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Health and Safety Policy

**This document can be made available in other formats,
on request**

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Section 1.

Health and Safety Policy Statement

Members of Newbury College Corporation recognise and accept this Policy and Guidelines on Health and Safety and realise their accountability and responsibilities under the Health & Safety at Work etc. Act 1974. This will, 'so far as is reasonably practicable', ensure the provision of a safe and healthy workplace and working environment and adequate welfare facilities for the College community working on all sites and within the various sections of Newbury College and make reasonable adjustments to ensure that the environment meets all individual needs.

The College will also arrange for sufficient information, instruction and training to enable all their employees to contribute positively to their own and others' health and safety.

The Health and Safety team will be the function that implements the policy, and manages the arrangements and plans agreed by the Senior Management Team. Guidance entitled 'Successful Health and Safety Management' and 'Leading Health and Safety at Work' published by the Health and Safety Executive and the Institute of Directors will be used to develop Newbury College's approach to managing its risks. The emphasis in both pieces of guidance is that the Senior Management Team are expected to lead the organisation's Health and Safety, and measure its performance along with other business activities.

By following this model the College seeks a common sense approach to the management of Health and Safety and determines the control measures that are needed to manage any risk to an acceptable level resulting in the prevention of accidents and ill health.

The success of this strategy will be defined by an organisation where the Senior Management Team and all employees, understand and fulfil their individual and collective responsibilities in controlling risk and in meeting Health and Safety objectives. This will, in turn, reduce business interruption, reduce the number and severity of incidents while improving the health, safety and wellbeing of employees, service users and others who may be affected by our activities.

The main elements include:

- Plan** Developing an approach that sets objectives and measures those objectives on a regular basis. The Health and Safety policy then sets a clear direction and ensures communication of Health and Safety duties and benefits throughout the College.
- Do** The Health and Safety team will introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Check** The Health and Safety team will implement, at a strategic and tactical level, monitoring and reporting arrangements allowing both specific (e.g. incident-led) and routine reports on the performance of Health and Safety.
- Act** The Health and Safety team will review Health and Safety performance and establish whether the essential Health and Safety principles including effective leadership and management, competence, worker consultation and involvement have been embedded in the organisation and whether the system has been effective in managing risk and protecting people.

Principal's Statement

The College, by issuing you with a personal copy of the policy statement, is not just observing its legal obligation, but is reaffirming its commitment to quality in health and safety, as in all other aspects of its operation.

We all have a responsibility to safeguard ourselves and those who may be affected by our work and I look to all our employees and students to not only practise safe working, but to develop positive attitudes to health and safety and environmental management.

Signed:

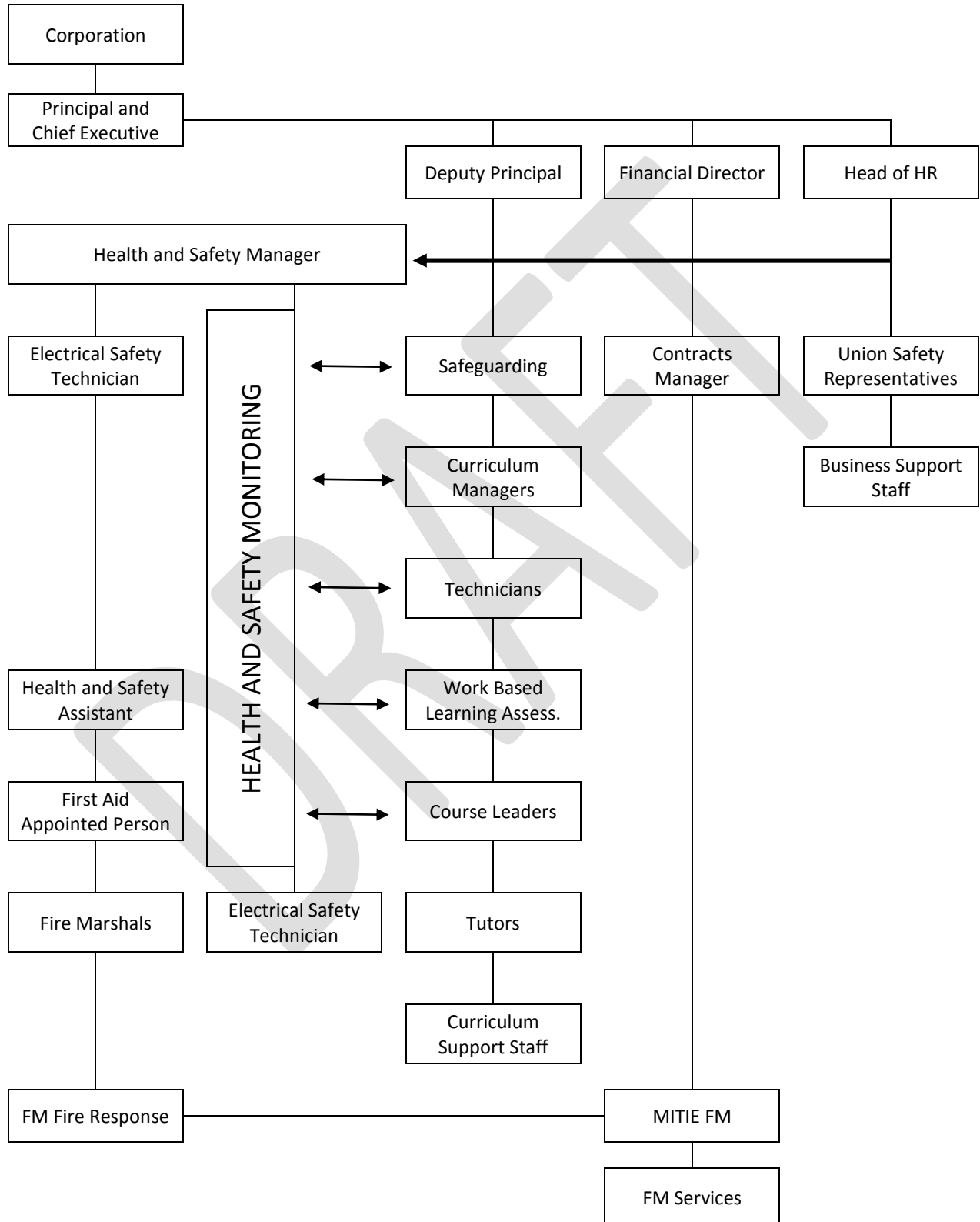
Date:

Principal and Chief Executive

Section 2

Organisation and Responsibilities

Health and Safety Management



Responsibilities

The policy of Newbury College, and all of its centres and sites, is to operate its services at all times in such a manner as to ensure 'so far as is reasonably practicable' the health and safety and welfare of its employees and/or all other persons who may be affected by our activities.

The College Corporation will meet its legal obligations taking every reasonable measure within its power to discharge its responsibilities for the provision, maintenance and improvement of:

- A safe and healthy place of work and working environment.
- Safe plant, equipment and systems of work.
- Safe handling, storage and transport of articles (including livestock) and substances.
- Information, instruction and training.
- Adequate facilities for welfare at work.
- Consultation with safety representatives approved by recognised Trade Unions to enable them to carry out their tasks and by representation on the College Health & Safety Committee.

