

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

PORTSLADE 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 nearest 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. **If you are based in either the Housing Office, or the first-floor office above Housing, please collect the signing in sheet on your way out.**
2. Make your way to the muster point which is [on Victoria Road by the Recycling Centre](#). Please ensure that you maintain a safe distance from colleagues and other pedestrians.
3. Once there, your name will be checked against the signing-in sheet which you will have filled in when you arrived for work. This is the only means of checking who may still be left in the building. Therefore, it is important that you **must** sign in and out each time you enter or leave the building. 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, please return via the Staff entrance and sign back in. Please ensure social distancing is maintained.

FIRST AID REQUIREMENTS

When signing-in please indicate if you are a First Aider. If you require help from a First Aider, please check the signing-in sheet to see if there is help on site. A First Aid kit is located at the staff entrance by the signing-in sheet. If there is no First Aider on site, please call the emergency service on 999.

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. All rooms have a **red bin** for you to dispose of wipes/gloves/masks/tissues etc. Please do not dispose of any other rubbish in these bins. 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 either wear gloves when, or wash your hands immediately after, using the wipes. Please don't leave any personal possessions (clothing, towels, shoes etc) in the shower rooms.