

## Health & Safety Policy

## Policy Statement

The Portland Training Company “Portland Training” recognises and accepts its responsibilities as an employer to conduct its activities so that it ensures, so far as is reasonably practicable, the Health and Safety and Welfare of its employees and others who may be affected by its activities and adhere to relevant Health and Safety Policies such as the Health and Safety at Work Act 1974.

In particular, Portland Training recognises and accepts its special duty of care towards learners and apprentices involved in training programmes delivered/provided by Portland Training, and will ensure that steps are taken to secure the health, safety and welfare of such individuals.

The intention is to give effect to this policy by the provision of:

- Safe premises, safe systems of work, safe equipment and a healthy working environment
- Appropriate training, information, instruction and supervision to enable all employees to avoid endangering themselves or others and to contribute positively to their own safety.

Staff at all levels are required to implement this policy within their own areas of responsibility and co-operate with management to ensure compliance with relevant legislation.

This policy will be reviewed annually or as necessary, to take into account of changes in organisation, arrangements, and/or legislation.

## Responsibilities

Hollie Warren – Director is responsible for ensuring the implementation of the Health and Safety Policy and will appoint competent persons to assist in undertaking the actions required to comply with current legislation and will supply the necessary resources to ensure effective implementation of the policy.

Portland Training's Designated Health and Safety Officer is:

Graham Farrell  
[graham.farrell@portlandtraining.co.uk](mailto:graham.farrell@portlandtraining.co.uk)  
07540244308

Information will be provided and communicated to all employees to give advice and support on health and safety matters to ensure the health and safety policy is adhered to.

Portland Training will:

- Maintain a record of all accidents/incidents involving Portland Training employees, learners and apprentices ensuring that appropriate steps are taken to prevent recurrences
- Carry out Health and Safety Risk Assessments of each site where learners and apprentices work or train
- Complete learner Health and Safety risk assessments
- Give advice and guidance to the learners at the induction process and throughout the programme.
- Monitor safe working practices for each session / visit with the learner
- Ensure all employees receive health and safety training appropriate to their duties
- Liaise with funding bodies, enforcement authorities and other external agencies to ensure effective communication in support of Portland Training business.
- An accident book will be provided and maintained. All accidents/incidents/near misses to staff or learners/ apprentices are to be investigated and reported to the person/s responsible for health and safety, using appropriate documentation.
- Ensure appropriate Employers Liability insurance is valid.
- Health and Safety will be included on the agenda at all staff meetings
- Ensure the health and safety policy/manual is kept up to date, and all new staff at induction are made aware of the policies and procedures in place.

Employees of Portland Training:

- Co-operate with management to ensure the effective implementation of this policy
- Taken reasonable care of their own health and safety, and that of other people and vulnerable individuals who may be affected by their acts or omissions at work
- Report to their line managers any matters concerning health and safety
- Ensure induction and training for learners / apprentices with regard to health and safety is delivered and recorded.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person (ie, their line manager)
- Not to undertake any task for which authorisation and/or training has not been given.

## Arrangements

### 1.1 Accidents and Dangerous Occurrences

Page 2 of 17

Health & Safety Policy KB 006

LU DP Jan 26 TBR Jan 27

The company procedures for reporting injury, accidents and dangerous occurrences are designed to ensure statutory compliance. Relevant legislation includes the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR 2013) and any other statutory duties governing the notification, recording and provision for adequate investigation and inquiry in order to establish the measures which may be necessary to prevent a recurrence.

## 1.2 First Aid Facilities

The company will ensure that a suitable number of First Aid trained staff are available to deal with minor accidents and emergencies at the workplace. These staff will have received appropriate training and hold suitable qualifications, so as to ensure compliance with statutory requirements.

### 1.3 Electrical Safety

The company will arrange:

- Arrange testing and inspection of fixed electrical installations and portable appliances in accordance with the current edition of the Institution of Electrical Engineers' Regulations for Electrical Installations (equivalent to BS 7671: 1992)
- Take appropriate precautions to reduce the risk of ignition by electrical equipment or otherwise in areas where combustible dusts, flammable liquids or gases are used or stored.
- Arrange for all portable electrical equipment appliances to be inspected and tested at regular intervals.
- Arrange for employees' personal electrical equipment intended for use on company business to be inspected and tested by a competent person before use and at regular intervals thereafter.