The success in meeting the above objectives is directly linked to the degree of active assistance given by EVERYONE in the College and on its sites, including employees, students, visitors and contractors. Employees are reminded of their legal duty to take reasonable care for health and safety of themselves and others and to co-operate with the College Corporation in meeting its legal obligation.

College Corporation

As the employer, the Corporation has ultimate responsibility for health and safety within the College and on its sites and assumes the role of employer. As such their responsibilities are:

- To ensure the preparation and revision of an effective health and safety policy and the arrangements for the execution of that policy.
- To ensure sufficient resources are made available to achieve the objectives identified in this policy.
- Annually review and monitor the implementation of the health and safety policy.
- Aim to ensure a member of the Corporation sits on the College Health and Safety Committee.

Senior Management Team

- Initiate policy for Health and Safety.
- Encourage proportionate health and safety training for all levels of employees.
- Carry out one practical curriculum area audit each year alongside the Technician.
- Stipulate clearly and repeatedly to staff that safety is a College priority

The Principal

The Principal has overall responsibility for managing and implementing health and safety policy on a day to day basis and will:

- Liaise with the Corporation on policy issues.

- Ensure that any significant difficulties in implementing health and safety policies are reported to the Corporation.
- Chair Health and Safety Committee Meetings.

The Deputy Principal

- Know the statutory requirements affecting College operations.
- Ensure that safety directives (new legislation etc.) are conveyed throughout all management levels.
- Support arrangements for funds & facilities to meet requirements of the policy.
- Promote the liaison on health and safety matters between all key stakeholders.

Other SMT responsibilities -

- Sanction the necessary funding for adequate welfare facilities and equipment, training and all matters of Health and Safety to meet the requirements of the policy.
- Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury or damage.
- Know and promote the policy for Health & Safety and ensure that it is brought to the notice of all employees.
- Ensure appropriate training is given to all employees and contractors as necessary.

Employees

The duties of employees are to:

- Take reasonable care for the health and safety of themselves, their visitors and others who may be affected by their acts and omissions while on the College premises, its sites, and work placement or sub-contractor training organisations.
- Co-operate with College Managers in achieving legal and College health and safety objectives.
- Familiarise themselves with and conform to the College Health and Safety Policy, area codes of practice and associated policies on the maintenance of professional boundaries.
- Report promptly all accidents, incidents, unsafe conditions or practices and potential risks to their Line Managers and copy to Health and Safety Manager.
- Personally demonstrate good standards of health and safety within the College environment.
- Take particular care in all practical teaching areas, particularly where there are young and inexperienced students or those with learning difficulties and or disabilities.

Students and Trainees

Students and Trainees have a duty, by a contractual undertaking in their conditions of enrolment, to look after their own well-being. They are held to be equally responsible for the health and safety of others, or those who may be affected directly or indirectly by their behaviour on College premises. This will be reinforced through the induction and teaching process. This also applies where a trainee is employed or in a work placement.

They will:

- Familiarise themselves with all health and safety information provided by the Training Provider, employer, placement provider, or training sub-contractor.
- Follow and act upon any instructions that are given either verbally or in writing by the Training Provider, placement provider or training sub-contractor in connection with health and safety.
- Bring to the attention of the Training Provider, employer, placement provider or training sub-contractor any difficulty in understanding health and safety information or instructions provided by the relevant organisation.
- Co-operate fully at all times with all parties to ensure that statutory obligations are met.
- Report immediately to their supervisor, any hazard, and potential hazard, breakdowns in practice or procedures, unsafe conditions or defects to equipment which may affect health and safety in the workplace or College.
- Ensure that where necessary the relevant Personal Protective Equipment, supplied in connection with the task in hand, is used in the interests of health and safety.
- Advise their immediate supervisor of any personal difficulties associated with the use of any equipment provided.
- Attend all general and specific training required in connection with health and safety.
- Provide the Training Provider, College, employer and sub-contract training provider with any medical information which may affect personal health and safety or welfare.
- Report any accidents and incidents they are involved in.

Mitie FM Manager and FM Services

Mitie undertake the role of appointed PFI contractor based at Newbury College. The Health and Safety responsibilities are set out in the PFI contract with Newbury College. All records are available to view on request.

Key Roles

To provide a framework to build the essential skills required to implement this policy, a structured professional development plan will be implemented to support all key personnel in developing the skills and knowledge identified as vital to the success of our health and safety strategy.

Each development plan can be used to define training and progression according to goals set within performance review meetings and to create activities in your CPD record to complete and reflect on.

Health and Safety Manager

The College Health & Safety Manager reports to the Principal via the Head of HR Services and the Health & Safety Committee, advising the College Management and staff on all aspects of health and safety and shall:

- Develop, promote and advise on the implementation of the health and safety policy.
- Report termly to the Deputy Principal and Health and Safety Committee on the record of health and safety for all the sites owned or used by the College and advise the Corporation on the effectiveness of the current policy together with any proposed amendments.
- Monitor and evaluate new legislation and disseminate information to all staff, together with allied procedures and guidance notes.
- Implement risk assessments for all areas of College and monitor the implementation of health and safety practices and risk assessments on all College sites.
- Investigate accidents and incidents on all College sites, implement corrective action where required and recommend means of preventing reoccurrence.
- Interpret new safety legislation or changes in existing legislation.
- Recommend or provide safety training for all levels of employees.
- Manage the implementation of half termly walkround checks carried out by Technicians and maintain a matrix for the Deputy Principal to ensure that only safe methods of work are in operation and that all regulations are being observed.
- Keep contact with official and professional bodies e.g. HSE, Local Authorities, Institution of Occupational Safety and Health, Royal Society for the Prevention of Accidents, British Safety Council and local Health and Safety Groups etc.
- Chair termly technicians meetings.
- Promote a positive safety culture and set a personal example.

Health and Safety Assistant

- Supports the Health and Safety Manager in implementing policies and procedures within the College.
- Collates all safety data sheets and produces COSHH assessments to meet legal requirements.
- Maintains the adverse event recording spreadsheet and collates records for presenting to the Health and Safety Committee and Curriculum Area Managers.
- Assists in maintaining an up to date file of risk assessments.

- Provides an overall College Appointed Person function, maintaining all first aid boxes, first aid facilities and first aid rota.
- Promotes health and safety specifically in workshop areas.

Curriculum and Business Section Managers

Curriculum and Business Section Managers will report to the College Management Team and liaise with the Health & Safety Committee on all health and safety matters.

They will:

- Ensure that health and safety requirements of planned activities and courses can be satisfied before delivering these activities or courses.
- Ensure that potential students are informed of the health and safety requirements of courses via approved materials.
- Ensure that the College Health and Safety policies are implemented on a day to day basis.
- Ensure that staff, students and visitors to the site are provided with information on emergency and accident procedures and work-related ill-health, if appropriate.
- Ensure that safe working practices covering operations within their area are developed, maintained and reviewed as necessary.
- Reinforce the importance of health and safety among their staff and students.
- Ensure that new/inexperienced teaching staff receive a suitable level of training/induction/support to carry out their health and safety responsibilities.
- Acquire the necessary COSHH safety data sheets for hazardous substances undertaken in their area of responsibility.
- Provide assistance in completion of risk assessment of their work area.
- Ensure that defects or concerns are promptly reported according to safety procedures and that appropriate action is taken.
- Ensure that initial assessment and monitoring of work placement or training sub-contractors' suitability to manage the health and safety of any trainee placed with them by Newbury College Training Services or in work experience placements is carried out in accordance with the relevant government body operating instructions.
- Liaise with outside statutory bodies as required to comply with legal requirements and further the improvements of health, safety and welfare in the workplace.
- Ensure that adequate employee and public liability insurance cover exists in both training provider premises and employer premises prior to entering trainees on a training programme.
- Screen potential staff and provide training for health and safety competence within their curriculum area, especially in high risk activities.

