

Health and Safety Policy

**Last updated:
October 2016**

Approval Details

Approved by:	H&S Committee	Date	10 th October 2016
Approved by:	Board of Trustees	Date	21 st October 2016
Implementation date:	21 st October 2016		
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Manager responsible:	Facilities Manager		

Policy Statement

The Students' Union Health and Safety Policy is not contractual, but is a statement of our commitment to providing a safe working environment in all areas and to our 'Duty of Care' for all its staff, students and visitors. It is prepared in accordance with the Health and Safety at Work Act (1974).

Scope

This policy applies to all employees, trustees, members, volunteers, and visitors of UPSU.

Statement of Intent

The University of Plymouth Students' Union shall be known throughout this document as "the Students' Union"

1. The Students' Union has a legal obligation to and is committed to providing a safe working environment in all areas and to a 'Duty of Care' for all its staff, students and visitors. The Students' Union will pursue a policy of continual improvement in its safety management arrangements and will review legislation and introduce such rules and regulations as are necessary to meet its safety responsibilities.
2. It is the intention of the Students' Union to take all such steps as are reasonably practicable to meet its responsibilities in providing a safe and healthy environment for staff, students, contractors, visitors and the general public.
3. The Students' Union will seek to provide:
 - a) Systems of work that are safe and without risk to health.
 - b) Safe arrangements for the use of handling, storage, transport, equipment and disposal of articles and substances.
 - c) Adequate supervision/instruction and training, to enable all employees to avoid hazards and to contribute positively to their own safety.
 - d) A safe place to work including safe access and egress from the Students' Union.
 - e) The provision and maintenance of a working environment for employees, that is safe, without risks to health, and provides adequate facilities and arrangements for welfare at work.

4. The Students' Union will expect all students and employees:
 - a) To be responsible and care for their own safety, and that of others who may be affected by their acts or omissions.
 - b) To co-operate with others in the Students' Union to fulfil statutory duties.
 - c) Not to interfere with, misuse or wilfully damage anything provided in the interests of safety.
 - d) To report ,all accidents or near misses. An accident is defined as an unplanned event that causes injury to person(s), damage to property or a combination of both. A near miss is an unplanned event that does not cause injury or damage, but could do, for example objects falling near people.

5. To ensure that the Students' Union Policy is effective, the Students' Union will:
 - a) Effectively communicate any change to the Health & Safety Policy to its employees and students.
 - b) Review its, Health&Safety Policy annually or on significant changes to workplace practices.
 - c) Maintain procedures for communication and consultation between all its staff on matters of safety.

Signature.....Date.....

Signed by Lowri Jones, President and Chair of the Board of Trustees

Organisation of Responsibilities

The Board of Trustees is responsible for safety in the Students' Union, confirmed by the signature of the Chair of the Board of Trustees on the General Statement of Intent. Responsibility for safety is not however, restricted to the Board of Trustees. Designated committees, managers and others have responsibilities. It is the responsibility of all staff & students to care for the their own safety and that of others .

The Board of Trustees will delegate responsibility as follows:

1. The Chief Executive is responsible for overseeing the implementation of the Health and Safety Policy.
2. The Chief Executive has overall management responsibility for Health and Safety, ensuring that the Students' Union has an active, effective Health and Safety Policy, and for ensuring compliance with the Safety Policy.
3. The Chief Executive is responsible for devising the Health and Safety Policy, in liaison with the University Safety Manager , and advising on Health and Safety issues,

dissemination of information about changes to statutory provisions and other regulations concerning safety, as well as the organisation and implementation of training programmes.

4. Line Managers are responsible for the introduction of and compliance with the Health and Safety Policy, in their Teams.
5. Safety Representative (UNISON appointed). The Students' Union encourages the appointment of a Safety Representative by a recognised Trade Union as a positive contribution to Health and Safety working conditions. There is a legal obligation on Trade Unions to appoint a Safety Representative to perform the functions and activities outlined in the Health and Safety at Work Act 1974, and the Safety Representatives and Safety Regulations 1977 (Refer to Appendix 5 - Role and Responsibilities).
6. UPSU has also a Safety Committee which is an advisory and consultative committee, comprising representation from key areas are as follows:
 - Facilities Manager
 - Director of Commercial Operations
 - Head of HR and Governance
 - Catering Manager
 - Volunteering Manager
 - Sports Development Manager
 - Societies and Activities Manager
 - Watersports Coordinator
 - Bars Manager
 - Events Mnanger
 - Sports & Recreation Manager
 - VP Welfare
 - Advice & Representation Manager
 - Lettings Manager
 - Retail Manager

The Safety Committee will be chaired by the Facilities Manager (on Behalf of the Chief Executive). The Committee represents staff and Union views, agrees implementation strategies, and disseminates information throughout the organisation. The University Safety Manager will attend the meetings in an advisory capacity.

7. Fire Evacuation Marshals are nominated by the Facilities Manager to assist and support the safe evacuation of persons from the Students' Union in the event of an emergency. (Refer to Appendix 5, 'Role and Responsibilities of Fire Marshals and Senior Fire Marshals') Fire Evacuation Marshalls are also nominated for the Nancy Astor Building which includes the Students' Union Sports Centre.
8. The Emergency Officer (Chief Executive) is responsible for managing and co-ordinating the Students' Union's response to an emergency as defined in the Evacuation Procedures (Appendices 7, 8 and 9)
9. Specialist Advisors – The Chief Executive will seek specialist advice from University services and outside agencies when required.

Safety Arrangements

1. Management of Contractors

All contractors hired by the Students' Union / University follow the University Code of Practice (Estates Management Of Contractors) issued by the Department of Estates . In the event that the Estates department is not involved, the Facilities Manager will ensure that where appropriate the University Code of Practice Guidelines are followed This will always include

awareness of the Students' Unions' Health and Safety Policy. All contractors must sign in at Reception.