## 1.4 Smoking

Portland Training operates a non-smoking policy including the use of electronic cigarettes on our premises.

## 1.5 Information and Communication

The company will ensure that relevant information relating to health, safety and welfare at the workplace is disseminated to staff and learners

## 1.6 Personal Protective Equipment (Staff)

The company will provide suitable and adequate protective clothing and equipment for the use of employees as and when necessary. If it is the employer policy to wear PPE, for example aprons or gloves and they do not provide visitors with such equipment. Portland Training will provide PPE as required. PPE must fit, be well maintained and suitable and should be used as a last resort.

Where wearing such protection is mandatory, disciplinary action will be taken against staff failing to comply.

## 1.6a Personal Protective Equipment (Learners / Apprentices)

If a learner requires PPE for their job role, regardless of employment status, the employer must provide PPE free of charge under the Health and Safety (Training for Employment) Regulations 1990. Learners/apprentices should receive instruction and training on correct use, how to check for damage, and how to store it correctly. If for any reason, an employer refuses to provide PPE then it should be brought to the attention of your direct line manager.

Portland Training will check the use of PPE for learners / apprentices with all employers prior to enrolling them onto a funded programme.

## 1.7 Enforcing Authorities

The company will maintain a close relationship with enforcing authorities and will ensure that matters giving rise to criticism or enforcement action receive immediate action.

## Policies

## 2.1 Display Screen Equipment (DSE) Policy

The company will ensure the arrangements for securing the Health and Safety of workers in connection with the use and operation of display screen equipment, as far as reasonably practicable, the company will:

- Will ensure that workstations meet minimum requirements as set out in the Health and Safety (DSE) Regulations 1992.
- Each user must carry out a self assessment, and record using appropriate documentation provided. (These assessments must be reviewed when there has been a significant change in working conditions)
- Take all necessary steps to remedy risks found as a result of any assessment.
- Take all necessary steps to incorporate changes to tasks within the working day, to prevent intensive periods of on-screen activity.
- Provide on request free provision of eye tests, and at regular intervals thereafter where particular visual problems are identified.
- Contribute to the supply of any special corrective appliances, where these are required specifically for working with display screen equipment.
- Advise employees working with display screen equipment of the risks to health and how these may be avoided.
- Investigate health and safety matters in relation to display screen equipment, take and monitor corrective action if necessary and to record issues and actions taken.

Where a problem arises in the use of display screen equipment, the employee must inform their manager immediately.

## 2.2 Internet Usage Policy

Voice mail, email, and Internet usage assigned to an employee's computer or telephone are solely for the purpose of conducting Company business. Some job responsibilities at the Company require access to the Internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorised for Company purposes, may use the Internet or access additional software.

Internet use, on Company time, is authorised to conduct Company business only. Internet use brings the possibility of breaches to the security of confidential Company information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorised people, outside the Company, potential access to Company passwords and other confidential information.

Removing such programs from the Company computers requires IT staff to invest time and attention that is better devoted to progress. For this reason, and to ensure the use of work time appropriately for work, we ask staff members to limit Internet use.

Additionally, under no circumstances may Company computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

## 2.3 Email Usage

Email is also to be used for Company business only. Company confidential information must not be shared outside of the Company, without authorisation, at any time. You are also not to conduct personal business using the Company computer or email.

Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends. Non-business related emails waste company time and attention.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to the school's policies.

## 2.4 Software Access

Software required, in addition to the Microsoft Office suite of products, must be authorised by your line manager and downloaded by an authorised member of staff. If you need access to software, not currently on the Company network, talk with your line manager.

## 2.5 Safety Policy

Staff may find themselves in potentially difficult situations whilst on company business. The following section is intended to minimise all related risks.

Prevention of violence to employees is of concern, the company will ensure that all necessary measures to protect staff, both during the working day and outside normal hours have been taken. All staff are required to complete the Personal Security Checklist and discuss their findings with their line manager.

There may be risks in travelling to and from work in connection with work; in work that might have to be carried out on someone else's premises, or in car parks, lifts, corridors etc.

Personal safety is the shared responsibility of the employer and employee.