- Assist those designated to carry out health and safety assessments in the College and its sites to comply with their legal obligation.
- Report all adverse events.
- Attend Health & Safety Committee meetings.
- Attend Health & Safety Representatives Committee meetings.

Curriculum Area Technicians

- Support teaching staff in ensuring the safety of staff, students and visitors within their curriculum area.
- Ensure that equipment is maintained, safe to use or removed from use.
- Each half term undertake safety audits and complete safety workbooks.
- Ensure that safety data sheets are obtained and submitted to the Health and Safety department and the COSHH register is maintained
- Maintain health and safety information relevant to the department for audit purposes.
- Attend Technicians' Health and Safety meetings each term.

Tutors and Course Leaders

Tutors and Course Leaders have a key responsibility for student safety.

They will:

- Oversee the safety of the students in the classroom, workshop, laboratory or any curriculum activity, including off site.
- In the case of students under 18 and/or students with special needs, the environment in which the learning is delivered should be such that the risk has been reduced to the lowest level practicable.
- Set a good example, supervise and practise safe working procedures.
- Promote 'good practice' through the quality of learning, understanding of health & safety and in developing a set of safe behaviours.
- Encourage students to understand the hazards present and the control measures put in place for their safety.
- Maintain adequate records in relation to student health and safety e.g. induction and curriculum safety training.
- Undertake visual inspections of all tools and equipment prior to use by students and take any item that appears damaged out of use.
- In the event of an emergency, oversee the safe evacuation of the students to the College Assembly points (or Refuge Areas if applicable).
- Report all accidents and incidents in accordance with College procedures.
- Report hazards / defects and make recommendations where necessary.
- Ensure all COSHH substances are included on the College COSHH Register.
- Familiarise themselves with and conform to the College Health & Safety Policies and area codes of practice.
- Co-operate with senior managers in achieving legal and College health & safety objectives.

College Health & Safety Committee

The Committee's major terms of reference are to develop and review policy measures and discuss and make recommendations on health and safety related topics to the College Management Team. Committee meetings will be held at regular intervals and minutes will be made available to the College Management Team.

The Committee has a membership consisting of the Principal (Chair), the Health & Safety Manager and the following:

- Governor H&S Representative
- Health and Safety Assistant
- Senior Business Manager
- Safeguarding Manager
- Contracts Manager
- Curriculum Managers
- MITIE FM Manager
- Any other relevant persons as agreed by the Chair

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Section 3

Arrangements for the Implementation of the Policy

Adverse Events (Accident or Incident) Recording and Reporting

An adverse event is any unexpected or dangerous event which led to, or had the potential to, cause injury or damage.

Adverse events are often a culmination of a chain which can be broken down into -

- Immediate cause - the actual item that caused the injury or ill health (i.e. the blade)
- Underlying cause – an unsafe act or unsafe condition (i.e. the guard removed)
- Root cause - the failure from which all other failings grow, often remote in time and space from the adverse event (i.e. failure to identify training needs)

To manage adverse events, the College takes a proactive approach to all accidents and incidents that may occur, ensuring that a proportionate investigation is carried out to provide a deeper understanding of the risks associated with our activities. These investigations are an important tool in developing and refining our risk management system and all employees are required to embrace this procedure and understand that it is completed within a no blame culture, with a sincere desire to support our valued team and improve safeguarding of our students. The information gathered will help in determining why an adverse event has occurred and the steps needed to make sure it does not happen again.

We therefore ask that all adverse events are reported, these include -

- Accidents – minor, requiring first aid or major, requiring an ambulance or hospital treatment
- Incidents – minor such as a near miss which may not have caused harm, but had the potential to do so or major such as a dangerous occurrence*

* Dangerous occurrence: a specific, reportable adverse event as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

If an adverse event has resulted in an unsafe condition, please inform Mitie or the Contracts Manager to facilitate make-safe actions immediately. Adverse events of a serious nature must be reported to the Health and Safety Manager as soon as the situation is under control in order to start an investigation.

It is a requirement of employment that all employees operate in a safe manner and that other people are not affected by their 'acts and omissions'. If a hazardous situation is discovered, it must be pointed out to those who could become involved and be reported for further investigation.

There are 3 forms available on SharePoint and hard copies in the first aid room, practical curriculum areas and at reception –

Minor injury form – these provide basic details of very minor injury, bruises, minor cuts, animal bites etc. These generally will not require a first aider to attend but provide useful data on where, when and how minor injuries occur.

First Aid form – these are to be filled out by a first aider only. The completed record is stored in the locked first aid room and collected regularly.

Incident form – these are filled out wherever there is potential for harm but only for health and safety incidents.

The College is required by law to notify serious adverse events under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

RIDDOR

Serious workplace accidents and specific dangerous occurrences need to be reported to the enforcing authority via the HSE website. This is only applicable to accidents / incidents that arise from a work situation. For students and visitors to the site, an adverse event would only be reportable under RIDDOR if the following criteria are met –

- The accident arose out of or in connection with a work activity and was fatal; or
- An injury arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

To decide if an accident to a student ‘arises out of connection to work’, an investigation should be undertaken to decide if –

- There was a failure in the way a work activity was organised (i.e. lack of supervision on an external visit)
- The event occurred due to the way equipment or substances were used (i.e. set up of experiments)
- The condition of the premises (i.e. slippery floors or trailing cables)

Any adverse event, therefore, would be reportable if a student slips and fractures an arm because the sports hall floor was too slippery for sports but not if the injury arose because of the normal rough and tumble of a game.

On the reverse of the first aid form and incident form is a summary of the RIDDOR major injuries and incidents required to be reported. If there is any doubt, please contact the Health and Safety Manager for advice.

In summary, over both forms, the following must be reported (if due to a workplace accident / incident) –

- Any fatal workplace accident.
- Fractures, not including fingers, thumbs or toes.
- Amputations.
- An injury likely to result in permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- Scalping which requires hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- The collapse, overturning or failure of load bearing parts of lifts and lifting equipment.
- Plant or equipment coming into contact with overhead power lines.
- Explosions or fires causing work to be stopped for more than 24 hours.

There is also a requirement to report injuries where the employee is away from work or unable to perform normal work duties for more than 7 consecutive days as a result of an injury occurring at work - not counting the day of the accident. These should be referred to Health and Safety as soon as this becomes apparent this is the case or is suspected to be the case as there are specific timescales for reporting. Under no circumstances can this go beyond 15 days.

Anti-Social Behaviour / Incident Management

In the event of an incident which requires intervention due to the behaviour of one or more individuals – dial 222 and ask for support or assistance. This will alert support who will identify your location automatically. You do not need to lift the telephone handle or speak.

