

# Coronavirus (COVID-19)

## Health, Safety & Welfare Advice

Building Security and Safety

Where buildings are still open, but there is a reduced number of people working there, including staff who have relocated there temporarily, it is very important that the following advice is followed.

### **Sign in arrangements**

A central sign-in area should be set up for staff to sign in/out (bearing in mind the advice not to share pens).

### **Fire safety**

A senior member of staff should be responsible for liaising with the Scottish Fire & Rescue Service (SFRS) in the event of the fire alarm being activated. Where there is a fire panel, they must be able to interpret it. The sign in sheet should be used to ascertain that everyone has safely evacuated (there may not be sufficient fire marshals).

Senior management should be aware of whether the alarm is linked to a monitoring station/SFRS or whether a phone call to the SFRS is required. Conversely, a phone call will be required in the case of a false alarm activation.

A quick brief should be constructed on how to deal with fire alarm activations and how to reset the fire alarm system, (codes or keys etc) to allow for resuming operations after fire brigade investigation as they will not reset alarm fully.) If the Building Manager or their depute is not available, the Building Maintenance Officer or Building Services may be able to assist.

All staff should make themselves aware of available emergency exits and know at least 2 escape routes from where they are.

### **Good housekeeping**

All staff are responsible for ensuring that:

- doors and windows are closed and secure before they leave
- rubbish is not left to accumulate
- fire doors are not wedged open
- electrical equipment is switched off at the end of the day, where possible