

# 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:
  - Raise the alarm by pushing the button on the nearest red box call point, and immediately leave the building by the nearest fire exit.
  - Telephone the Fire Brigade** by dialling **999** and advise them there is a fire in the building. Please follow further instructions below: -
- 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. 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.**
- Make your way to the muster point which is on Victoria Road by the Recreation Ground. Please ensure that you maintain a safe distance from colleagues and other pedestrians.
- At the muster point, 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. The Fire Brigade will need to know if anyone is still in the building as soon as they arrive.
- Do not re-enter the building until 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 workstation. On arrival at your assigned desk, please ensure that you clean all the surfaces with the approved disinfectant wipes 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. Please wear a face covering (unless you are exempt) when moving around the building. Disinfectant wipes are 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/masks/tissues etc. Please do not dispose of any other rubbish in these bins. Please wipe any area that you have used, with the disinfectant wipes provided, including tap/door handles, water cooler dispensing buttons/outlets etc. This will ensure that the area has been decontaminated. Please don't leave any personal possessions (clothing, towels, shoes etc) in the shower room.