An incident report and, if necessary, an accident report form should be completed immediately after the situation is under control. This does not replace the need to notify Mitie or the Contracts Manager for immediate support or to request assistance with make safe actions.

Sports Hall and Construction Skills Centre

The Sports Hall and Construction Skills Centre is now totally managed by College employees. The Health and Safety arrangements for this building are now covered by a dedicated post reporting to the Director of Finance.

Car Park

All road users must drive with care, observing the one way system and park only within the designated areas. A number of parking spaces have been set as accessible parking; unless you display a blue badge, please do not park in these spaces.

The speed limit on the College site is 10 mph. Breaches of these procedures may lead to disciplinary action.

Display Screen Equipment (DSE)

The College and its sites comply with The Health and Safety (Display Screen Equipment) Regulations by providing DSE training, completed online on initial appointment and at refresher training as required. After completion of the training, staff will be required to complete a Display Screen / Workstation Assessment available on SharePoint ¹. This should be completed prior to your first month review and any issues discussed with your line manager during the review. Your line manager can request an advanced DSE assessment, carried out by the Health and Safety Manager at any time. Assistance on completing this form is available on the reverse.

According to the regulations, the College subscribe to a Corporate Eyecare scheme with Specsavers. Under the scheme, DSE Users are entitled to a voucher every two years which covers the cost of a full eye examination. To receive an eye care voucher, contact the Health & Safety Manager prior to booking your eye test. The vouchers do 'expire' and the College therefore only maintain a small supply; occasionally there may be a slight delay in providing the voucher.

When booking the appointment, you must mention that you have an Eyecare Voucher and have it with you at the time of the appointment. Specsavers do not have a definitive policy on accepting the vouchers after the appointment is made or after the test has taken place, it is entirely up to the individual store. It is your responsibility to ensure you have the voucher available.

Depending on the guidance provided by the optician at the time of the eye test, the voucher can be used not only to cover the cost of the eye test, but also can pay for glasses specifically and solely for VDU use within Specsavers £45 range. Only the optician can make this decision.

Electrical Work (and portable appliance testing - PAT)

Portable electrical equipment is in use throughout the College and its centres. It is subjected to periodic inspection to ensure its continual safety in use. If any person identifies a worn cable, defective plug, damaged casing, exposed wires, signs of overheating or any issue with electrical equipment which does not work correctly, it is their duty to report the hazard either to their Line Manager or directly to the Health and Safety Manager. If in doubt, withdraw the equipment from use until it has been inspected by a competent person.

All mains electrical items can only be brought onto any College site if authorised and must be tested before use, and assessed thereafter.

¹ Health and Safety – Useful Documents – DSE Workstation Assessment

No one other than a designated and authorised qualified electrician should repair electrical equipment.

Fire Safety

The College have three fire risk assessments (FRA) in place, two for the main building and one for the sports hall. Mitie complete a FRA covering structural elements and passive fire protection and the College complete one based on behavioural elements, equipment and space usage. Satellite centres have a FRA supplied by the host business. All FRAs are reviewed annually.

The Responsible Person for the premises is The Principal however during an emergency at the College, Mitie take control of the building.

In order to carry out our duties under the Regulatory Reform (Fire Safety) Order 2005, the College appoint fire marshals to assist in an evacuation. Fire Marshals will receive periodic training to assist them in carrying out their role.

If a fire is discovered or on activation of the alarm, an irreversible sequence of events will occur –

- All personnel should leave the building by the nearest route.
- Do not delay by collecting your belongings.
- Do not use the lift.
- If you have difficulty in managing evacuation from the first floor, remain with the fire marshal who will assist you once the initial evacuation has passed.
- Proceed to the assembly point located either at the front of the College (bus stop) or at the rear (Hart Space).
- Do not remain near the building and do not leave the College without reporting to the assembly point.
- Do not obstruct any of the wide paved areas which provide access for fire appliances.
- Await further instructions; in adverse weather or where there may be a delay in re-entering the building, the sports hall will be opened.
- Do not attempt to re-enter the building until the all clear has been sounded.
- There is no requirement for staff or students to call the fire brigade.

Occasionally the College will test arrangements for safe evacuation by carrying out a Fire Drill. These play an important part in assessing the effectiveness of both our staff training and the passive fire protection measures in place for your safety. While every effort will be taken during a fire drill to ensure the minimum of disruption, there may be occasions where the alarm has been activated for other reasons and a complete evacuation will be required. While this may not be ideal, it is essential that the irreversible sequence continues, although the evacuation will be recorded and a further drill will not be required for the term.

The fire system is tested by authorised contractors on behalf of MITIE FM who will supply test records on request.

The fire system in the Sports Hall and Construction Skills Centre is monitored and serviced by Sitewatch Fire and Surveillance Ltd. A separate evacuation drill is carried out termly.

Staff and/or Students are reminded that their safe evacuation is the utmost priority and nobody should place themselves or others at risk. Fire extinguishers are placed according to the requirements of the Fire Risk Assessment to facilitate escape, you are not required to use them to fight fires.

The College will complete a personal emergency evacuation plan (PEEP) for any person that may experience difficulty evacuating under the College emergency plan and specific arrangements will be put in place to manage your evacuation. Please contact the Health and Safety Manager to discuss.

Please ensure that the fire protection measures in place are maintained to ENSURE YOUR SAFETY. Never prop open fire resisting doors, move fire extinguishers, place combustible materials in escape routes, obstruct escape routes (placing items in corridors / routes to exits) or parking near fire exits / exit stairs – even for very short periods.

Further detail on the emergency plan are set out in the appendices at the end of this policy.

First Aid Provision

The College first aid provision has been assessed by the Health and Safety Manager² and accordingly maintains a robust system of specific first aid provision and first aid rota. The needs assessment has helped to focus first aid training and has led to the training of all practical area Technicians in Emergency First Aid at Work (EFAW) ensuring immediate attention in areas of highest risk. EFAW trained staff are supported by a team of at least 8 First Aid at Work (FAW) trained staff working to a rota set by the Health and Safety Assistant. This provision extends to the Sports Hall.

The FAW first aiders on rota are “on call” in addition to their contracted responsibilities and when on duty, collect a walkie talkie from reception at the start of their shift which includes a key to the first aid room. Should you require first aid assistance you have the following options –

- A practical area Technician may be present to offer immediate assistance or request a FAW trained first aider for support.
- The receptionist is EFAW trained and has access to a first aid kit for very minor injury, note, the receptionist will be unable to provide first aid but can request a first aider following initial assessment, their training allows an evaluation of requirement only and they are not permitted to be away from post.
- A first aider can be requested directly by dialling 5222 and providing your location to the receptionist.

Mitie can also provide first aid cover.

First aid needs will be assessed for all College events and any additional provision specified within the risk assessment; no event will be permitted to take place without review of cover. This is more likely to be an issue for evening, weekend and holiday events where the provision is naturally reduced.

Satellite centres will be separately assessed and site specific provision implemented prior to occupation of the site by students or staff.

Staff operating in village halls, community centres or at any other client site must make themselves and their students aware of the first aid facilities available and how they should summon assistance. All new sites should be evaluated prior to commencing delivery. Please note that the College lone working policy may apply; please discuss with your line manager.

