

ACC Buildings H&S arrangements during coronavirus pandemic

1. Evac Chairs

If there are no evac chair operators available on floor then any person requiring this assistance in leaving the building, e.g. wheelchair user, would be unable to work in this space. They would either have to be relocated to a floor in the building where they can escape unassisted during an emergency event, work from another building where they can escape unassisted, or work from home.

2. Fire Wardens

If no fire wardens are available on the floor then the most senior manager on the floor will take responsibility for the role. In the event of a fire alarm they would carry out a systematic sweep of the floor to ensure that all staff have left the floor. These sweeps would start at one end of floor and end up at exit they take to leave the building including meeting rooms and toilets on the floor. This person would then exit MC through the Queen Street entrance where they would report to the incident manager who will be wearing an orange hi-viz vest.

3. First Aiders

It would be best if there is a way to record the first aiders who are in the building on any one day or part of a day. I would suggest a central record is held in one place, e.g. reception where staff can also phone in the event of an emergency to summon a first aider. I suggest that first aiders are advised that they contact this location when they arrive and when they leave to clock in and clock out.

If there are no first aiders in the building then someone would take on the role of an 'appointed person'. This is allowable in low risk environments such as office buildings, schools etc. The appointed person is someone who is appointed to "take charge when someone falls ill or is injured at work" and their role at this time would be to provide look after the first aid box and other first aid equipment, including restocking the box and ensuring these are made available where required to the injured/ill employee. In effect the appointed person would also call an ambulance if required.

The appointed persons would be either the most senior manager who is in the building or another employee who has been nominated by that manager. Like the fire wardens they would take the responsibility when there are no first aiders in their floor area. They would advise the central contact point of this. In effect the appointed person calls an ambulance if required.