2. Accident and Incident Reporting

Accidents/Incidents must be reported by all employees, students, contractors and visitors as soon as possible after the event. Accidents and incidents are to be entered in the Accident Log held by the Governance Administrator. The Facilities Manager will monitor and will propose any remedial action to be taken if required, the Students' Union Sports Centre administers its own accident reporting system which reports to the UPSU Health & Safety Committee, any accident/incident that is classified under the 'Reporting of Injuries, Diseases and Dangerous Occurrences 1995' (RIDDOR) is to be reported by the Chief Executive to the University Health and Safety Manager. Refer to 'A Guide to the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995'.

The reporting of "near misses" (i.e. events which could have led to an accident) is important as it represents an opportunity to rectify any potentially hazardous situations before they cause an accident. All 'near misses' must be reported to the Facilities Manager who will report to the Safety Committee

3. Health and Welfare

When required, the Students' Union will seek Occupational Health Advice on pre-employment screening, health surveillance and offer staff counselling facilities.

4. Health and Safety Inspectors Visits

H.M. Inspectors employed by the Health and Safety Executive make regular visits to the University/Students' Union, usually by prior announcement.

The Chief Executive will inform all departments of any proposed visits, and will:

- Co-ordinate follow-up action, ensuring recommendations are addressed.
- Ensure that the Students' Union reply is signed by the Chair of the Board of Trustees, and an agreed letter is forwarded to the Health&Safety Executive.

5. Fire Prevention

The Facilities Manager (on behalf of the Chief Executive) co-ordinates and manages fire prevention within the Students' Union. The University estates services will activate emergency fire drills within the Students' Union once per term and, in conjunction with the Chief Executive, or designated nominee will monitor evacuation times, fire alarms will be tested weekly.

In accordance with University fire regulations, the Students' Union sports centre follows evacuation procedures for the Nancy Astor Building. Emergency evacuation procedures can be found with the Nancy Astor Emergency Action Plan (Appendix 10).

The Facilities Manager (on behalf of the Chief Executive) will appoint Evacuation Marshals to assist in the safe and speedy evacuation of the buildings. Evacuation Marshals will attend regular training sessions which will be organised through the University's Fire Officer.

Every employee is required to familiarise themselves with fire prevention and escape routes. Fire Prevention training will be given to every member of staff as part of their induction. The Facilities Manager in conjunction with the Safety Co-ordinators will carry out Fire Risk Assessments.

6. Sports Centre

Nancy Astor Sports Centre has a comprehensive integrated management system of operating procedures; these support the running of the facilities on campus. Associated documents include:

- Normal Operating Procedures
- Standard Operating Procedures
- Emergency Action Procedures
- Accident Reporting System
- Risk Assessments
- Health Commitment Statement
- Annual Safety Inspections

7. First Aid

The Students' Union recognises its legal duty to make sufficient provision for First Aid to employees and students and other users of its facilities.

All Duty Venue Managers and other designated staff will complete a 'First Aid at Work' training course which is approved by the Health and Safety Executive. The qualification is valid for three years. Nominated First Aiders will be the only personnel permitted to administer first aid within Students' Union run facilities, apart from a qualified doctor, nurse or paramedic.

The First Aiders' main responsibilities are as follows:

- To maintain First Aid boxes and make their contents available to staff and students, and to report any deficiency to the Facilities Manager. It is the responsibility of First Aiders to ensure boxes are stocked accordingly.
- To render First Aid in accordance with their training and to render any assistance required.
- To report any accident/incident to the Facilities Manager or through other specified channels within this policy.
- To attend refresher training every three years, on expiry of the National Certificate.

8. Safe Systems of Work

The Students' Union has a duty under the Health and Safety at Work Act 1974 to provide systems of work that are safe and without risks to health, insofar as reasonably practicable. Safe Systems of Work embrace all duties and activities within the Students' Union, and play an important part in the management and control of Health and Safety.

A Safe System of Work is a formal procedure which results from the systematic examination of a task, in order to identify all the hazards and potential risks. The procedure defines safe working methods, ensuring that hazards are eliminated or risks minimised by establishing effective control. The System of Work can be written or verbal; a written system is preferable.

The devising and implementation of Safe Systems of Work apply not only to permanent activities and processes, but also to jobs which can vary day by day. High-risk activities will require a particular formal System of Work, for example, a Permit to Work System.

The following steps will be taken when creating Safe Systems of Work:

- Assessment of task.
- Identification of hazards.
- Assessment of the risk involved.
- Identification of existing methods, and additional controls necessary.
- Definition of safe methods of work.
- Implementation of the Safe Systems of Work.
- Regular monitoring and review.

The Facilities Manager and departmental managers will ensure that all persons receive appropriate information, instruction and training on Safe Systems of Work.

9. Permit to Work

Contractors who are employed by the University to work in the Students' Union will be expected to follow the guidelines set out in the Estates Management Of Contractors Code of Practice. In the event a permit to work is required this will be issued by the Estates Department.

Where the Students' Union employs contractors with only UPSU involved in the Project, the Facilities Manager will be required to issue a Permit to Work where applicable.

The Permit to Work will be monitored by the Facilities Manager. The following criteria are to be adhered to when formulating a Permit to Work System.

- Identify the work to be done.
- Identify the person(s) who are to carry out the work.
- Identify the person(s) who will supervise the work.
- Identify the Safety Precautions that have to be taken.
- Identify the Precautions that have to be taken by employees, before work commences.
- Identify the procedures that have to be followed before the Permit to Work is cancelled.

10. Training and Consultation

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 both impose duties on the Students' Union with respect to the training of employees. The Students' Union, through the Chief Executive must ensure that all employees receive training on Health and Safety.