First aid needs during offsite visits will be assessed by the course leader and any additional provision specified with the risk assessment. This must take into consideration any highlighted medical needs and the requirements of the educational visit. Where necessary, a first aid kit can be provided for trained first aiders; please request the required content from the Health and Safety Assistant with as much notice as possible. A first aid kit is present in all College vehicles and many of the drivers are qualified first aiders.

Please remember that College policy directs that first aid cannot be provided by a person without an in-date first aid qualification. All first aid provided must have an accompanying record form; very minor injury can be recorded on the general minor injury report form but only first aiders are permitted to complete an accident report form.

² First Aid Needs Assessment

Accidents/incidents which occur off site must first be reported to venue and a copy of their completed record should be immediately forwarded to the College health and safety department.

Medical Treatment and Drugs

FIRST AIDERS ARE NOT QUALIFIED OR PERMITTED TO ISSUE DRUGS OF ANY KIND.

Medication taken to control or treat physical or mental conditions, must be self-administered. The exception to this is if the College holds an agreed Care Plan which enables the College to administer medication on behalf of an individual.

Persons with a condition that is controlled by medication e.g. diabetes, or who use an epipen, should inform their line manager or tutor. In such cases, the condition will be recognised and professional assistance can be summoned if required.

If any form of medication is lost or found, please inform Reception. No other drugs are allowed on College sites.

Hazardous Substances

The College strictly complies with COSHH Regulations in storage and use of hazardous substances and has appointed CLEAPSS to assist with management of classroom activity through the Science Technician.

All remaining substances handled due to work activity or in practical workplace learning will be controlled in accordance with The Control of Substances Hazardous to Health Regulations 2002. No substance will be introduced into use without evaluation. If a new substance is required to be used, a justification for the requirement, accompanied by a Safety Data Sheet (SDS) is to be submitted to the Health and Safety Department with sufficient time to allow a full assessment to be completed. The justification should include any assessment of the substance against non-hazardous alternatives and the reason why the alternative is unsuitable.

It is the responsibility of the curriculum area to request hazard data sheets from suppliers and ensure the substance is not used before a COSHH Assessment has been completed and, where necessary, evaluated across the entire task. Once the COSHH assessment has been produced and the substance added to the register, the substance will be approved for use and any control measures added to the overall area risk assessment (including PPE requirements). It should be noted that any specific control measures required will be the responsibility of the curriculum area to order and maintain.

The curriculum area technician is responsible for ensuring that students and staff using the substances are fully trained in the control measures required and ensures these measures are adhered to.

Staff and students will ensure they do not use any substances for which they have not been trained and fully understand the set procedure. You are also reminded of your duty to ensure your own safety and others while using the substances.

Consumption of food and drink is not allowed in any laboratory or workshop training area.

Hazardous Waste Management

As a registered producer of hazardous waste, the College has a duty of care to ensure that the different types of waste are correctly segregated and disposed of in compliance with the Waste (England and Wales) Regulations 2011.

Products classed as hazardous waste include: chemicals, electrical appliances, oils, motor vehicle waste, gases, batteries, photographic waste, paints, varnishes, adhesives, solvents, animal waste, hygiene waste and metal, wood and plastic waste from manufacturing.

Staff and Curriculum/Business Section Managers should:

- Ensure waste is separated and stored in specific labelled containers
- Not mix hazardous waste with non-hazardous waste
- Ensure containers are suitable for each product

- Seek guidance on disposal from College SharePoint (Health and Safety Section), the Facilities Manager or Health and Safety Staff.

MITIE is the contractor on behalf of the College for the removal of waste.

Smoking

The College sites operate a 'No Smoking Policy'. Smoking is against the law in public places and only permitted in the designated smoking shelters. This policy is enforced.

Operating Machinery

Anyone operating machinery of any type must be trained and authorised to use that particular equipment. They should also observe the following general guidelines:

- Make sure the machine is correctly set.
- Keep machines in clean operating condition - report any defects at once.
- Wear suitable shoes, ensure that nothing projects from clothing and that hair cannot become entangled in rotating parts.
- Know how to stop the machine and the location of emergency cut out buttons.
- Never operate a machine with defective or missing guards.
- Keep hands away from moving parts or material.
- Wear appropriate protective equipment, e.g. eye and ear protection.
- Hold evidence of competence in using the piece of equipment.

Personal Protective Equipment

Personal Protective Equipment (PPE) is issued as a last resort for protection where it is not possible to remove all the risks from a process or operation by other means. Use of PPE requires discipline to use correctly and Technicians must remain vigilant for students not observing the correct procedures.

In general, it is a requirement to:

- Wear or use PPE when indicated in risk assessments.
- Ensure that PPE is worn in accordance with training or instruction provided.
- Take reasonable care of PPE to ensure it remains in good condition.
- Report any defects to the Technician as soon as they are noticed.
- Ensure that others who may be affected by activities are either isolated from contact or are issued with temporary PPE.
- Any shared PPE is cleaned after use and records are maintained.

Risk Assessment

The College Health and Safety function will undertake risk assessments for all practical areas, classrooms, communal areas, external areas and offsite activities. In addition, risk assessments will be submitted to Health and Safety to cover all events arranged by the College or any external hire of College grounds or facilities.

Tutors are responsible for conducting hazard identification assessments for students or activities not covered on the standard risk assessments and where additional control measures may be necessary to ensure the safety of the students. All hazard identification assessments will be collated by Health and Safety and used to improve the standard risk assessments during review.

Other risk assessments completed under the Management of Health and Safety at Work Regulations and as required by specific legislation:

- COSHH assessments
- Display screen equipment
- Manual handling
- Young persons
- Expectant and new mothers
- Lone workers
- Return to work assessments

These assessments can be requested via your line manager.

Site maintenance and security

The College recognises that they have a duty of care under the Occupiers Liability Act 1984 to take reasonable care that visitors can safely use the premises for the purpose for which they have been invited or permitted to be there.

The duty of care extends to trespassers in that non visitors should not be hurt because of the condition that the premises is left in if we know or have reasonable grounds to believe that the trespasser is in the vicinity of the risks, and if the risk is one against which we can be expected to offer some protection in the circumstances. There is a higher duty of care for children.

- Ensure that access to the land, premises and building is suitably protected using fencing and natural barriers.
- A security system is in place during evenings and weekends.
- The entrance to the College will be maintained as hazard free and unobstructed with an access route available at all times for fire appliances.
- Separation between vehicles and pedestrians will be maintained.
- Parking facilities are to be well maintained and under CCTV observation.
- A one way system is maintained through the car park at all times. Should maintenance be required, a temporary system will be set up to ensure the safety of all persons using the car park which clearly sets out the arrangements.
- End of day checks will be carried out to ensure obvious risks are removed or mitigated i.e. ladders secured or removed, hazardous substances secured.

Welfare

The Workplace (Health, Safety and Welfare) Regulations and Construction (Design and Management) Regulations specify appropriate working conditions to be provided for employees. Suitable and sufficient welfare facilities should be available at each site.