Precautions whilst away from the Normal Workplace on Portland Training Business

If staff are going to be away from the office on business they should inform their colleagues or line manager:

- Where they will be
- How long they expect to be away
- How they may be contacted

If in the course of a visit away from the office, staff plans change significantly, a colleague or line manager must be informed.

### **Evacuation and Lockdown Protocol:**

In the event of a criminal or terrorist intrusion, It is advised to follow the government Run Hide Tell procedure.

- On hearing signs of a disturbance / intrusion, staff, where a safe route of escape exists, should run to safety.
- If escape is not possible, a hiding place should be sought. This should include locking any doors between the safe area and the intruder. Stay as far away from doors and windows as possible, so that you are out of sight and reach of firearm and ensure your mobile phone is switched to silent without vibrate.

- Once in a place of relative safety, if it is safe to do so report the intrusion to the police. Give as much detail as possible to enable them to respond appropriately.
- If calling from inside the building, utilise the silent 55 call option, so you can notify the call handler without putting yourself in danger by making a sound. This will inform the police that urgent help is needed.
- Once the emergency services respond, please be aware they will be loud, and will treat everyone as suspect until they have been able to rule them, so follow instructions and understand this is precautionary and identities will be established as soon as is possible.

Please be aware the individual escape routes and points of safety will change for the different centres. Davian House has only 1 entrance, downstairs, however further egress can be accessed leaving via the low roof of the main office, over the annex.

The Academy has access front and side, however there will be differences for those using the porta cabins. All staff should have an escape route planned for the event of an emergency or intruder. Always be aware of the nearest escape and the safest hiding option. This includes when working off site.

## Reporting and Recording

All incidents of aggression or violence should be recorded in the incident book and to the line manager. In cases such as robbery, mugging or actual bodily harm, staff must report the incident to the police.

The company has responsibility to provide a safe working environment. Staff should identify and report any current or potential situations at work, which are a treat to personal safety. Talking about fear and other problems related to aggression or harassment is not a sign of failure but of good safety practice. A serious incident, even if it results in no physical harm, can cause feelings of fear, panic or despair, which can continue long after the incident occurs. The company recognises this problem and aims to provide appropriate support, such as self-defence training or counselling, where appropriate.

## New or Expectant Mothers

The Management of Health and Safety at Work Regulations 1999 apply to any of our employees who are pregnant, breast feeding or who have given birth within the last 6 months. The Workplace (Health, Safety and Welfare) Regulations 1992 require us to provide rest facilities for new or expectant mothers.

Our risk assessments cover new and expectant mothers. Female workers will be informed of any additional risks they may face if they become pregnant or are breast feeding.

We recognise the extra vulnerability of pregnant and nursing mothers and additional risk assessments will be made when a women notifies her manager that she is pregnant. Additional measures will be applied for six months after the birth.

We are only required by law to take extra precautions for pregnant or nursing mothers if we are notified of their conditions. If pregnant employees do not provide confirmation from their medical practitioner, we will request medical confirmation.

Our display screen equipment workstations e.g. computer terminals, are properly assessed and controlled and there is no additional risk to pregnant women or nursing mothers.

Additional risks to pregnant women and nursing mothers will be minimised, but in some cases this will not be reasonably practicable, and in any case, a risk assessment must be completed fully each an individual new and expectant mother.

## RIDDOR reportable accidents

In the event of an accident, which is reportable under the terms of RIDDOR 95, the appropriate manager or deputy will comply with the reporting requirements of the regulations. A copy of the HSE document "RIDDOR explained" will be kept in the Health and Safety manual.

## NEAR Misses

Near misses should also be investigated and controls put in place to prevent a more serious accident occurring and details recorded.

## Accidents occurring on Employer premises

In the event of an accident or incident of work related illness involving a Portland Training learner/ apprentice during training activities on an employer premises:

- The incident must be reported to the allocated Training Assessor as soon as possible, either by the learner / apprentice or the responsible person at the employer premises.
- The incident must be recorded in the employer's accident book. This is the responsibility of the employer and the allocated Training Assessor should ensure as reasonably practical that it is done.
- Portland Training line manager will follow the procedure as for Portland Training employees reporting procedure.