The Facilities Manager oversees and approves Health & Safety training courses and ensures Line managers are kept fully informed about Health and Safety issues, with operational support from the HR Administrator. The Facilities Manager is responsible, with the support of the HR Administrator, for ensuring Line Managers are kept informed about the availability of external training courses.

Training within the Students' Union will cover the following areas:

- Health and Safety induction
- Union Safety Policy
- Individual responsibility and duties
- Emergency procedures (e.g.fire)

- Accident reporting
- First Aid
- Personal Protective Equipment
- Noise awareness
- Manual handling
- COSHH training
- Fire Marshall
- Senior Fire Marshall
- Safety Co-Ordinator training

Centralised records will be kept of all Health & Safety training. The Students' Union is committed to involving employees at all levels in the maintenance of Health and Safety standards and to providing them with adequate information, instruction and training.

Sports Clubs and Societies Safety Officer training will be delivered annually by the Facilities Manager and Sports Development Manager.

11. Risk Management

Risk Management is about identifying and controlling hazards and risks in the workplace, through eliminating or reducing them as far as is reasonably practicable. Departmental risk assessments are to be carried out by all line managers with support from the Facilities Manager, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessments follow the guidance outlined by the Health and Safety Executive (IND [G] 163L) "Five Steps to Risk Assessment". Union risk assessment forms and guidance notes are used to complete the assessments. Specific risk assessments are followed in detail for those risks highlighted in the general risk assessment process, for example:

- Fire Risk Assessment
- Display screen equipment
- Manual handling operations
- Noise
- Hazardous substances (COSHH)
- Special hazards which need Permits to Work
- Workplace environment (heating, lighting)
- New and pregnant mothers at work
- Sports Centre Facility Risk Assessments
- External site inspection forms and Risk Assessments
- Summer Ball
- Rag Events
- Volunteering events

12. Control of Substances Hazardous to Health (COSHH)

The Students' Union will eliminate and reduce risks of exposure to employees, students, contractors and visitors by controlling and monitoring the use of hazardous substances. Particular care is taken regarding the introduction of new substances. Line Managers, with assistance from the Facilities Department will carry out COSHH assessments and implement actions to reduce the risk.

The Students' Union monitors and controls hazards in the workplace and provides protective clothing to meet the standards required, ensuring a healthy and safe working environment.

13. Safety Inspections

Safety inspections are completed on an annual basis by the Facilities Manager (on behalf of the Chief Executive) The annual safety inspection is a mechanism for examining the workplace, to ensure general safety standards are being met and that any obvious hazards are removed. Safety inspections will be carried out at the allocated time and a final report will

be submitted by the Facilities Manager, outlining priority tasks that have to be completed by an agreed time scale.

14. Children within the Students' Union

The Students' Union Building is not intended or designed for use by children and therefore all children should be properly supervised whilst in the Students' Union. Children are able to use the Students' Union sports facilities if accompanied by an appropriate adult or coach. Any student or member of staff who wishes to bring children into the Students' Union should ensure that they are accompanied at all times. This means not only making sure that the children are safe, but preventing them from doing anything which may cause harm to themselves or others.

15. Animals within the Students' Union

No animals may be brought into any Students' Union facility, with the exception of Guide Dogs for the Blind, Hearing Dogs for the Deaf and Dogs that assist with disability . Exceptions can only be made with the permission the Duty Venue Manager.

16. Purchase of New Equipment

It is important that departments purchasing new work equipment/ machinery take the following into consideration:

Provision and Use of Work Equipment Regulations 1998 (PUWER)

- Where and how the equipment will be used
- What the equipment will be used for
- Who will use the equipment
- What training will be required to operate the equipment
- What risks to Health and Safety might result
- Compliance with the manufacturing instructions on ensuring safe working practices.

17. No Smoking Policy

In accordance with current legislation, smoking is not permitted in the Students' Union facilities.

The Student's Union is committed to a safe and healthy environment for all of our staff, students and visitors.

This policy applies to employees, students, trustees, contractors and visitors and is intended to protect the right of the non-smoker not to be exposed to second hand tobacco smoke.

In addition to meeting our legislative commitments, we will provide encouragement and support to smokers who wish to give up smoking. Electronic cigarettes will be classified and regulated as medicines from 2016, and their production will be licensed. The British Medical Association recommends that electronic cigarettes are included within smoking policies because they reinforce the "normalcy" of smoking behaviour and can cause people to believe that smoking is permitted in areas where it is not.

The Student's Union recognises the potential for the use of electronic cigarettes in helping people reduce or cease smoking tobacco, and with this in mind, whilst electronic cigarettes are not permitted to be used within University buildings, the restrictions outside buildings will not apply to the use of electronic cigarettes.

The Policy states: You are not permitted to smoke tobacco containing products within any University building or within 5 meters (for example, approximately 5 paces) of any University building perimeter. You are not permitted to use electronic cigarettes within any University building.

18. Drugs and Alcohol

The use of controlled substances is not permitted in Students' Union buildings. Alcohol may only be consumed by staff when not on duty and in permitted licensing hours. Refer to the Students' Union's Drugs and Alcohol Policy.

19. Annual Safety Report

The Chief Executive produces an annual Safety Report for the Board of Trustees. This report will also be presented to the Students' Union Safety Committee and the Board of Trustees. The report covers the following:

- Accidents and incidents
- Training
- Safety inspections
- General safety and policy review
- Sports & Activities Year End Report

20. New and Expectant Mothers

A risk assessment is to be completed by their Line Manager with support from HR for any pregnant employees. The employee should ensure that they receive written confirmation of their pregnancy from their general practitioner and forward a copy to HR.

