

Broomhill Access Procedures & Protocols

Effective from Monday 26 October 2020

Broomhill Access Procedures & Protocols

Procedures and Protocols have been revised and refreshed on the basis of the requirements to comply with Scottish Government Guidelines and ensure as an employer we have accurate information as to the access to Council locations and accurate records of employee attendance.

Health & Safety Entry Protocols

- The front door to Broomhill will be locked which will in turn require access to the rear. This is felt to be more appropriate for the parking and entry/exit.
- Access to Broomhill will be by the rear of the building
- Sanitising station and sign in to be located in foyer as you enter the back door
- Employees must sign in and out on accessing or exiting the rear entrance and immediately sanitise hands.
- Employee will look for their workstation number in the approved list and their name will be displayed next to it.
- Operatives will continue to have their existing protocols in place via their Line management structures and are not expected to sign in at this proposed point
- ERC entry would continue as is currently and parking at front for them given the shifts, entry and exit etc at night

- ✓ CMT (Silver Command) for any approval of attendance at the office location
- ✓ All approved attendance to be registered **by 3pm each Friday** based on authorisation via silver command for anyone not already authorised on the existing operational attendance.
- ✓ Approved attendance to be logged on the spreadsheet saved in the shared **Restrict – SMT – Access to Broomhill Folder** by 3pm each Friday. Any emergency approved arrangements should be notified to Pauline Halligan & Laura Gold as these are approved.
- ✓ Pre-printed registers of who is authorised to be present would be managed by the Health & Safety Team.
- ✓ Authorised entry will be added by H&S and they will print the register for each Monday
- ✓ Any ad hoc or emergency attendance will be notified to Laura Gold and H&S rota'd representative to add on that day
- ✓ H&S Team will do 2 x walk rounds in the day to verify work space being used and authorisation to be present.

Investigations are underway for an electronic sign in/out procedures

Duty Holder

- Duty Holder rota to be developed from those in attendance
- Coverage will be across: Property Maintenance Management Team, FM Manager and Team Leaders in Roads
- If required rota can be filled by EO/H&S if necessary but as a last resort
- Assurance in that Health & Safety will be in each day
- Existing protocols will continue for ERC

First Aid Provision

- There will be an appointed person allocated to deal with First Aid emergencies.
- Health & Safety Team will perform this function
- If Health & Safety Team require to leave the office the allocation of the task will be made.
- Health & Safety will do a walk round at the end of the day
- Anyone working beyond 5pm should make arrangements to let others in the building know when they leave. This may be checking in with the ERC on exit.

Fire Safety Provision

- There are no Fire Wardens to sweep the designated zones.
- If the fire alarm activates, everyone should leave by the nearest exit to the assembly points in Car park B and C.
- H&S will leave the building through the staff entry retrieving the fire register.
- A roll call shall be taken at both assembly points, first at Car Park C then move to Car park B and liaise with the Fire Service on their arrival.
- Any visitors during a fire evacuation will be the responsibility of their contact
- A COVID-19 Emergency Evacuation Plan is in process as new fire alarm system is being installed and will be communicated to all relevant persons using the building.

Workstation Layouts

- Work stations not in use have been stickered as being out of bounds for use
- Each work station will have a number allocated
- Each work station will have a register attached to be completed each day
- Areas of non-use will be zoned off as it is known that these will not be used or used to any capacity at this time. This includes HR zone (Excluding the HR filing system) and Social Work zone
- This will keep the main areas of use to the lower and upper floor of the building.
- This ensures that the 'wings' of the building are not being used at this time

Bistro & Breakout Spaces

- The Bistro has been cleared and is set up as a break out space. This was all set up on our arrival today
- This will be an overspill to the Bothy

- 5 L sanitiser will be placed on the shelving beside clean as you go products once operational

Meeting Rooms

- Meeting rooms to have the posters with max capacity for the table space
- Excess chairs are in each meeting room but cannot be used
- The elevated breakout spaces will be cleared of any clutter

