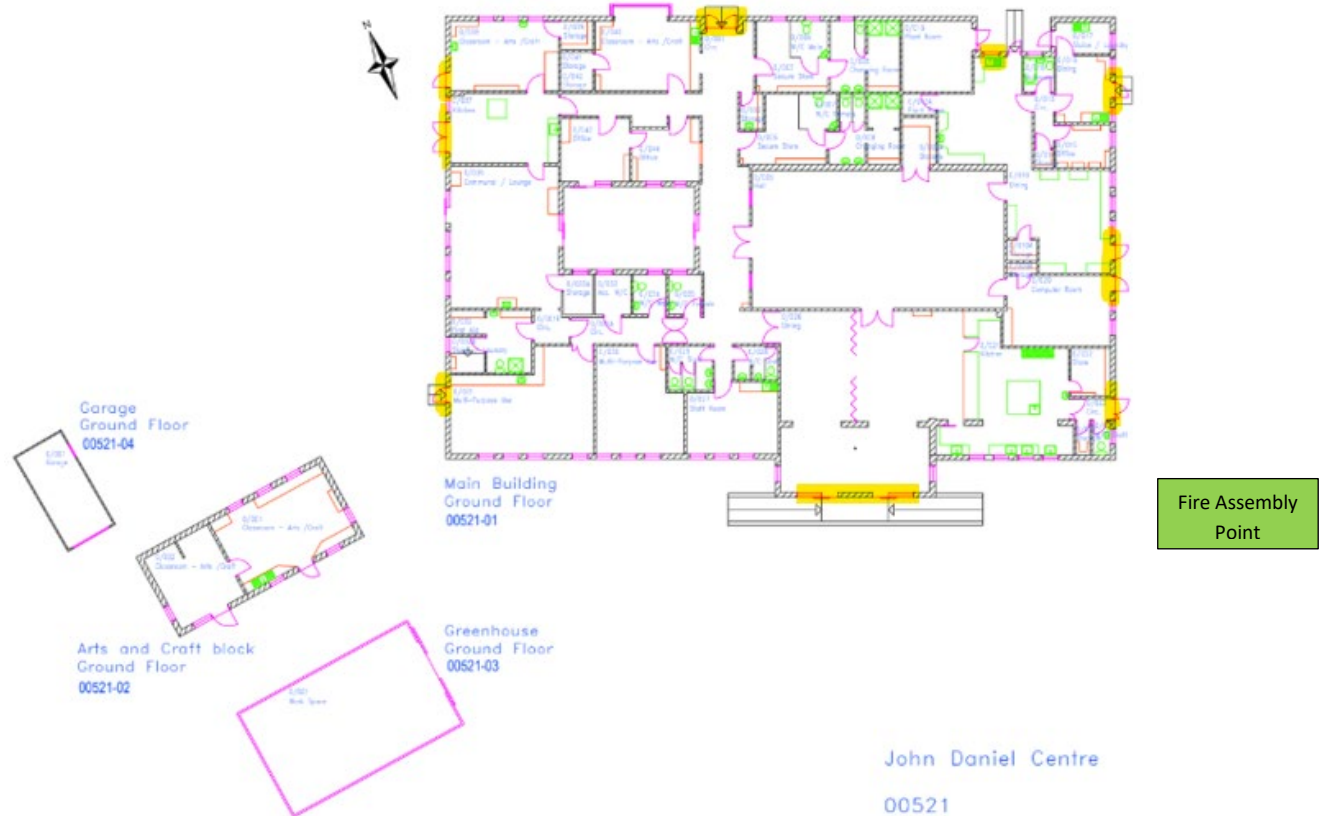
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The **fire evacuation points** are marked in yellow below:



The **fire assembly point** is at the rear of the building as shown below:



First Aid

The central First Aiders are listed below.

There are **First Aid kits** at the Reception Desk.

The nearest **Defibrillator** is at Nancealverne School, Madron road, Heamoor, Penzance, TR20 8TP

The First Aiders are:

- Tess Dawe
- Lee Derrick
- Dodie Bridges
- Heidi Triggs

Cornwall Council WiFi

To access the Cornwall Council guest WiFi please select '**CC_Guest**'.

A Cornwall Council WiFi page will open asking you to create an account.

Create an account by clicking on '**Need an account? Click here**' at the bottom of the page.

Another window will appear add your name and email address. Then click on '**Register**'.

This will provide you with an account, a guest password and **5 days WiFi access**.

Printers

The printer is located in Reception.

The printer is identifiable as: **FindMe-Colour and FindMe-Mono**

Recycling

We do not have recycling facilities within the building.