21. Codes of Practice

For the purpose of practical guidance on safety issues, the Students' Union will issue a Code of Practice. The following subjects will be covered:

- Fire prevention
- Emergency procedures (covered within H&S policy appendices)
- Display screen equipment
- Vehicle driver safety
- Risk management
- Control of Substances Hazardous to Health (COSHH)

Prior to writing Codes of Practice, consultation will take place with relevant departments to ensure a universal approach to good safety practice.

22. Lone Working

It is often the case that staff work alone in the Students' Union, either during or outside of normal working hours. The Students' Union has procedures in place based on the outcome of a risk assessment suitable for those who may at times be working alone. Please refer to the Lone Working Policy for more details.

23. Work Equipment

The Students' Union conforms to the requirements outlined in the Provision and Use of Work Equipment Regulations 1998 regarding safe systems of work for operating work equipment. The procedures relate to the purchasing of new work equipment, existing work equipment and second-hand work equipment.

- Service and maintenance of equipment
- Emergency stop controls
- Training
- Protection against specific hazards
- Dangerous parts of machinery

The Students' Union takes appropriate measures to ensure that access to dangerous parts of machinery is prevented and suitable guarding is in place to prevent contact.

24. Safety Consultants

The Students' Union will use outside expert advice for safety matters as necessary. Further details on services available can be obtained from the Chief Executive

- Regulatory Reform (Fire Safety) Order 2005, carried out by Kensington Taylor, next review date September 2017

25. Monitoring

The Students' Union is required to monitor the effectiveness of its Health and Safety arrangements. There are a number of ways this can be done, including the Annual Fire Safety Inspection, Internal Safety Inspection and Health and Safety Policy reviews through the Students' Union's Safety Committee.

Line Managers are responsible for monitoring and controlling the Health and Safety arrangements within their departments, as well as the performance and activities of employees, to ensure that acceptable standards are maintained.

Health and Safety monitoring is carried out at frequent intervals during the year to coincide with the recommendations of the risk assessments. Where necessary the Line Manager will carry out visual inspections and report the findings to the Facilities Manager

26. Communications

The Students' Union will ensure that safety information reaches all employees. There are many ways in which this is done, for example:

- www.upsu.com
- Departmental meetings
- One-to-one meetings
- Staff meetings

- Safety Committee
- Safety Training
- Staff Induction
- Annual Safety Inspections
- Safety Auditing
- Safety Reports
- E-mail

In addition to these examples, all appointed Trade Union Safety Representative(s) have a responsibility to ensure safety information is passed to all employees.

27. Records

The Chief Executive will ensure that adequate arrangements are in place to keep Health and Safety documentation.

The documentation will include the following:

- Students' Union Safety Policy
- Codes of Practice
- Accident and Incident reports
- Safety Auditing reports
- H&S Inspection reports
- Risk assessments
- Training information

28. Emergency Procedures

The Students' Union has emergency evacuation procedures to cover all venue environments, i.e. office hours, evenings and nightclubs. Please refer to Appendices 9, 10, 11 and 12 for full details.

29. Manual Handling

The Students' Union will ensure compliance with the Manual Handling Operations Regulations 1992 regarding procedures for safe handling by all staff.

An assessment will be made by line managers of all lifting activities other than those which are assessed as being low risk. All findings should be reported to the Chief Executive.

The Students' Union will provide training in lifting techniques, which can significantly reduce the risk of injury and will be provided for all staff involved in manual handling operations that are considered of significant risk.

30. Display Screen Equipment (DSE)

As part of induction training, and during their working career, all staff that use DSE will receive adequate instruction in the use of their workstation equipment.

If staff identify issues with their DSE, their workstation will be included in a risk assessment programme. With assistance from HR, the Line Manager and the user of the equipment will assess the workstation. If any significant risks to health and safety are found these will be reported to the Facilities Manager who will report to Safety Committee, who should take action as recommended.

The Chief Executive or nominee will advise employees on the health and safety aspects of the use of DSE.

31 Personal Protective Equipment

The Students' Union will ensure that Personal Protective Equipment is issued to staff as necessary, upon completion of an assessment of the risks. The issue of personal protective equipment is a last resort in the overall prevention and control of risk to staff. Where it is deemed to be required, for example in the Students' Union's bars, it is the responsibility of the relevant Line Manager to ensure it is available to all who need to use it and is maintained in a serviceable condition. Personal protective equipment may include overalls, gloves, eyewear, etc.

32 Noise

The Students' Union will seek to protect its staff from excessive exposure to excessive noise levels, as required by the Control of Noise at Work Regulations 2005. Please refer to the Noise Management Policy for more details

Where noise levels have been identified, by a noise assessment, as likely to exceed the upper action limit, hearing protection warning signs have been put in place and guidance issued to line managers.

33 Housekeeping

The Students' Union acknowledges the importance of good housekeeping within all its departments. It is important to maintain high standards of Health and Safety in all areas. All staff should always be cautious of the danger, to themselves and others, presented by their working environment and activities. This is particularly important regarding unsafe conditions or potential hazards, for example defective equipment, trailing leads, poor lighting, poor ventilation, extremes of temperature, damaged floor coverings, uncollected glasses/bottles, obstructed fire exits and slippery floors. It is important that any unsafe condition is reported to their Line Manager as soon as possible for remedial action to take place. Line Managers are to inform the Facilities Manager of all reported hazards.

34 Environment

The Students' Union is committed to the highest levels of environmental performance. It is the ultimate responsibility of all staff to ensure the Environmental Policy, otherwise known as 'The Green Agenda' is implemented and adhered to. The Students' Union is committed to continual improvement and to participating in environmental and ethical certification programmes, such as the Green Impact Awards. We aim to ensure the Students' Union is forward thinking and self-aware in all respects and will continue to provide a clean and healthy environment for students, contractors and staff.

