

# Safety Alert



**SUBJECT:** Office Fire Safety - COVID-19

**RECIPIENTS:** All Council Services

**ISSUE DATE:** April 2020

**REF:** HSA16

## IMPORTANT

During the COVID-19 emergency, some normal fire safety controls may be different, and it's important that you read the information below so we can ensure you can remain 'fire safe' when working in any LCC buildings that remain open during this period.

## FIRE ALARM TESTING

Normally fire alarms are tested weekly at an agreed and regular time, i.e. every Monday at 09:30 on the main campus site. Where these weekly/regular tests can continue, they will. However, if any changes to the normal testing day/times have been made, all employees working in the building MUST be informed ASAP of the new test arrangements.

## PLEASE NOTE

Unless notified otherwise, ALWAYS assume that when the fire alarm sounds, it's a real evacuation, and exit the building via the quickest route to the assembly point. Even during a regular test, if the alarm continues to sound (rule of thumb: more than 30 seconds), evacuate the building.

## FIRE MARSHALS

With many employees now working from home, it's unlikely that buildings will have the normal coverage of fire marshals available. Below are several controls managers may want to consider to ensure the safety of staff working in open buildings:

1. In small buildings/offices you may want to implement an in/out register, ensuring employees log when they are in the buildings/office so this can be taken in the event of evacuation and a roll call made. This is only to be used for small numbers of employees in the same area/office.
2. Where Fire Marshals may be working in buildings/areas that are not their normal location, they can be used to act as the Fire Marshal for that new area. All employees who are Fire Marshals will be expected to perform their Fire Marshal duties in the areas they are now working. It's important that Fire Marshals learn the evacuation

routes/assembly points, and also what the fire alarm sounds like, for any new building they are working in/from, so they can perform their normal 'clear and sweep' duties as effectively as possible in their new location.

3. Ensure you have updated any Personal Emergency Evacuation Plans (PEEPs) for relevant staff working in LCC buildings during this period, to ensure they can still be safely evacuated.

## Employees Working in LCC Buildings

Every employee has a responsibility to take reasonable actions for their own fire safety. It's now more important than ever that we all do everything we can to ensure our own and colleagues' fire safety, especially then working in unfamiliar buildings. Below are key action that all employees **MUST** do when working in LCC buildings during the COVID-19 emergency period:

1. Read the fire action poster/notice for the building/office you are working in/from, making yourself aware of the emergency number to ring for the fire service and the location of the fire assembly point(s), i.e. (9) 999 #.
2. Read the fire evacuation route(s) poster/guidance to make yourself aware of the quickest evacuation route from your location, and any alternative evacuation routes. Information may be located on notice boards, near fire call points, on evacuation doors.
3. Complete the Fire Safety Awareness 2020-21 Course on L2L; this is an annual mandatory course for all employees and gives basic fire safety information and guidance. Click [here](#) to access the course.
4. Ensure staff understand and follow all localised fire safety procedures, i.e. signing in books, in/out registers, etc.
5. Ensure that a regular visual check is undertaken to ensure all evacuation routes are clear/unobstructed, fire exit doors are not blocked/locked, fire signage is clear/visible, that all fire doors are closed (i.e. not wedged open) and automatic door closures are working correctly.
6. That any damaged or faulty electrical equipment is reported ASAP and not used until deemed safe by an expert, or repaired, or replaced.

## Additional / further information and guidance (continues onto next page)

- [Main campus fire evacuation document \(downloadable document to the right of the webpage\)](#)

# Safety Alert



- [Example of fire action poster](#)
- [Fire Extinguisher guidance](#)
- [PEEP template \(employees\)](#)
- [PEEP template \(visitors\)](#)
- [Electrical Safety – Employee Leaflet](#)