



**Clackmannanshire
Council**

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Comhairle Siorrachd
Chlach Mhanann

Revised Ways of Working Kilncraigs

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v1.1**

The Coronavirus pandemic has changed nearly every aspect of our lives and coming to work is no exception. This guide is intended to provide you with the information you need to ensure you are able to work safely and know what to expect when you enter the building.

For the foreseeable future, it is likely that those who can work from home will continue to do so, at least for part of their working week. For further guidance on ensuring your safety while working at home, please refer to www.clacks.gov.uk/staff

It is also important to consider individual circumstances. No employee will be asked to physically attend work if they are shielding. In circumstances where an employee has an underlying health condition which places them in a higher risk category, a full individualised risk assessment **must** be undertaken when planning the employee return. This will be carried out by the Health & Safety Team in conjunction with the relevant manager and employee. It may result in a full, partial or no return to certain working locations but this will be identified by the risk assessment.

We hope that this guide will help answer your questions, but if any staff member has a query after reading the guide, please speak to your line manager in the first instance.

Revised Ways of Working: What does it mean?

The way we do our work has fundamentally changed in the immediate aftermath of the Covid 19 pandemic and will continue to evolve as government/health advice guidance and legislation is updated. While we understand that any change can be unsettling, these changes are necessary to keep us all safe as we work. We have tried to minimise the number of changes and to keep them as simple as possible, but inevitably there will be measures which people find difficult. A number of these changes will require to remain in place for a significant period of time, so it is important to take time to familiarise yourself with what is required.

Summary of Changes

The key changes in the way we will work are outlined below:

- Presumption that all who can work from home do so as much as possible.
- All staff are required to sign in/out at a central point.
- Wherever possible, teams are encouraged to stagger working patterns to prevent groups of staff trying to enter/exit the building around the traditional 9-5 working pattern.
- As many internal doors as possible have had openers fitted to reduce the need for people to touch the handles. These will automatically close when the fire alarm sounds, and at 7pm each evening.

- One way systems are in place throughout the building. These are mandatory, except when the fire alarm is activated.
- All desks will be allocated to a named person for their use only. A strict clear desk policy will be in place to assist with cleaning.
- Only one person is allowed in each toilet block at a time. Locks have been fitted to the outside doors to help control this.
- One person at a time allowed in each kitchen/tea prep area.
- 2m social distancing rules must be strictly followed in all areas including lunch/breakout areas.
- No fans or fan heaters are allowed.
- Wherever possible, meetings should take place virtually. The chair of the meeting should ensure that suitable arrangements are in place for each meeting.

Further guidance of these measures is provided on the following pages. There is also information provided about other measures which were already in place which may answer questions you have about coming in to work.

An e-learning module has also been developed on [Clacks Academy](#) to help you understand these changes.

Travelling to/from work

Wherever possible employees are encouraged to walk or cycle to work as this will help keep you fit and healthy while reducing the risk of you catching Coronavirus. Pool bikes are available for use throughout the day. A bike rack and shower facilities are also available.

Where this is not possible, a private car should be used.

Only where these options are not available should public transport be used to travel to and from work. When using public transport, social distancing rules should be followed and you should consider wearing a facial covering to help protect you and those around you.

Where it can be demonstrated that an employee who is considered as having a high risk medical condition and has no alternative but to use Public Transport feels they cannot safely travel to/from work, this may be a reasonable reason for them not being able to attend work. Line managers should contact H&S to discuss and undertake appropriate Risk Assessment.

Entering the building

All staff should enter the building using the staff entrance at the North end of the building. Hand sanitiser is available and you are encouraged to clean your hands as you come in to the building.

Sign in sheets will also be available in this area. Wherever possible, these will be pre-printed, but all staff will be required to tick to indicate when they enter/leave the building. This is important as this information will be used as a fire register and to confirm who has been working in which areas should we need to contact trace if an employee tests positive for Covid19. Please ensure that social distancing is observed when signing in/out or when waiting to do so.

The building is open from 7am – 7pm. Please agree with your manager in advance what your working pattern will be. Managers have been encouraged to look at alternative working patterns to prevent a queue of people trying to enter the building at 9am.

One Way system

A one way system will be in operation throughout the building. Directional signs are in place to help remind you which way to go. The open wooden stair case and the central staircase between the 1904 and 1936 buildings will be used for people wishing to go up. There are staircases at the end of each wing which will be used for people who wish to go down.

In the 1936 building, there will be an anti-clockwise one way system on each floor. A similar system will operate on floors 3 and 4 of the 1904 building. The 1st and 2nd floor of the 1904 building will be no through routes. The atrium and mezzanine will be open to travel in either direction, but employees should keep to their left to ensure

social distancing is maintained in these areas. Please see Appendix 1 for a graphic showing these routes.

Signage is displayed throughout the building to remind you which way to go.

In the event of the fire alarm sounding, the one way system will be suspended and all employees will be expected to use the shortest route to exit the building.

As many doors as possible have been fitted with fixings which hold them open so that we do not have multiple people touching them on a regular basis. In the event of the fire alarm sounding and at 7pm, these will close automatically.

Each lift can only transport one person at a time while maintaining social distancing. Please be patient and ensure social distancing if queuing for the lifts.

Workstations

Each employee who is expected to be working will be allocated a specific desk. A sign will be placed on the desk to confirm to whom this is allocated. Signs will be placed on other desks to confirm that these cannot be used in order to maintain social distancing.

If you have to attend work unexpectedly, you will need to have a desk allocated to you. Wherever possible, please email emergencyplanning@clacks.gov.uk in advance to arrange for this to happen. If this is not possible, please report to the Incident Room in 2.01 to get a desk allocated.