35 Mobile Phone Policy

All employees and club/society minibus drivers are strictly prohibited from using a hand-held mobile phone while driving either a Union vehicle, or a private vehicle if this is for business purposes and they are claiming mileage for the trip. The Students' Union will not pay any fines incurred by any employee caught using a mobile phone while driving.

If you need to make or take a phone call, you must stop in a safe, legal position (not a petrol station, where mobile phones must be switched off), switch off your engine, and only then make or take your call. Please note that it is illegal to make or take a call on a hand-held mobile phone in any other circumstances; even if you are stationary at traffic lights or road junctions you are deemed to be 'driving' the vehicle and will be in breach of the law, the only

mobile phones which can be used by Students' Union employees/minibus drivers are those fitted into a cradle, making them totally hands-free, or a Bluetooth model fitted with a headset.

You should be aware however that even then you can be prosecuted for driving without due care and attention. Failure to comply with this policy could lead to disciplinary action being taken against you by the Students' Union.

Appendix 1

Role and Responsibilities of UPSU Safety Manager

The main responsibilities of the Safety Manager are as follows:

- To implement the Students' Union Health and Safety Policy and supporting documents.
- To monitor and review as necessary UPSU's Health and Safety Policy, including the introduction of new equipment, changes in working practices and new legislation.
- To determine the allocation of resources, therefore ensuring that the policy and associated safety plans can be properly delivered and sustained.
- To review and evaluate Health and Safety Management arrangements within UPSU, ensuring that effective arrangements are in place for dealing with Health and Safety issues.
- To establish mechanisms for effective communication throughout UPSU on Health and Safety matters.
- To delegate appropriate staff as Safety Co-ordinators, Fire Marshals and First Aiders.
- To delegate the routine management of safety within UPSU to the Safety Co-ordinators.
- To authorise or take personal action to suspend or stop any activity within UPSU that is considered dangerous or does not comply with UPSU safety requirements.
- To ensure that adequate monitoring arrangements are in place, in order to measure compliance with relevant safety legislation.
- To ensure that Annual Safety Inspections are completed within the allocated timescale.
- To exercise executive authority regarding unsafe working practices in UPSU.
- To make good use of technical knowledge, professional advice and resources available within UPSU and the University.
- To ensure that activities under his/her jurisdiction are, as far as reasonably practicable, conducted without detriment to the health and safety of employees or others who may be affected by their activities.
- To chair, or designate responsibility for the chairing the UPSU Safety Committee.
- To oversee the implementation of the Fire Safety Code of Practice

Appendix 2

Role and Responsibilities of UPSU Safety Co-ordinators

The role of the UPSU Safety Co-ordinator is:

- To be familiar with the UPSU Safety Policy.
- To ensure all aspects of the Safety Policy are implemented throughout the organisation.
- To implement monitoring arrangements that cover the following:
 - a) Controlling and monitoring of existing and new hazards.
 - b) Standards of housekeeping.
 - c) Personal Protective Equipment needs are assessed and suitable equipment is in place and used properly.
 - d) Servicing and maintenance of equipment is carried out regularly in line with legislation and manufacturer's instructions.
 - e) Staff and students are suitably informed, instructed and trained in safety matters.
- To ensure, in conjunction with the Safety Manager (Chief Executive) or designated nominee, that departmental Risk Assessments are in place, appropriate and regularly reviewed and updated.
- To ensure that accidents and near misses are reported and investigated as appropriate.
- To report promptly to the Safety Manager (Chief Executive) or nominee any Health and Safety issues that cannot be resolved locally or on a time scale pertinent to the risk.
- To provide advice to students and staff on matters of Health and Safety and distribute information as appropriate.
- To ensure that new staff members receive safety information as part of their induction programme.
- To ensure a good liaison with the University Safety Manager and Estates department.
- To ensure visitors and contractors are provided with suitable UPSU safety information and carry out their business within UPSU safety guidelines.
- To attend Safety Committee meetings and contribute to reviews and updates as required.

Appendix 3

The Role and Responsibilities of managers/supervisors/responsible persons are required to:

- Keep abreast of Health and Safety legislation and its implementation.
- Implement the recommendations of the UPSU Safety Policy within their designated area of responsibility.
- Be informed of any significant health and safety compliance violations and inform a Safety Co-ordinator or the Facilities Manager.
- Assist in the development and implementation of an effective Health and Safety system.
- Report all accidents and near misses in their area of responsibility to a Safety coordinator or the Facilities Manager.
- Ensure all staff within their area of responsibility adhere to the Safety Policy.

Appendix 4

The Role of the Safety Committee

The Safety Committee includes persons nominated by the Chief Executive . The committee considers all matters relating to Health and Safety and makes recommendations to the Executive Committee and Board of Trustees.

The Safety Committee meets three times a year, in the Autumn, Spring and Summer terms, and is chaired by the Facilities Manager (on behalf of the Chief Executive). The Safety Committee operates in accordance with guidelines laid down by the University of Plymouth Safety Committee and the minutes of meetings are forwarded to the University of Plymouth Safety Officer.

The main functions of the Safety Committee are as follows:

- To review UPSU's Safety Policy and procedures and recommend amendments as necessary.
- To review and advise on UPSU's annual safety inspections for submission to the Board of Trustees and the University of Plymouth Safety Officer.
- To assess and develop appropriate Health and Safety training for UPSU.
- To analyse accident, statistics and dangerous occurrence reports together with other relevant information.
- To monitor safety performance and recommend any new Health and Safety measures and standards or review existing ones.
- To present proposals for improvements, alterations or additions to health, safety and wellbeing matters to the Executive Committee and Trustee Board, Directors and SMT.
- To consider general standards of safety rather than the day to day safety matters, which are controlled by the Safety Co-ordinators and line management.
- To approve UPSU Codes of Practice on Health and Safety.
- To review information on any new legislation, regulations and approved codes of practice.