- Toilets will be ventilated, lit and maintained in a clean and orderly condition.
- Washing facilities will be provided with hot and cold running water, soap or other suitable means of cleaning, towels or other suitable means of drying.
- Drinking water will be available at all sites.

Visitors

It is important that strict control is maintained over visitors to the premises, for reasons of health, safety and security.

Visitors should –

- Enter their details in the visitors' record book upon arrival and sign out on departure
- Read Safeguarding Guidance at Reception
- Remain in the reception area until they are inducted or escorted
- Receive a proportionate induction referring to fire procedures, person in control of the site and first aiders as well as on site facilities
- Wear standard PPE if they are to enter a practical area – the Technician will advise
- Not be under the influence of drugs or alcohol
- Not enter any practical area without the authority of the Technician during teaching time or Mitie outside teaching hours.

Lone workers

It must be remembered that lone working may not necessarily mean working in solitude; there may be occasions where other people are present but our risk assessment has identified situations where an employee may not be under direct supervision and may therefore be vulnerable. Working in this way exposes employees to an increased level of risk and it is our intention to either entirely remove the risks from identified hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Employees will be given all necessary information, instruction and training to enable them to recognise the hazards and appreciate the risks involved with lone working. Employees will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures.

One person may be on site with the following controls observed –

- Cars must be parked in the Two Watermills car park. No single car is permitted in the College car park.
- Lone working is not permitted during hours of darkness. You are expected to plan your work to avoid walking to or from the building in darkness.
- Any emergency call out should be attended by two persons or if not possible, ensuring that a second person is available to immediately assist if necessary.

- The lone worker should secure the door against intruders while working within the College buildings but any emergency call out should be able to enter (do not leave keys in the lock).
- A call or text message must be made to a nominated person every 30 minutes while working on site. This can be at the start of the activity on site and the end if more practical but should not exceed 45 minutes.
- If a call / text is not received, the nominated person will attempt to contact the lone worker and if not contactable, will immediately activate the emergency procedure.
- Emergency telephone numbers have been made available; please ensure you have been provided with these before attempting to work alone.
- Persons arriving at the College to assist in an emergency should assess the situation and immediately call for assistance before proceeding if a hazard is still present.
- A personal first aid kit will be kept with the person attending site.

All employees are required to co-operate with these efforts to ensure safe working and to report any concerns to the Health and Safety department.

Contractors

Work involving contractors can prove hazardous to all College users. Contractors must produce a dated copy of PUBLIC LIABILITY INSURANCE. They should obtain and read the College's CONTRACTORS' GUIDANCE NOTES and sign to say they agree with and will abide by them.

In some circumstances, the nature of the work will involve contractors obtaining a PERMIT TO WORK. Permits can only be issued by MITIE FM. Some contractor's work, unless risk free, will require the contractor to provide the College with a RISK ASSESSMENT which will be agreed with the Health and Safety Officer prior to commencement. All contractors on-site must report to the College main Reception.

CONTRACTORS MUST NOT BE ENGAGED BY ANY MEMBER OF STAFF WITHOUT FIRST CONTACTING THE HEALTH AND SAFETY OFFICER.

When using contractors, both the College and the contractor will have duties under Health and Safety law. This also applies when a contractor employs subcontractors. Prior to employing contractors checks will be made to ensure:

- They have sufficient skills and knowledge to do the job safely and without risks to Health and Safety
- The correct level of instruction and training can be provided / evidenced
- The correct level of management and supervision can be allocated
- The correct control measures have been applied before work starts

Contractors are responsible for ensuring that all persons under their control are aware of the following College procedures:-

- Fire procedure
- First aid arrangements
- Permit to work systems

The contractor must ensure that all equipment brought on to the premises is fit for the purpose and in a good state of repair and must supply risk assessments, method statements, or safe systems of work. The College reserves the right to inspect all equipment and procedures before commencement of the work and at regular intervals during

the period of work. Contractors will be required to provide evidence that any portable electrical appliances have been tested by a competent person in the last 6 months.

The College reserves the right to remove any contractor from site not complying with the safety policy and/or safe systems of work.

Gas Safety

Only a Gas Safe registered engineer can carry out work on gas appliances. Ensure rooms housing a gas appliance have adequate ventilation and air inlets and flues must never be blocked or obstructed.

If you smell gas:

- Immediately evacuate to a safe area
- Inform your emergency contact to investigate further/isolate supply
- Never return to the area or turn a gas supply back on until you have been advised that the leak has been dealt with by a competent person

In the event of a leak the building will be evacuated and the National Gas Emergency Service notified on: **0800 111 999**

Health and Safety Induction

All employees should receive a health and safety induction, preferably before starting work at the College although induction dates are set as the first Monday of each month and this may not immediately suit part time staff. Any difficulties in attending the induction should be discussed with your line manager and a solution found in conjunction with HR.

The induction will cover –

- Health and Safety Law and how it applies to you
- Fire safety and emergency evacuation
- Individual responsibilities to students or staff and PEEP requirements
- First Aid provision
- Hazardous substances
- Display screen equipment and eyesight testing
- Managing offsite visits

Curriculum area Technicians will require additional training in their health and safety responsibilities and a meeting should be arranged with the Health and Safety department without delay.

Additional training needs are evaluated during appraisals and from issues arising at workbook submissions.

Manual Handling

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying. The College will ensure that operations, which involve manual handling, are eliminated, so far as is reasonably practicable.

Curriculum Managers must ensure that:-

- Manual handling is eliminated where possible, i.e. referred to Mitie
- A manual handling assessment is completed before carrying out the task (including off-site events)
- Only trained staff are permitted to carry out manual handling tasks
- Information is provided to staff for them to carry out manual handling as safely as possible
- All staff follow safe systems of work
- Safety arrangements for manual handling operations are regularly monitored and reviewed.

Employees must ensure that:-

- They report to their line manager (in confidence) any personal conditions which may be detrimentally affected by any manual handling activity they may need to undertake
- They comply with instruction and training which is provided in safe manual handling activities
- Their own Health and Safety is not put at risk when carrying out manual handling activities
- They use equipment which has been provided to minimise manual handling activities
- Any problems relating to the activity are reported to the Health and Safety department.

Noise and Vibration

All noise or vibration hazards will be assessed and recorded in risk assessments. Where possible, students will not be permitted to carry out tasks where tools or processes have been assessed as at or above the noise threshold but where these are deemed to be essential to learning objectives, the stipulated control measures will be strictly adhered to.

All tools and equipment will be evaluated for noise level and vibration magnitude prior to purchasing and the information provided to the Health and Safety department to inform their risk assessments. During audits, a noise meter will be available to check any process believed to be at or above the noise threshold.

Hearing protection is provided within identified Curriculum Areas should it be required.

Contractors' risk assessments will be reviewed for noise and vibration hazard identification and control measures evaluated and enforced.

Curriculum Area Technicians are trained to remove their students from any situation they believe is hazardous to health and then take steps to initiate an investigation.

Slips and Trips

Slips and trips are the most common cause of injury at work. On average, they cause over a third of all major injuries and can lead to other types of accidents, such as falls from height or falls into machinery. Most slips occur when floors become wet or contaminated and many trips are due to poor housekeeping.

A tidy and well-ordered College and its sites are less likely to experience accidents.