Any investigation and report of a learner/ apprentice accident must demonstrate that these points have been addressed, and that adequate steps are taken to prevent recurrence.

## Mobile Telephone

All Portland Training employees are issued with a company mobile telephone, and whilst these devices help to contribute to the efficient running of a business, and in some cases enhance the security of individuals there are also negative features associated with this equipment. The most obvious dangers associated with mobile phones is their use in the car.

Many road traffic accidents, some fatal, have been attributable to lack of attention caused by the use of hand held mobile telephones whilst driving. From 1<sup>st</sup> December 2003, the use of hand held mobile telephones whilst driving is **illegal**.

Therefore, Portland Training provides the following advice and is to be regarded as Portland Training policy.

- Never use the mobile telephone in handheld mode whilst driving
- If you need to initiate a call do so only when the vehicle is stationary
- Do not answer a call, even hands free, if engaged in a particularly difficult manoeuvre.
- When answering hands free, keep the call as short as possible.
- Do not engage in conversation requiring undue concentration.
- Make the caller aware that you are driving.
- Avoid making calls to a colleague who you know is driving.

## Road Safety

Driving is probably the most hazardous activity in which Portland Training employees engage in the course of their duties. Many of us cover a high mileage using company or private cars, which means that the risk of injury on the roads is significant. To minimise the risk to staff, Portland Training provide the following guidance:

- Is your journey necessary – Could this travel be avoided?
- Is driving the most effective means of travel? Alternatively travel by rail or air
- If you must travel by road – Are you well enough to drive?
- Ensure your vehicle is roadworthy
- Avoid peak travel times
- Allow plenty of time for the journey
- Take into account weather conditions
- Take regular breaks
- Limit your driving to 350 miles in any day
- Never use hand held mobile telephones
- Never drink and drive

## Learner Health and Safety

## Learner Health and Safety Induction

Page 9 of 17

Health & Safety Policy KB 006

LU DP Jan 26 TBR Jan 27

There are two fundamental principles which, if followed ensure the Health and Safety at work of all learners/ apprentices. These are:

The safe, healthy and supportive environment and safe learner principle.

Portland Training ensure all employer premises complete a Pre-Vet Health and Safety assessment prior to any learner undertaking training a funded programme, or apprentice being sign up onto a programme with us, to verify that they are safe places of work, and do not expose learners to undue risk.

The second principle is promoted by ensuring that all learners/ apprentices receive suitable and sufficient Health and Safety induction and training. A record of the induction is recorded on the initial visit reports and kept on the learners file.

This consists of:

- Induction to include general Health and Safety information
- Regular monitoring of job training by the Training Assessor
- Health and Safety element of the NVQ programme

Training Assessors have the responsibility of ensuring that their learners receive all of the above Health and Safety training and such training is documented, using the Visit report. Trainers/Assessors must ensure the following subjects are covered as a minimum:

- Employer/employee responsibilities
- Fire and emergencies
- Manual Handling
- COSHH (control of Substances Hazardous to Health)
- Basic legal responsibilities
- Awareness of the existence of any Health and Safety Policy
- Accident prevention
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1999)
- First Aid
- Equipment, processes or substances
- Personal Protective Equipment (PPE)
- Housekeeping
- Health and Safety personnel
- Prohibited areas or activities
- Risk and hazard spotting
- DSE (Display Screen Equipment)
- Fire procedures and evacuation procedures

### **Learner Health and Safety vetting**

Page 10 of 17

Health & Safety Policy KB 006

LU DP Jan 26 TBR Jan 27

Before any learner/ apprentice is allowed to commence training with an employer, it is essential that the workplace is subject to a check to ensure, so far as is reasonably practicable, that any learner / apprentice will not be exposed to undue risk to health and safety.

Portland Training will record each employer vetting using the employer vetting documents. The document is an important document, which must be available for audit purposes at any time. It should be kept within the employer file at Portland Training head office.

A new Employer Vetting document should be completed every 3 years, with monitoring carried out in between according to the risk band.

## Employer Vetting

The Employer Vetting is not a paper exercise – it is the principle means by which Portland Training verify the Health and Safety standards of the employer's premises. In order to ensure an effective assessment, the staff member of Portland Training must carry out a physical check of the workplace and talk to the member of staff responsible for safety issues.