Appendix 5

Role and Responsibilities of Fire Marshals and Senior Fire Marshals

Fire Marshals

Fire Marshals play an important part in assisting the evacuation of occupants from buildings. Fire Marshals can be volunteers or be nominated by the Safety Manager for the role

The main duties of the Fire Marshals are:

- To assist in the evacuation of occupants from the building to a place of safety.
- To carry out a Fire Risk Assessment with other nominated persons.
- To receive training on being nominated for Fire Marshal duties and every 3 years thereafter.
- To liaise with Devon and Somerset Fire Service on fire prevention including evacuation of a building.
- To assist in the re-entering of any building on completion of the emergency or fire drill.
- To be recognised as a Fire Marshal by the wearing of a Fire Marshal jacket during an evacuation.

Senior Fire Marshals

Senior Fire Marshals are the Facilities Manager, Venue Operations Manager, Events Manager Bars Manager, Deputy Bars Manager

The main responsibilities of the Senior Fire Marshals are:

- To coordinate the evacuation of the building, ensuring the building is clear.
- To be clearly identified as the Senior Fire Marshall (Orange High Viz).
- To be responsible for the re-entering of a building following a fire drill exercise.
- To be responsible for providing assistance and advice to the Fire Brigade during a real incident; this will include the location and possible rescue of a person from a Refuge Area.
- To receive feedback from the Fire Marshals following an incident or drill.
- To report any significant changes or developments to the Facilities Manager.

Appendix 6

The Role of the Students' Union Sports Centre

The Sports Centre is responsible for ensuring that it works within the framework of the Students' Union Health and Safety Policy. It is required to:

- Actively promote a positive safety culture within sport, providing clear pathways of co-operation in all areas.
- Support and feed into the Health & Safety Policy of the Students' Union.
- Ensure Safety in Sport Policy Objectives are displayed at the Students' Union Sports Centre, within Students' Union Offices and the UPSU.com website.
- Provide advice to participants on the safe use of facilities and equipment and not to indulge in inappropriate activities that put themselves or others at risk.
- Ensure Operating procedures/ and the integrated management system are updated and available to users for owned and hired facilities for sports and active leisure activities.
- Carry out site inspections annually of facilities hired and ensure robust health and safety procedures are in place.
- Review external partners' health and safety policies and procedures, ensuring that activities are conducted in a safe manner.
- Ensure that appropriate Risk Assessments are carried out. This will specifically include oversight of risk assessments for the following UPSU clubs: Yacht, Canoe, Windsurf / Kite Surf, Wakeboard, Sail and Power, Rowing.
- To ensure that separate Risk Assessments are written and approved for one-off events or activities, additional insurance cover may be required.

Appendix 7

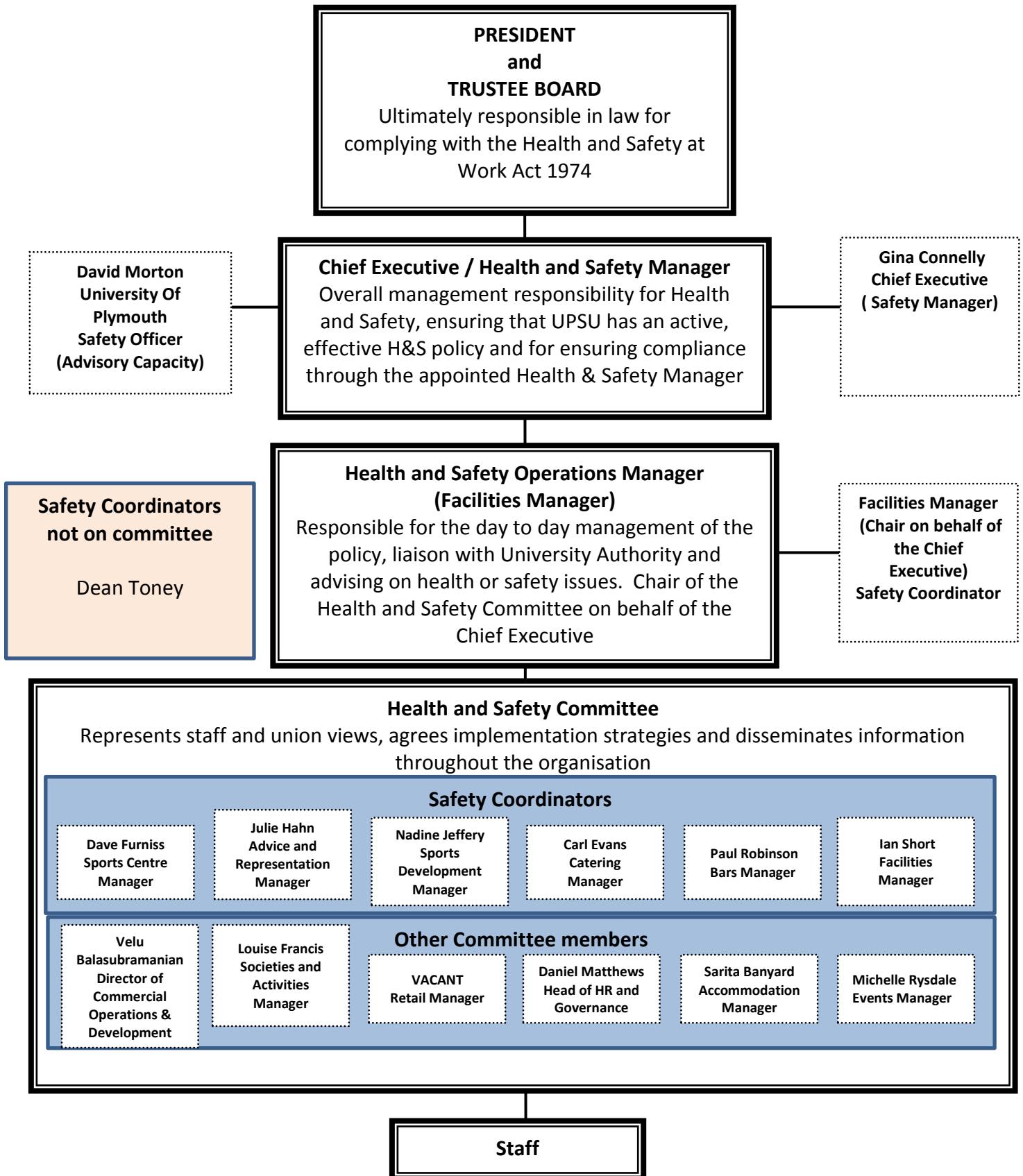
The Role of the Students' Union Sports Development Department and Societies and Activities Department