To help prevent these accidents, all persons at the College and its sites are expected to -

- Report any spillages they may see and where possible, ensure that while getting assistance, the area is made safe, i.e. someone stays at the location and warns others to take care
- Only well-lit areas are used; if the lighting is not working or not sufficient for the task, this should be reported to Mitie

- Cables, leads etc. to be taped / placed out of foot traffic areas and not placed across walkways
- Damage to flooring to be reported (internally or externally)
- Teaching areas are checked before students arrive and are confirmed as hazard free
- Students and staff are encouraged not to hang coats on the backs of chairs and keep bags away from traffic routes
- Not consume food and drink in corridors or classrooms
- Not place signs or posters on walls and never on protected fire escape routes
- Not sit on floors, particularly with legs extending out in a corridor

Spillages or damage is to be reported to Mitie. Damaged seating or other classroom fixtures are to be reported to the Contracts Manager. Unsafe areas or conditions are to be reported to Health and Safety.

Purchasing Work Equipment

When purchasing equipment, it must be ensured, as far as reasonably practicable, that it is safe to use and without risk to health. The Provision and Use of Work Equipment Regulations and Section 6 of the Health and Safety at Work etc., Act applies.

To achieve this objective, the College will adopt the following best practice -

- The item will be CE marked
- An original manufacturer's user manual will be obtained and retained with the equipment. This is particularly important for the purchase of used items.
- Where practical, the manufacturer or supplier will provide training in set up and use of the machinery or equipment.
- All machinery and equipment will be equipped with controls that are clearly identified.
- Where appropriate, machines will be fitted with emergency stop buttons
- All dangerous parts of machines will be appropriately guarded
- Where possible, evidence of maintenance and testing will be supplied and quotes obtained for future planned preventative maintenance to a strict schedule.

New equipment will not be put into use until a risk assessment has been carried out.

Statutory Examinations

Equipment in use may require statutory examination; these requirements should be stated at the time of purchase and existing equipment will be under an annual or bi annual scheme of examination. This is monitored through the half termly workbook audits and externally monitored through the contract with Allianz.

LOLER (Lifting Equipment and Lifting Operations Regulations) – For any mechanical lifting equipment and accessories; in the College this includes 6 monthly Thorough Examination of hoists and lifting equipment used in the Ormonde Centre and annual Thorough Examination of the vehicle lifts and lifting equipment in the motor vehicle workshop.

PUWER (Provision and Use of Work Equipment Regulations) – This covers most work equipment and will be organised by the curriculum area.

Section 4

Performance Monitoring and Audit

Effective performance management and audit will ensure that the College maintains the high standards described in this policy and recognises new hazards that may arise. This will be achieved by setting out key criteria for a positive safety culture –

Management visibility – The Senior Management Team should be committed to safety and demonstrate this by conducting regular safety tours in all practical areas (SMT Workbook Audits). These will provide the opportunity for Technicians and all staff to discuss safety issues with SMT.

Performance and safety management priority – There should be evidence that management stipulate clearly and repeatedly to operational staff that safety is the priority.

Safety roles and responsibilities – All levels should understand their own role and responsibilities for safety; be clear that safety is everyone's responsibility and understand where to seek advice.

Safety information communication system – Safety information (relating to both personal safety and major accident avoidance) should be effectively communicated.

Comprehension of safety information – Staff should have all the information necessary to conduct their work safely and demonstrate an understanding of the information provided.

Internal safety concern reporting system – There should be a clear and easy to follow procedure to report safety concerns. The reporting system / process should be accessible to all.

Approachable and visible health and safety management – There should be opportunities for face to face discussion with health and safety management and for health and safety management to take responsibility for dealing with safety concerns once they have been identified.

Feedback systems – There should be strategies in place for communicating the outcome of investigations, hazard spotting, near miss reports, inspections and audits, e.g. via briefings, newsletters, in person, team meetings etc.

Employee involvement in safety discussion – Safety management methods should serve to provide an opportunity for all staff for open discussion of safety, to identify risks and mitigate against these risks.

Employee motivation – Employees should feel consulted, involved and participate in safety. Ownership and empowerment in safety issues, particularly those that affect their job roles.

Safety concern identification, recording, investigation and mitigation – The College takes specific steps to monitor known problems, identify new ones, detect trends over time and develop effective preventative measures.

Adverse event reporting, recording and investigation system – Procedures are in place to collate and effectively analyse all adverse events and carry out a proportional investigation. Improvement actions are used to enhance risk assessment. Training is carried out to ensure all staff fully understand the system.

Safety culture monitoring – Monitor and review employee and student thoughts, opinions and feelings concerning the effectiveness of safety management by conducting safety culture surveys.

Proactive measurement

Measurement of our performance against health and safety standards will be undertaken through:

- Formal annual review of performance against health and safety policy and fire safety arrangements
- Half termly workbook audits
- Termly fire evacuations and report / wash up meetings
- Staff appraisal and ongoing training
- Monitoring of progress against action plans

Formal Annual Review

The Health and Safety Manager will undertake a formal audit every year to determine whether the policy requires revision and to measure whether the responsibilities and arrangements set down within the health and safety policy are being implemented in practice.

Following this audit, a report is presented to the SMT analysing current performance, identifying any problems and making recommendations for corrective action. This presentation and relevant decisions are recorded in the relevant minutes.

Staff Appraisals

All staff have a responsibility to look after the College's and their own interests as outlined in the general health and safety responsibilities section. This responsibility is assessed through staff appraisals, induction and other training.

Monitoring Progress against Action Plans

Inspections and audits will from time to time identify deficiencies and areas for improvement. The nominated SMT member is responsible for prioritising such recommendations and for facilitating the appropriate action. Where a significant hazard or deficiency is identified the board will be notified.

In any event, progress against action plans will be reported to the Board not less than once a year.

Appendices

Newbury College – Fire Procedure

The following procedure is jointly agreed between Mitie PFI and Newbury College. This document should be reviewed annually in conjunction with the Fire Risk Assessment to ensure its content remains accurate and up to date.