Kitchen Facilities

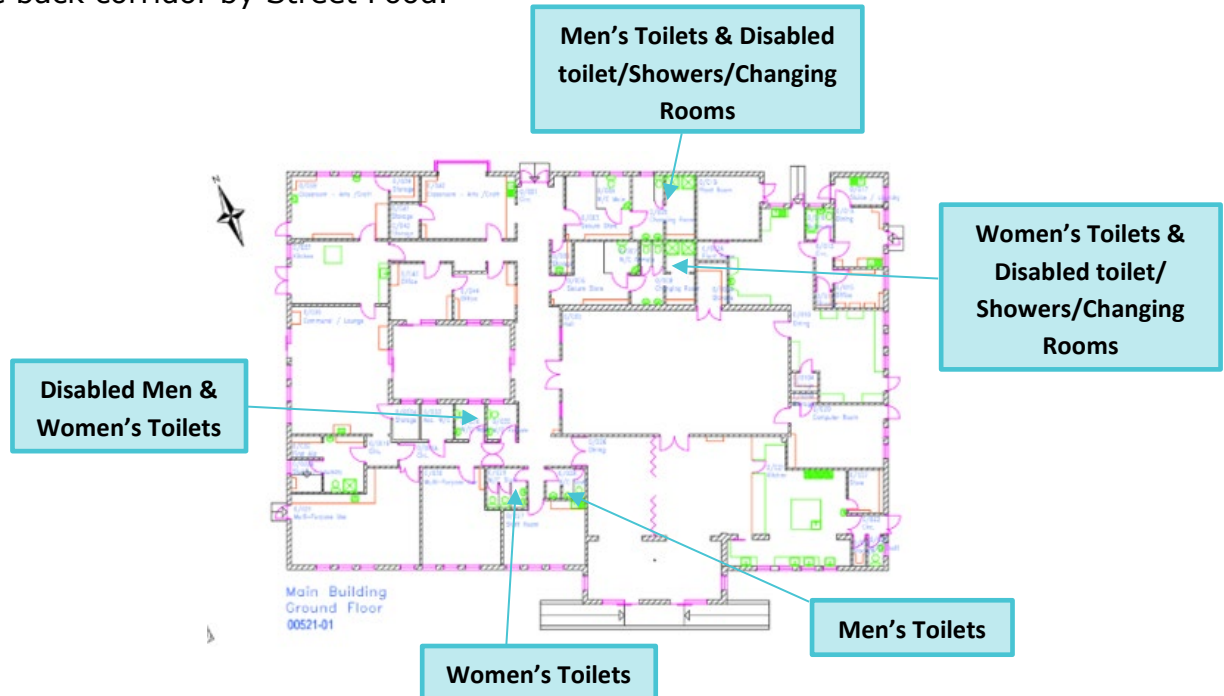
There is a kitchenette in Elm, the room next to Hazel Training Room.

Tea and coffee supplies, a hot water tap, sink, and microwave are all available to use.

We also have a well-equipped kitchen in Vine – see room information below.

Toilets

There are Women's, Men's and a Disabled toilets available near reception and in the back corridor by Street Food.



Swipe/ID Cards

We have 10 Visitor Swipe Cards available at Reception. There is a sign in book at

Additional ID cards can be requested internally via the Assystme form or by emailing IDcards@cornwall.gov.uk

Points of Contact

Central points of contact for any queries are:

Tess Dawe	Tess.Dawe@cornwall.gov.uk	07517 465289
Lee Derrick	Lee.Derrick@cornwall.gov.uk	07580833895



John Daniel Centre – Meeting Room Information

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The Safe & Well Hub Penzance in the John Daniel Centre has a variety of spaces available for the Community Safety Service, Partners and other Stakeholders to book.

The space also hosts a large, spacious garden and free car park.

Lunch is available (by donation) in the Street Food Project Kitchen, open 12 to 6pm.

To book please refer to Appendix A at the end of the document.

The Rooms

Hazel

This is a large room with tables and chairs for up to 20 people, which is ideal for training or large meetings (extra chairs can be provided). Equipment such as projector and owl can be booked.



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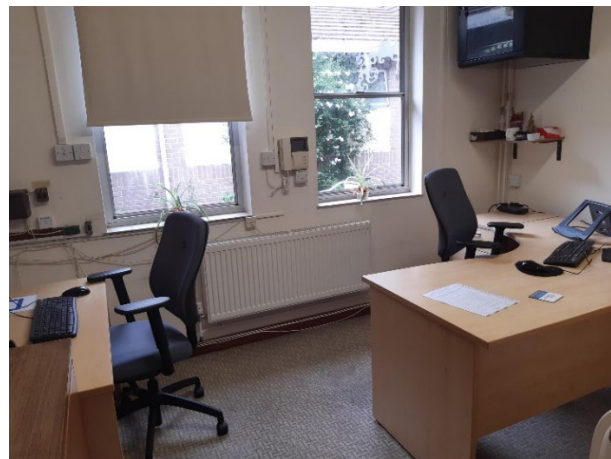
Alder

This is an office with 2 workstations and extra 2 seats for small meetings



Ivy

This is an office with 2 workstations and is ideal for one-to-one appointments.