To oversee the activities of SU Sports Clubs and Societies, and ensure that the Safety Officers receive sufficient training and support to minimise the risk involved and understand the club and societies committee's role, responsibilities and duty of care, in consultation with the appropriate safety co-ordinators the role of the Students' Union will be:

- To ensure that every Sports Club and Society has a Risk Assessment in place that covers all of their current activities by the first working day in October or prior to the start of their activity, this must be reviewed with by the Club / Society/Society Safety Officer every 12 months.
- To ensure that separate Risk Assessments are written and approved for one off events or activities. Additional insurance cover may be required.
- All Risk Assessments will be authorised by the Sports Development Manager for Sports Clubs and the Activities Manager for Societies ,apart from Risk Assessments for the following clubs, which are authorised by the water sport co-ordinator with oversight of the Sport'sdevelopment manager: Yacht, Canoe, Windsurf / Kite Surf, Wakeboard, Sail and Power, Rowing.
- To facilitate appropriate training of Club and Society Safety Officers, to ensure sufficient levels of competency and knowledge in assessing risk, Health & Safety law, policies and procedures.
- To provide access to appropriate external training – First Aid, Basic Food Hygiene, DBSDBS.
- To ensure that every Club and Society Safety officer is aware of the procedure for activities off campus including activities off campus including Day and Weekend Trips and Trips Abroad, and provides the required documents in advance of their trip off campus.
- To provide adequate Public Liability Insurance cover and Personal Accident cover (BUCS Gold Policy).
- To ensure all accidents and incidents involving students (home or away), staff and members of the public are recorded on an Accident or Incident Report Form and handed into the SU Sports Development Department and the Societies & Activities department. A copy of all Accident/Incident report forms will will be sent to the University Safety Officer within 48 hours.
- To ensure all Club and Society Safety Officers and Group Leaders are aware of and understand the SU Major Accident/Incident procedure and reporting process
- Where a Sports Club or Society appoints a coach or instructors, to ensure that those persons are suitably qualified with appropriate experience and have adequate insurance cover. Copies of qualifications and insurance cover must be submitted to the Students' Union Sports Club Coordinator or the Societies & Activities Co-ordinator.
- To ensure that the SU Sports Development Department has copies of Normal Operating Procedures and Emergency Action Plans for all hired facilities and ensure that Sports Clubs have access to these.
- Breaches of UPSU Health & Safety Policy will be dealt with in the following way: The Sports Development Manager and VP Sports & Activities or the Societies & Activities Manger will investigate any alleged breach and will follow the UPSU Disciplinary Procedure.

Appendix 8

Health and Safety Management Responsibilities



Appendix 9

Evacuation of the SU Building for Fire and Emergency

The following procedure is to be implemented when the Students' Union is operating under normal office hours, usually Monday to Friday 08-30 – 18-00

All staff are required to read these procedures and understand their responsibilities in the event of an evacuation. Staff should follow these instructions and take up Fire Marshal positions ONLY IF IT IS SAFE TO DO SO AND AT A SAFE DISTANCE.

Persons involved/affected

Chief Executive, Finance Fire Marshals, top floor office staff, Director of Marketing and Communications, Sales and Marketing Manager, Advice Centre Manager, Advice Centre Fire Marshals, 1st floor office staff, Duty Venue Manager, Duty Bars Manager, Bar Fire Marshals, Bar and Catering staff, Coffee Shop Staff, Sports and Societies Development Manager, Hive office staff, Entertainments Manager, Entertainments staff, Marketing Staff, Cleaning staff, Contractors, Students / members of the public.

This list is not exhaustive and relates to those persons likely to be affected by the evacuation of the Students' Union

Action to be taken on activation of alarms

Currently the SU operate a three minute verification period in which the Duty Venue Manager will verify the need to evacuate: during this period the Alarm remains silent unless the following occurs:

- Two or more call points are activated
- There is a knock knock on the system (Two or more sensors are activated)
- Another sensor is activated during the verification period

On hearing the alarm all SU Fire Marshalls shall assist in their designated area with the evacuation of all persons from the building. Once outside, staff and students are to be directed to the nearest assembly point and access over the Students' Union must be restricted.

Muster Points and Fire Alarm Action

Duty Venue Manager (Senior Fire Marshal)

Fire Marshal Position 1 – UPSU Entrance Lobby (as per the evacuation plan attached)

- a. Establish communication with campus security control centre (primary - comms radio, secondary - comms telephone). Confirm alarm has been relayed and emergency services called. Maintain radio contact.
- b. Proceed to the alarm panel (entrance lobby) to establish the source of the activation and await the arrival of the Senior Fire Officer and the UPSU Safety Officer.
- c. Co-ordinate the evacuation, collating reports from Managers and Marshals as staff and students are evacuated and all areas are reported clear. Relay updates to Managers and Marshals as appropriate.
- d. Inform the Senior Fire Officer of any refuge points in use.
- e. Once the Fire Service or Emergency Services attend the emergency the Senior Fire Officer in charge is the only person authorised to permit re-entry, re-entry will only be allowed once the emergency is over, the building has been confirmed safe and the alarms re-set.