Daytime Procedure

For clarity daytime is defined as 8am – 5pm

1. Fire alarm sounds.
2. **Mitie** take charge of the building.
3. **Mitie** fire marshal 1 – Checks and notes the zone activation on the fire panel, and then assumes position at the front of Newbury College.
4. **Mitie** fire marshal 2 and **Newbury College** Duty Manager assume their position at the rear of Newbury College.
5. **Newbury College** receptionist takes radio, visitor's book, grab bag and Sports Hall entry card and proceeds to the front of Newbury College.
6. **Newbury College** receptionist to seek visitors and ensure they are accounted for. Advise **Mitie** of any visitors who have not evacuated to the front and await confirmation that they have evacuated to the rear. Give **Mitie** confirmation that all visitors have been accounted for as soon as possible.
7. **Unless confirmed otherwise by Mitie, the receptionist will then open the Sports Hall.**
8. **Newbury College** IT and Management Suite fire marshals team to collect the Evac chair prior to meeting the designated fire marshal at the stairwell. Management Suite to additionally collect the grab bag.
9. **Newbury College** fire marshals collect their high visibility vest and report to stairwells A, B, C, D and E (as defined on the attached list). As both fire marshals reach the exit, the main fire marshal will remain at the top of the staircase and the additional team / reserve will go down the stairs to keep the exit door open and encourage safe evacuation down the stairs and to the assembly point. All persons requiring assistance to evacuate will remain at the top of the stairs and depending on their barrier to exit will either exit at the end of the main evacuation with the fire marshal or the fire marshal will reassure the person that they will summon assistance.
10. **Where a designated fire marshal is not present in their normal area, the most senior person will adopt their duties. Please ensure you have passed on relevant information to your nominated deputies.**
11. **Newbury College** fire marshals to report to **Mitie** fire marshal 1 or 2 for deployment with the Evac chair to any person who needs assistance on a stairwell. THE EVAC CHAIR WILL BE WAITING AT THE TOP OF THE STAIRCASE – UNDER NO CIRCUMSTANCES SHOULD ANYONE RE-ENTER THE BUILDING BEYOND THE PROTECTED STAIRCASE. Evac Chair trained personnel are listed at the end of this document.
12. **Mitie** fire marshal 2 reports to **Mitie** fire marshal 1 and logs the **Newbury College** fire marshals that have evacuated or where assistance is being given.
13. **Mitie** fire marshal 1 then reports via radio when all **Newbury College** persons clear of the building.
14. **Mitie** fire marshal 2 then delegates crowd control at the rear of the building to **Newbury College** Duty Manager supported by the SMT members present that day and re-enters the building **if it is safe to do so.**
15. **Mitie** fire marshal 2 then investigates the advised Zone Activation and that the building is all clear or that a fire is discovered. If a fire is discovered radio **Mitie** fire marshal 1 to get someone to call the brigade and immediately exits the building.
16. **Mitie** fire marshal 1 acts on instruction to either call the fire brigade or to deactivate the alarm.
17. **Mitie** fire marshal 1 either gives the all clear to re-enter the building as two blasts of the air horn or passes responsibility to the fire brigade.

In case of absolute exception at point 8-9;

1. If no **Newbury College** fire marshals are available, **Mitie** fire marshal 2 delegates responsibility to the Newbury College Duty / Senior Manager and assumes fire marshal duties as per point 7.
2. **Newbury College** Duty Manager assumes responsibility and informs Mitie 1 of the situation.

Non-Core Hours Procedure;

Non-Core hours is defined as between 6am-8am and 5pm – 10pm when people are on site at Newbury College.

1. Fire alarm sounds.
2. **Mitie** at this stage are in charge of the building.
3. **Mitie** fire marshal 1 – Checks the fire panel, calls the fire brigade and then assumes responsibility as a fire marshal at stairwell B. Take up position at the front.
4. **Mitie** fire marshal 2 – assumes responsibility as a fire marshal at stairwell C&D and exits to the rear via stairwell D.
5. Receptionist gets Card & Key for sports hall & radio and checks A and exits to front. Informs Mitie 1 that A is clear then proceeds to sports hall, unlocks or alerts occupants to potential need for refuge and returns to Front.
6. Duty Manager assumes responsibility as a fire marshal at stairwell E & exits to the rear via stairwell D and reports to Mitie 2. If Duty Manager is also covering reception Duty Manager gets Card & Key for sports hall & radio and checks A, then E, exits via D, reports to Mitie 2 and unlocks or alerts occupants of the sports hall to potential need for refuge and returns to Rear.
7. All other actions are as per the daytime procedure.

Night-time Procedure

Night-time is classed as 10pm-6am when site is unmanned

1. Alarm sounds
2. Passed through to monitoring station (Mitie Security)
3. **Mitie Security** call out list;
 - a. Darren Smith
 - b. Stephen Whitehurst
 - c. Russell Vince
4. **Mitie** call out list attend site and appraise John Anderson of the situation.
5. John Anderson makes the decision to call the **Newbury College SMT**.
6. **Mitie** call fire brigade then investigate Zone Activation.
7. **Mitie** either gives the all clear or passes responsibility to the fire brigade.

Ormonde Centre – Fire Procedure

The following procedure is a collaborative approach agreed between Mitie PFI and Newbury College as a result of issues arising during previous evacuations within the Ormonde Centre. This document will be reviewed annually in conjunction with the Fire Risk Assessment to ensure its content remains accurate and up to date.

Daytime Procedure

For clarity daytime is defined as 8am – 5pm

1. Fire alarm sounds.
2. **Mitie** take charge of the building.
3. **Mitie** fire marshal 1 – Checks and notes the zone activation on the fire panel, and then assumes position at the front of Newbury College.
4. **Mitie** fire marshal 2 and **Newbury College** Duty Manager assume their position at the rear of Newbury College.
5. **Newbury College** receptionist to seek Ormonde Centre visitors and ensure they are accounted for. Advise **Mitie** of any visitors who have not evacuated to the front and await confirmation that they have evacuated to the rear. Give **Mitie** confirmation that all visitors have been accounted for as soon as possible.
6. **Unless confirmed otherwise by Mitie, the receptionist will then open the Sports Hall.**
7. **Newbury College** IT and Management Suite fire marshals team will collect the Evac chairs prior to meeting the designated fire marshal at the stairwell.
8. **Ormonde Centre** fire marshal will collect the high visibility vest and report to stairwell B, ground floor and encourage safe evacuation to the assembly point. If this staircase is compromised, DO NOT open the door but stand in front and guide all occupants to the alternative exits.
9. **Where a designated fire marshal is not present in their normal area, the most senior person will adopt their duties. Please ensure you have passed on relevant information to your nominated deputies.**
10. **In the event of a refusal to evacuate**, the vulnerable person will be encouraged to evacuate but not stressed unduly. A carer will be nominated to stay with the person and all others will evacuate.
11. **Where possible, the vulnerable person should be encouraged to wait in a refuge area but it is acknowledged that this may result in physical harm to the carer and should not be enforced at this stage.**
12. **Newbury College** fire marshals to report to **Mitie** fire marshal 1 or 2 to report persons unable or unwilling to evacuate, their exact location and measures taken for their safety, i.e. doors closed, carer with them. **Mitie** know the zone activated and will be prepared to take a risk assessment approach to the evacuation, balancing the risk of harm, both physical and emotional, together with loss of dignity an enforced evacuation will present. **This will never be enforced during a fire drill.**
13. **If Mitie** require a full evacuation, they will accompany trained PROACT SCIPr personnel into the building and monitor the evacuation, keeping in radio contact with Newbury College / remaining **Mitie** fire marshal at all times and confirming progress.
14. **Mitie** fire marshal 2 then investigates the advised Zone Activation and that the building is all clear or that a fire is discovered. If a fire is discovered radio **Mitie** fire marshal 1 to get someone to call the brigade and immediately exits the building.
15. **Mitie** fire marshal 1 acts on instruction to either call the fire brigade or to deactivate the alarm.
16. **Mitie** fire marshal 1 either gives the all clear to re-enter the building as two blasts of the air horn or passes responsibility to the fire brigade.

In case of absolute exception at point 8-9;

1. If no **Newbury College** fire marshals are available, **Mitie** fire marshal 2 delegates responsibility to the Newbury College Duty / Senior Manager and assumes fire marshal duties as per point 8.
2. **Newbury College** Duty Manager assumes responsibility and informs **Mitie** 1 of the situation.