

# TO KEEP YOU SAFE

## PLEASE READ THIS BEFORE STARTING WORK

### Main key points for staff who have the agreement of their managers to currently use the council main offices

#### HOVE TOWN HALL

#### TEMPORARY FIRE EVACUATION PROCEDURE

**Please ensure that you are aware of your nearest fire evacuation route and stairwell.** As there are currently no Fire Wardens active on site, please ensure that you adhere to the following procedures. If you discover a fire, please push the red manual call point button and then:

1. On hearing the fire alarm, immediately leave the building by the closest fire exit, keeping a safe distance between yourself and the people around you. Please do not return to your desk to gather your possessions or take hot liquids or food out with you.
2. Report to the muster point which is behind the Norton Road car park (see overleaf). Please be careful crossing roads and ensure that you maintain a safe distance from colleagues and other pedestrians.
3. Once there, your name will be checked against the sign-in sheet which will have been filled in when you arrived for work. This is the only means of checking who may still be left in the building so please ensure that you provide your information as soon as requested. This means that you **must** sign in and out each time you enter or leave the building **(with the exception of short breaks in the immediate vicinity where you will be able to hear any alarm siren)**. We will need to know if anyone is still in the building so that this information can be provided to the Fire Brigade as soon as they arrive.
4. Once the all-clear has been given, return via the Main Reception and sign back in. You will be expected to form an orderly queue so that social distancing can be maintained.

#### FIRST AID REQUIREMENTS

If you require help from a First Aider, please contact the main Hove Town Hall Reception desk on x2556 and they will contact the nearest available First Aider and send them to you. Please ensure that you are very precise with your location. You will be required to wear a mask while being aided.

#### CLEANING DESKS

You are responsible for cleaning your assigned work station. On your arrival at your assigned desk, please ensure that you clean all the surfaces with the approved anti-viral cleaning equipment supplied. Please do not clean monitor screens or mobile phone screens with an alcohol-based wipe as this will damage the equipment. Each evening, the cleaning staff will clean all desks with an alcohol-based product. Please ensure that you leave the desks clear except for the in-situ ICT and telephone equipment.

#### BUILDING HYGIENE

When moving around the building, please ensure that you keep to the left of all corridors/stairwells to ensure that a safe passing distance is maintained. Alcohol wipes will be provided at various points to enable you to clean door handles or other hard surfaces. Toilet/shower/kitchen/resource hub access is limited to one individual per area at any time. Please check if the room is clear before entering or wait until the person before you has left the room. Please wipe any area that you will be using with the alcohol wipes provided including tap/door handles, water cooler dispensing buttons/outlets etc. This will ensure that the area you are using has been decontaminated. Please ensure that you wash your hands immediately after using the wipes. Please don't leave any personal possessions (clothing, towels, shoes etc) in the shower rooms.

# HOVE TOWN HALL

## TEMPORARY ASSEMBLY POINT - DURING COVID

In the case of emergency evacuation, staff should leave the building via the nearest exit and report to the muster point behind the Norton Road Car Park (if you are evacuating on the Tisbury Road side of the building, please make your way safely around the building to the car park). Be careful when crossing the road and when walking along the car park access road. The signing in book will be used as a Fire Register so please ensure that you inform Security of your name when you arrive, then move down to the end of the car park.

**It is most important that staff assemble to the REAR of the Car Park. DO NOT STAND opposite the town hall as there is risk of injury by flying glass in the event of an explosion.**