Apple

This room is used by internal staff as hot desking workspace with two workstations and tables for laptops. It is not available on Wednesdays.



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Holly

This is a lounge room which seats up to 12 people, ideal for groups and relaxed meetings.



Willow

This is a medium sized room with flexible arrangements. It can be set up for meetings for up to 8 people and also as a wellbeing space, equipped for 6 people with yoga mats, blankets and bolsters.



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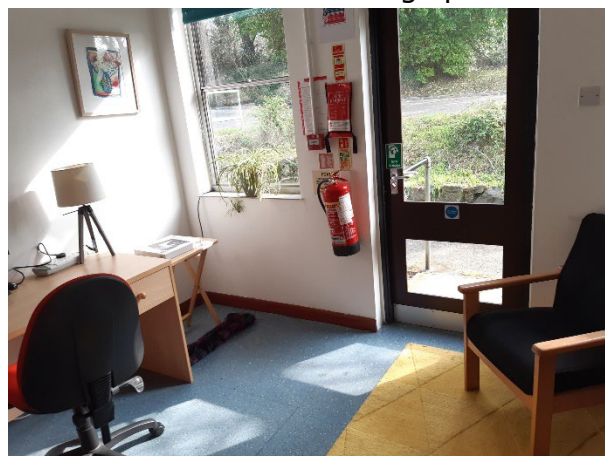
Vine

This is a well-equipped kitchen, including a dining table for 6 to 8 people. It is ideal for cooking groups or if you want somewhere to have lunch with your group if you are using one of the other rooms. It is not available on Thursdays.



Birch

This is an office with one desk and workstation. It is ideal for quiet working or study and can be used as a one-to-one meeting space as it has additional chairs.



Pine

This is a sports hall. Ideal for classes and also team days or community events. It can set up with chairs conference style.



Projectors and other Equipment

A portable projector is available to book. It is kept in the front office for collection.

For more info on booking please see Appendix A for instructions.

We also have the following equipment available to use.

Please ask any of the points of contact listed below if you require any of the equipment.

- 1 flipchart stand and paper
- Extension cable
- Owl

Appendix A

How to book a Safe & Well Hub Room

Internal staff

Please email SafeandWellPenzance@cornwall.gov.uk stating the following:

- the room you wish to book
- the date and time
- the meeting title
- number of people expected
- contact name, email address and contact number
- contact name, e-mail, number of meeting lead (if different to the person booking)
- nominated team member who is the onsite contact

Alternatively, you can go to the Safe & Well Penzance Outlook calendar and add the booking yourself, ensuring you add the information required above, use the colour coded Categories to highlight which room you have booked.

NB: *For more information on how to book please see Appendix A for instructions.*

If you are unable to access the calendar and would like to, please email

SafeandWellPenzance@cornwall.gov.uk

External staff

Please email SafeandWellPenzance@cornwall.gov.uk and a booking form will be sent to complete. Or click on the booking form link below, complete the form and return to the email above.

<https://forms.office.com/e/NxP1XGxBaL>

IMPORTANT:

If you have a meeting/training event booked in any of the rooms, please can you sign in to our fire safety register and keep your own register of attendees for fire safety purposes.

