

# Client Brief- Health and Safety for Reduced Staffing

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## Overview

In times when organisations operate with reduced staffing levels, there may be additional health and safety aspects to manage.

## Aspects to Consider

- Make sure that trained First Aiders and Fire Wardens are available wherever possible. Assess the number needed based on the staff on site and work areas in use – for example it may be appropriate to use just one floor of a building. If the assessed First Aid risks are low, appoint a staff member as Appointed Person to take charge (i.e. to call the emergency services) if first aid is needed.
- Remind staff that arrangements for emergency evacuation still apply.
- If some staff will be working alone, make sure arrangements are made to protect them via regular phone calls, check-ins with site Security etc.
- Tell the building manager/landlord's agent about your change to staffing levels and keep them informed as the situation progresses.
- Notify your insurer that the building will have lower occupation.
- Switch off electrical equipment – it will be useful to check areas where staff may work irregularly.
- Maintain fire alarm and emergency lighting tests, fire door, extinguisher and escape route checks and walk-rounds to make sure unused areas are safe and kept tidy.
- Continue with water hygiene regimes and flushing outlets - especially in areas of reduced activity. Run taps that are not in regular use, flush unused toilets etc.
- Maintain cleaning schedules – a deep clean may be needed before unused areas are re-occupied.
- If pandemic precautions are in place, make sure staff understand and apply rules on social distancing, personal hygiene and provide supplies of soap, hand sanitiser etc.
- Make sure visitors and contractors are managed throughout their time on site.
- Check for and clear any unnecessary contents, waste etc. Often employees leave food in fridges, kitchens and in their desks; make sure this is removed and disposed of to avoid pests and the need to deep clean storage.