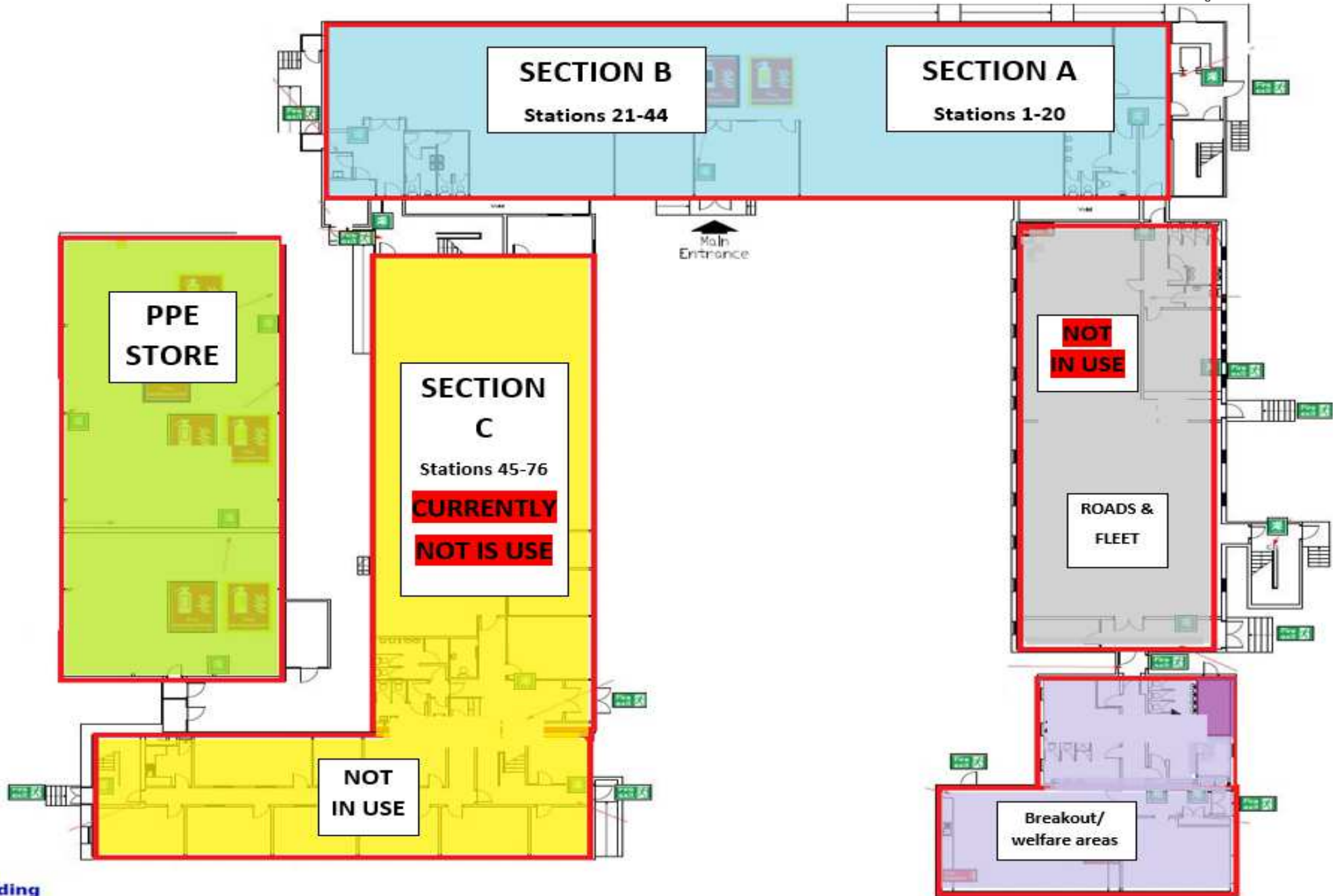
Deliveries/Visitors to Broomhill

- There will be a sign on the door for delivery drivers to contact FM via the mobile phone number
- In exceptions, intercom would be used
- Visitors to use the intercom
- The relevant manager/officer should make arrangements to have contact made on arrival and bring people in from reception to the relevant meeting room
- Reception set up for social distancing to take place while waiting is required

This document is presented in conjunction with the Site Operating Procedures

Process for booking system of Workstations

1. All approved attendance to be registered by 3pm each Friday based on authorisation via silver command for anyone not already authorised on the existing operational attendance.
2. If a name is to be permanently added to pre-authorised list, the same process applies and notification of the longer term approval should be notified to Pauline Halligan and Laura Gold to ensure that they continue to be on the register each week.
3. Please note the list will be refreshed weekly and not daily.
4. A workstation number in the preferred area will be assigned to each person to aid Test and Protect.
5. The spreadsheet will contain numbered stations. Please add names next to the preferred stations.
6. Approved attendance to be logged on the spreadsheet saved in the shared Restrict – SMT – Register of Attendance Folder by 3pm each Friday.
7. Any emergency approved arrangements should be notified to Pauline Halligan & Laura Gold as these are approved.
8. Pre-printed registers of who is authorised to be present will be managed by the Health & Safety Team.
9. Authorised entry will be added by H&S and they will print the register for each Monday.
10. Any ad hoc or emergency attendance will be notified to Laura Gold and H&S rota'd representative to add on that day H&S Team will do 2 x walk rounds in the day to verify work space being used and authorisation to be present.
11. Any persons found on premises without authorisation will be reported to relevant Executive Officer and if required may be asked to leave the premises



**Main Building
Ground Floor**