On completion of the Employer Vetting, a decision is made regarding the adequacy of the employers premises to ensure the safety of the learner/ apprentice.

The decision reached will be one of the following:

- The employer's premises are suitable, and a learner may commence training with no further action on the part of the employer.
- Shortcomings have been identified, but the learner may commence training on the understanding that improvements agreed on the action plan are addressed within agreed timescales.
- Unacceptable standards, no learners may commence training.

All prohibitions must be recorded on the learners Individual Learning Plan.

## Employer Monitoring

Once an employer is in use, it is necessary to ensure that the standards observed at the initial vetting, or standards achieved as a result of agreed action, are maintained.

This is done by visiting the employer to carry out a formal, documented monitoring inspection. These checks will occur at intervals determined by the risk banding allocated to the employer at the initial Employer Vetting.

During a monitoring visit, particular attention should be paid to the following:

- Changes to management, supervision affecting the learner prohibitions/restrictions
- Any new machinery, tools or equipment in the learners area

- Any changes to systems of work involving the learner
- Accident records
- Any deterioration in housekeeping
- Maintenance of fire extinguishers and means of escape
- Learners comments

## Induction of learner health and safety

The periodic formal inspection of the workplace to monitor Health and Safety conditions is only one part of ensuring the continuing safety of learners.

Each learner must be monitored personally to ensure that s/he is not exposed to undue risk, receives adequate supervision, and is generally satisfied with the safety and welfare conditions within the workplace.

Portland Training will use two complementary procedures to accomplish this:

- Formal induction in line with risk banding
- Frequent visits

## Appendices

Appendix 1 The Management of Health and Safety at Work Regulations 1999

Portland Training will assess risk to the Health and Safety of its employees and others who may be affected by its activities. Any preventative or protective measures required will be implemented.

The assessment will be recorded on relevant documentation.

Health surveillance will be carried out where necessary.

To assist Portland Training to design and apply the requirements of the regulations it will appoint competent persons who will be suitably trained to carry out this duty.

Portland Training has set up emergency systems and will ensure that the instructions for such will be brought to the attention of all employees who may need to be informed.

Emergency systems will be tested at regular intervals and the results will be recorded in relevant registers.

Employees will be given information, instruction and training on all Health and Safety matters pertinent to their work.

Where other people share the workplace Portland Training will cooperate with other employers to ensure the safety of all persons at risk.

Employees should note that they have a legal duty to follow Health and Safety instructions and to report any hazard or danger to their employer.

## Appendix 2 The Manual Handling Operations Regulations 1992

Portland Training will do all that is reasonably practicable to reduce the risk of injury from manual handling operations. This will be achieved by avoiding wherever possible, the need to carry out work that is hazardous or might place employees at risk of injury.

Assessments will be carried out on all hazardous operations. The findings will be examined and, where necessary, remedial action identified will be taken.

Where training needs are identified by such assessments, the relevant courses will be provided by the company.

Appendix 3 The Personal Protective Equipment (PPE) at Work Regulations 1992

Portland Training recognises that the use of personal protective equipment is a last resort and will only be used where risks cannot be controlled by other means.

An adequate supply of sufficient and suitable personal protective equipment will be made available for use of employees. Risk assessments will be carried out to establish the type of personal protective equipment required.

Facilities for maintaining, cleaning and replacement of equipment will be implemented. Furthermore provision for storage will be available when such equipment is not in use.

Monitoring will be carried out to ensure that personal protective equipment is being properly used and maintained.

Employees will be given training and instruction upon the fitting and use of such equipment.

All new personal protective equipment will comply with the relevant EC Directive on design, certification and testing.

Appendix 4 The Provision and Use of Work Equipment Regulations 1998

Appendix 4 The Provision and Use of Work Equipment Regulations 1998

Portland Training will ensure that when purchasing equipment, it takes into account the working conditions and hazards in the workplace. The equipment selected will be suitable for its intended use and properly maintained. Information, instruction and training will be provided for its employees to ensure that they are familiar with such equipment.

Particular attention will be paid to machinery guarding, lighting, control systems and the stability of equipment, as will as ensuring that warning notices and isolation of equipment procedures are, where necessary, in place.