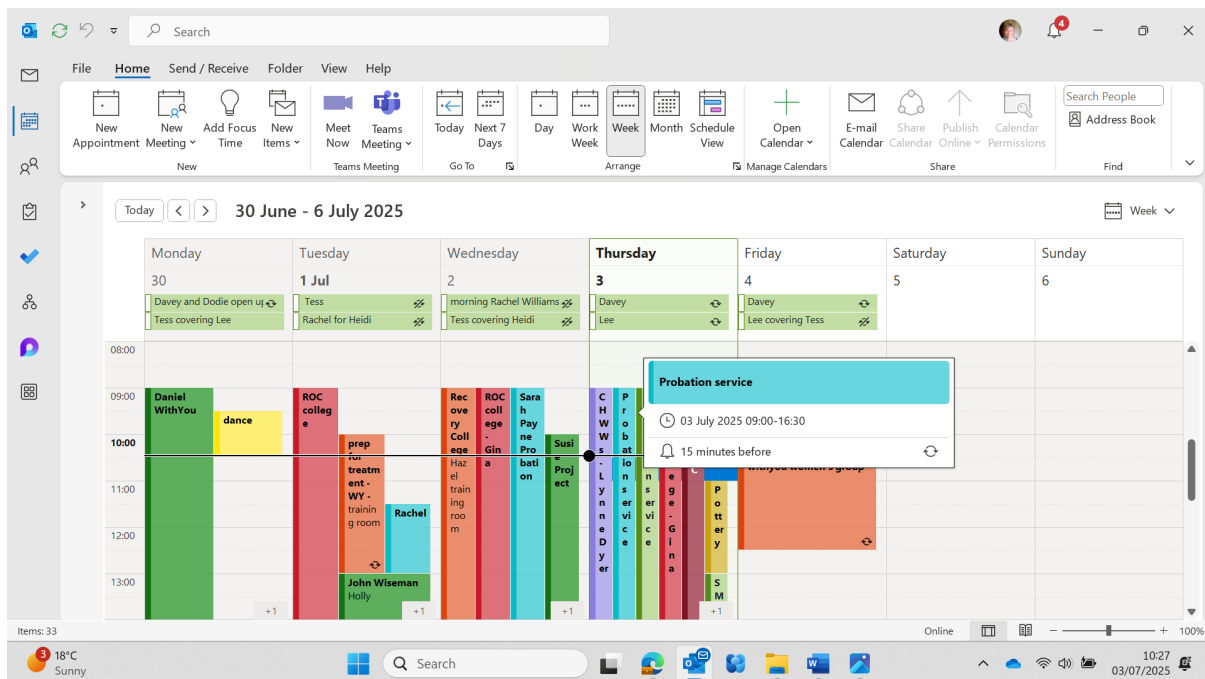
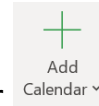
Access Safe & Well Hub Calendar

- Open Outlook

- Click on Calendar icon at bottom of screen

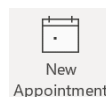


- Click on 'Add Calendar' icon on the top Tool Bar
- Go to 'Open Shared Calendar' on the drop-down list.
- A small window will appear.
- Type in 'Safe and Well Penzance' in the Name box and click 'OK'.
- **NB:** If a 'Check Names' window appears, please select 'Safe and Well Penzance' and click 'OK'.
- The Safe & Well Penzance calendar will appear as below:



To Book a Room

- Please select the Date on the Calendar you wish to book a room for.



- Click on 'New Appointment' icon
- An Appointment window will appear for you to complete:

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The screenshot shows the 'Appointment' window in Microsoft Word. The ribbon includes 'File', 'Appointment', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Appointment' ribbon has sections for 'Actions' (Delete, Copy to My Calendar), 'Teams Meeting' (Teams Meeting), 'Attendees' (Invite Attendees), 'Options' (Show As: Busy, Reminder: 15 minutes, Recurrence), 'Tags' (Categorize), 'Voice' (Dictate), and 'Immersive' (Immersive Reader). The main form fields are: Title, Start time (Wed 01/03/2023, 09:00), End time (Wed 01/03/2023, 09:30), Location, and checkboxes for 'All day' and 'Time zones'. A 'Save & Close' button is on the left. Red arrows point from three text boxes to specific elements: Box 1 points to the Title field; Box 2 points to the 'Categorize' button; Box 3 points to the 'Save & Close' button.

1) Add title of meeting, name of contact and correct date and time is set.

2) Click on Categorize and select room/projector from the list (as shown below).

3) Click on Save & Close

List of categories are listed below:

This screenshot shows the 'Categorize' dropdown menu open in the Microsoft Word Appointment window. The menu lists various rooms and facilities, each with a colored square icon. The list includes: Alder (office with two work stations fits 2 extra people for small meeting), Birch (consultation room one work station small meeting room 4 max), Hazel (training room up to 20 people), Holly (lounge meeting space for max 12 people), Ivy (community safety team office with 2 work stations), pine sports hall, pottery, vine (kitchen for cooking groups refreshments space - 6-8 people), willow (small group room 6 people yoga mats available), apple hot desk office, and an 'All Categories...' option at the bottom. The background shows the appointment form with the date changed to Fri 04/07/2025.

- Alder - office with two work stations fits 2 extra people for small meeting
- Birch - consultation room one work station small meeting room 4 max
- Hazel training room up to 20 people
- Holly - lounge meeting space for max 12 people
- Ivy - community safety team office with 2 work stations
- pine sports hall
- pottery
- vine - kitchen for cooking groups refreshments space - 6-8 people
- willow - small group room 6 people yoga mats available
- apple hot desk office
- All Categories...