**Hinton House COVID-19 Working Arrangements**

**Opening Hours 07:00 - 19:00, Monday to Friday**

The following arrangements will enable building users to comply with Public Health England and government guidelines. The arrangements support the implementation of the Sellafield Ltd COVID-19 risk assessment, the current issue is available on the Conventional Safety COVID-19 risk assessment page via the following link; [**https://slportal.ssa-intra.net/pub/SC807/01106/Topic\_pages/COVID-19.aspx**](https://slportal.ssa-intra.net/pub/SC807/01106/Topic_pages/COVID-19.aspx)or ask your Line Manager for a copy of the Enterprise Risk Assessment and relevant Warrington Office Risk Assessments.

| **ON ARRIVAL** | **WHEN IN THE BUILDING** | **ON EXITING** |
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| Hand sanitiser should be used prior to accessing the turnstilesSignage is displayed at the entrance areas providing guidance on hygiene requirements for entry and the process for requesting a reactive clean of the turnstile should a person sneeze or cough when inside the turnstile.Disable the tracing part of the NHS app whilst on Sellafield Ltd premises. | **General*** Personnel are strongly advised to wear face coverings when moving around the building and in the event of an emergency evacuation. Security may require removal for security checks.
* Wash hands regularly with soap and water for 20 seconds. Follow the NHS advice on effective hygiene and handwashing.
* Hand sanitisers and cleaning materials are available for use, as required, throughout the building and café area.
* OneFM helpdesk is available for reporting issues and concerns with the building. (see Essential Contact Details below)

**Workstation*** Wipe in – Wipe out Desk Sanitiser Stations are available throughout the office:
* **‘Wipe in’** – Wipe workstation and IT equipment before you start work
* **‘Wipe out’** – Wipe your workstation and IT equipment when you are preparing to leave the facility

**Welfare*** Communal kitchen areas and tea points are available for use.
* Kitchen equipment such as microwaves and fridges should be wiped before and after use.
* Drinking water is available via the water fountains in the core areas.
* Existing hot drink vending machines are available.
* Gather & Gather Café at C core is open Monday- Thursday 8:00am -15:30pm, Friday 8.00am -14.30pm
* Face coverings must be worn in the café area. Hand sanitisers must be used when entering the café area.
* Handwashing/sanitising to be undertaken when closing and opening doors.
* Showers at Hinton House are available to use Mon-Fri between during office hours. Personnel must wipe in/wipe out in the changing area with the cleaning materials provided.
* The smoking shelter off the A-C link corridor is open. The door to the link corridor should remain closed, hand sanitising facilities are available. Smoking in front of Hinton House entrances is not permitted.

**Office Facilities*** Sellafield Ltd plotters are available at H200, H380 (Jacobs) and H480.
* All print rooms/areas are open, only 1 person should access the print room/area at any time. DO NOT use cleaning products on the screens or keypads, wash/sanitise hands before and after use.
* When using meeting rooms/area/pods wipe in – wipe out tables before and after use, sanitising products that are provided.

**If you develop COVID-19 symptoms while at work, you should:** * Collect your belongings and leave the building; avoid touching anything and ask for anything you may have touched to be wiped down.
* Return home immediately and comply with government advice for self-isolation; do not return to work until period of self-isolation is complete.
* Report situation to your line manager.
* Line managers must raise a condition report if a member of their team tests positive for COVID-19.
* Enhanced cleaning is available via OneFM Helpdesk, who can also be contacted for cleaning solution, if required.
 | * Put waste items in bins and clear your workstation.
* **Wipe Out** – wipe your workstations and IT equipment.
* Wash/sanitise hands.
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| **Essential Contact Details** |
| Building Manager - deana.thompson@sellafieldsites.com - 07870485475 | Building and accommodation queries |
| OneFM Helpdesk - onefm.helpdesk@sellafieldsites.com - 01925 832382 | Reactive works  |

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| **Emergency Arrangements** |
|  | Sellafield Ltd first aiders are operational during this period. If you require a first aider please summon a first aider, if none are available please ring x2222 from your desk phone or 01925 832222 from your mobile phone. |

**Visitors carpark**

**Emergency Fire Evacuations**

# If you see or suspect a fire:-

* Press the nearest red break glass unit then vacate the building as directed below.
* Report to the Incident Commander at the visitor’s car park providing the reason for activation of alarm.

# On hearing the fire evacuation alarm:-

* Leave the building, quickly, calmly, using the nearest safe emergency exit.
* Follow the directions of the Fire Wardens.
* Do not use lifts.
* Do not stop or go back into the building to collect personal belongings.

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| **Exit Point** | **Assembly Point** |
| **Core A** | Assembly Point 1 or 2 |
| **Core B** | Assembly Point 2, 5 or 6 |
| **Core C** | Assembly Point 3, 4, 5 or 6 |
| **Core D** | Assembly Point 5, 6 or 7 |
| **Core E** | Assembly Point 7 |
| **\*Note**: Before 7am and after 7pm and at all times at the weekend, personnel should assemble at the visitor’s car park. |

* Do not exit through the turnstiles, use the emergency exit doors.
* Assemble at the nearest designated assembly area to your emergency exit point (as above).
* Keep off the road to allow free access for emergency response vehicles.
* Do not leave the site unless authorised to do so.

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* Do not go back into the building until the klaxon horn has been sounded to signal that it is safe to do so.