In order to ensure that all desks are cleaned appropriately, a strict clear desk policy will be in operation. Each employee should have a locker in which any materials can be stored overnight.



All desks are cleaned weekly using an electrostatic gun which coats all surfaces using a virucidal chemical. Cleaning materials will also be available in each kitchen area for use by staff as and when required – staff are encouraged to ensure they wipe down desks and equipment at the end of each working day - simply dispense some of the cleaning produce onto a paper towel and wipe down the surface requiring cleaning. Please then discard the paper towel in the bin. If IT equipment needs cleaned, please use the alcohol wipes provided. Staff must not use their own products to clean their equipment as some may interfere with the cleaning products being used.

Shared Equipment

The use of shared equipment such as photocopiers should be minimised wherever possible. If you do have to use them, you should use the wipes provided to clean any points touched during your use of the equipment.

Meetings

Wherever possible, meetings should take place via video conferencing facilities. Most meeting rooms will now be reserved for use by individuals participating in such meetings or 1 to 1 meetings.

If a face to face meeting must take place, the chair of the meeting must ensure that all participants are able to maintain suitable social distancing. Face to face meetings of more than two people may only take place in Rm2.02, Rm3.03, Boardroom and Council Chambers. The Incident Management Room can also accommodate bigger meetings, but is reserved for use by those dealing with the incident and recovery.

Where a face to face meeting is required to take place with members of the public, this should be carefully considered to ensure that all risks are minimised. Each individual (or family) must be given a specific appointment time, with time allowed to clean the area down between meetings with different individuals. The expectation is that the reception area will remain closed, so any visitor must be given a specific time and someone from the relevant department will be required to meet them at the entrance and escort them to the meeting. Similarly, all visitors **must** be accompanied until they are out of the building. The one way system must be followed while accompanying visitors to/from meetings. Under no circumstance can any visitor be allowed to wander the building unaccompanied.

Staff Thermal Comfort

Fans and fan heaters are not able to be used. This is because these propel air through the building, meaning that any germs would then be able to travel further than would otherwise be the case.

Toilets

Each toilet block has been fitted with a lock on the external door. Please use this to ensure that there is only one person in each block at a time to ensure that social distancing is maintained.

Kitchen areas

In order to maintain social distancing, only one person is allowed in a kitchen area at a time. This is defined as the area with linoleum at each kitchen area.

Crockery and cutlery must not be shared, so you should ensure that you bring these with you if you do not already have these stored in a personal area.

You must wash your hands before using any equipment in the kitchen areas.

Social distancing must also be maintained when using any breakout/social spaces. Signage is in place to help you do this. Please ensure that you clean these areas down after use.

Leaving the Building

Except in an emergency, you must follow the one way system when leaving the building. You must sign out on each occasion that you leave the grounds of the building.

The main exit will be the staff door. This exit should be used unless:

- The fire alarm is sounding (in which case the nearest exit should be used)
- Materials or equipment are being transported out of the building.

When leaving the building during an emergency evacuation, staff are where ever possible asked to maintain social distancing. However, this should not prevent staff seeking or providing assistance to one another where this is needed.

First Aid Arrangements

The Premises Duty Holder will continue to ensure that sufficient first aiders are present throughout the working day. It will not be possible for social distancing to be maintained while first aid is being provided. First Aiders are trained to take account of the risks to themselves when providing first aid and are required to follow their training in this regard. All employees are required to comply with requests for information from first aiders to allow them to make informed decisions about those risks. All first aiders will be provided with PPE including masks and gloves and they should fit these before assisting others.

Issues or Problems

If you have any problems or issues when you are accessing Kilncraigs, please speak to your line manager in the first instance. Where necessary, further assistance can be sought from the Health & Safety Team.

All employees have the right to a safe working environment. If you feel you cannot work safely, you have the right to refuse to attend work. However, you also need to be prepared to discuss why you believe the workplace is not safe. Equally, all employees have a responsibility to ensure that their actions do not pose a risk to those around them. Abiding by the measures outlined above will help ensure that you fulfil this requirement.

Frequently Asked Questions

Kilncraigs is a big building and I am anxious about going into an environment with so many people. What can I do?

Kilncraigs is operating very differently to how it did before. The number of people able to work at any one time is restricted to ensure that we do not have too many people trying to access the building. It may be helpful to speak to your line manager who should be able to provide more detail about how many people you can expect to be sitting near you.

Should I be provided with PPE to return to work?

Personal Protective Equipment (PPE) is the last line of defence in keeping people safe. It should only be allocated for tasks where it is required and have been recorded in the risk assessment or in situations where social distancing and good hand hygiene cannot be guaranteed. Government advice regarding face coverings is to wear in areas where social distancing may not be maintained e.g. public transport or supermarkets. Whilst we do not promote the use of facial coverings in Council premises employees may, if they wish, wear one.

If you undertake a task which previously required PPE, this should continue as before. Supplies of some PPE have been centralised to ensure that the Council maintains a good supply of all equipment. If you require PPE, please contact the Health & Safety team (hands@clacks.gov.uk or x2225).

The single most important measure to minimise risk is regular handwashing.

I live with someone who is Shielding. Is it safe for me to return to work?

The guidance from Scottish Government states *Household members of individuals who must shield do not need to adhere to shielding themselves*. However, wherever possible the Council will do what it can to ensure that the risk to you is minimised. You should discuss your concerns about this with your line manager in the first instance.

Further guidance about work is available on www.clacks.gov.uk/staff

Appendix 1 – Building Diagrams