## Appendix 5 The Control of Noise at Work Regulations 2005

The legal requirements for the protection of employees are contained in the above Regulations. Guidance on implementation of the Regulations is contained in a series of HSE Noise Guides, which should be referred to for detailed information. The following paragraphs however outline the main requirements and give application guidance.

## Exposure limit values and action values

- (a) a daily or weekly personal noise exposure of 80 dB (A-weighted); and
- (b) a peak sound pressure of 135 dB (C-weighted).

(2) The upper exposure action values are—

- (a) a daily or weekly personal noise exposure of 85 dB (A-weighted); and
- (b) a peak sound pressure of 137 dB (C-weighted).

(3) The exposure limit values are—

- (a) a daily or weekly personal noise exposure of 87 dB (A-weighted); and
- (b) a peak sound pressure of 140 dB (C-weighted).

(4) Where the exposure of an employee to noise varies markedly from day to day, an employer may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with these Regulations.

(5) In applying the exposure limit values in paragraph (3), but not in applying the lower and upper exposure action values in paragraphs (1) and (2), account shall be taken of the protection given to the employee by any personal hearing protectors provided by the employer in accordance with regulation 7(2).

Assessments will be carried out by the company to:

- Identify all persons likely to be exposed at or above the first action level and
- Provide adequate information to enable appropriate action to be taken

At or above the first action level, employees will be issued with suitable ear protectors which they have the option to wear.

At or above the second action level ear protection will be issued and all reasonable steps will be taken to ensure personnel use of such equipment. Employees have a legal duty to comply in such circumstances.

Where personnel are exposed at or above any of the action levels the company will:

- Provide information upon the risks to hearing, the availability of personal protective measures and how to report defects.
- Instruct and train personnel on the proper use and maintenance of ear protection and in those circumstances when ear protection should be worn.
- Do all that is reasonably practicable to reduce or remove the offending noise source.

## Appendix 6 The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

In order to comply with the above regulations, Portland Training will carry out assessments, the objective of which is to:

- Identify the existing processes in which substances hazardous to health are used or produced
- Identify employees or group of employees who are likely to be affected by the process
- Collate existing information on substances employed or produced and the results of any environmental testing which has been carried out in work areas
- Utilise existing information on control measures used to control substances used or produced
- Assess likely exposures to substances hazardous to the health of employees affected by the process or operations.
- Identify actions, which are required either to reduce the exposure or to obtain further information upon which a better assessment of the hazard can be based.

It should be noted that manufacturers and suppliers have a legal duty under Section 6 of the Health and Safety at Work Act 1974 to provide adequate Health and Safety information of all their products if there is a known hazard or risk when used, handled, stored or transported.

Appendix 7 The Health and Safety (First Aid) Regulations 1981

The above regulations place a general duty on the employers to make adequate and appropriate first aid provisions for their employees.

The approved Code of Practice and Guidance sets standards for compliance, and Portland Training complies with the same set of standards. An appropriate number of trained first aiders are employed by Portland Training

## First Aid Boxes

First aid boxes/kits should contain sufficient quantities of first aid materials and nothing else.

## Appendix 8 Email and internet usage

Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting Company business. Some job responsibilities at the Company require access to the Internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorized, for Company purposes, may use the Internet or access additional software.

## Appendix 9 Fire evacuation plan

## Raising the alarm

If a fire is discovered by a staff member or a visitor/learner notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point.

## Sound of the alarm:

The sound of the alarm will be a continuous warning siren.

### Action staff should take on hearing the alarm:

The following actions will be taken upon the fire alarm being sounded/raised:

- Designated fire marshal will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address, contact number and details of the fire
- Designated fire marshal to pick up visitors/staff signing in book/sheet from the lobby
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating
- Staff to sweep building to ensure all areas are clear if safe to do so and ensure all doors are closed on the way out
- Fire Marshal to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all contractors and staff members are accounted for

## **Current First-Aiders**

Graham Farrell

*Billy Roberts*

*Jess Brown*

## Trained Fire Marshalls

*Malcolm Roe*

*Andrew Ferguson*

*Denholm Roberts*

### **Relating Policies**

Health and Wellbeing Policy

Learner Handbook

Staff Handbook

Page 17 of 17

Health & Safety Policy KB 006  
LU DP Jan 26 TBR Jan 27