- f. In the event of the alarm being used for fire drill purposes, the University Safety Officer / Senior Fire Marshal will be the only persons allowed to give the all-clear. This will only be given once the building is safe to enter and the alarm re-set.
- g. On completion of the incident/drill obtain feedback from all departments involved and compile a report to be sent to the UPSU Safety Officer, Chief Executive and Designated Premises Supervisor.

Chief Executive (UPSU Safety Manager)

Fire Marshal Position 1 - UPSU Entrance Lobby (as per the Fire Marshal plan attached)

- a. Assist in the evacuation of the top floor
- b. Direct Finance Fire Marshal to their allocated position.
- c. Account for all finance staff.
- d. Proceed to the main entrance lobby and await the Senior Fire Officer.

Hive Staff

Fire Marshal Position 2 – Bottom of Library external steps (as per the Fire Marshal plan attached)

- a. Assist in the Evacuation of the Hive and offices adjacent to the Hive.
- b. Account for all Hive and Hive office staff.
- c. Proceed to Fire Marshal position ensuring the CETL garden area remains clear for safety and Fire Brigade access.
- d. Prevent access up the Library Steps to the SU beer garden area and ensure that customers and staff remain at the assembly point well clear of the building.

Duty Bars Manager

Fire Marshal Position 2 – Bottom of Library external steps (as per the Fire Marshal plan attached)

- a. Carry out laid down procedures for closing the bar in emergencies.
- b. Assist in the evacuation of Sublime, Illusion and the outside smoking area and proceed to designated Fire Marshal position.
- c. Establish and maintain radio contact with the Senior Fire Marshal.
- d. Direct Bar Fire Marshals to their allocated fire marshal positions.
- e. Duty Bars Manager must account for all members of staff and inform the Senior Fire Marshal that staff have/have not been accounted for.

Campaigns and Democracy Co-ordinator

Fire Marshal Position 3 - main Library entrance (as per the Fire Marshal plan attached)

- a. Assist in the evacuation of the middle floor and beer garden area including 'Loafers'sandwich shop.
- b. Account for all middle floor staff.
- c. Proceed to designated fire marshal position.
- d. Prevent access into and across the SU beer garden area from the Library. Provided the Library Fire alarm is silent, persons attempting to leave the Library via the main door must be directed back into the building and down the internal stairs to the lower exit. If the Library alarm is also sounding, persons exiting must be directed down the external Library steps to the assembly point under the link building.

Bar Fire Marshal 1

Fire Marshal Position 3 - main Library entrance (as per the Fire Marshal plan attached)

- a. As Bars Manager.
- b. Proceed to designated fire marshal position
- c. Prevent access up the library steps and into the SU garden area and monitor access and egress points along the pathway between the Smeaton building and the library.

Finance Fire Marshal

Fire Marshal Position 4 - northeast corner of the Library (as per the Fire Marshal plan attached)

- a. Assist in the evacuation of the top floor of the SU.
- b. Account for all finance staff and Senior Managers.
- c. In the event of the absence of a first floor Fire Marshal, assist in the evacuation of the first floor and beer garden area including 'Loafers' sandwich shop.
- d. Proceed to designated fire marshal position.
- e. Prevent access into and across the SU beer garden area from the north end Library path and Fitzroy building.

Director of Marketing and Communications

Fire Marshal Position 4 - northeast corner of the Library (as per the Fire Marshal plan attached)

- a. Assist in the evacuation of the Snug Area, Illusion and north end toilets.
- b. Proceed to fire marshal position.
- c. Prevent access into the SU beer garden area from the north end Library path and Fitzroy building.

Shop Manager / Shop Supervisor

Fire Marshal Position 5 - top of Shop ramp adjacent to Shop delivery doors (as per the Fire Marshal plan attached)

- a. Assist in the evacuation of the shop and beer garden area.
- b. Account for all shop staff.
- c. Allocate shop fire marshals to required positions.
- d. Proceed to required fire marshal position.
- e. Prevent access into the SU beer garden area from those entering campus across North hill.

Entertainments Manager

Fire Marshal Position 6: top of nightclub entrance slope (as per the Fire Marshal plan attached).

- a. Assist in the evacuation of Sublime and the smoking area.
- b. Once clear, exit via the north end of the smoking area and proceed to designated fire marshal position.
- c. Account for all Ent's staff / crew.

- d. All staff and students are to be directed to the assembly point situated in Fitzroy car park.
- e. Prevent access into the SU via the nightclub entrance.
- f. Maintain radio contact with the Senior Fire Marshall.

Sales and Marketing co-ordinator

Fire Marshal Position 6: Top of nightclub entrance (as per the Fire Marshal plan attached)

- a. Assist in the evacuation of the North end of the SU including The Snug, Coffee Shop and Illusion.
- b. Account for all communication staff.
- c. Proceed to designated fire marshal position.
- d. All staff and students are to be directed to the assembly point situated in Fitzroy car park.
- e. Prevent access into the SU via the nightclub entrance.

Coffee Shop Supervisor

Position - Fitzroy car park assembly point

- a. Assist in the evacuation of the Coffee Shop.
- b. Account for all coffee shop staff.
- c. Once outside, all staff and students are to be directed to the assembly point situated in Fitzroy car park.
- d. Proceed to Fitzroy car park assembly point until the all clear is given.

Kitchen Fire Marshal

Fire Marshal Position - assembly point under the link building.

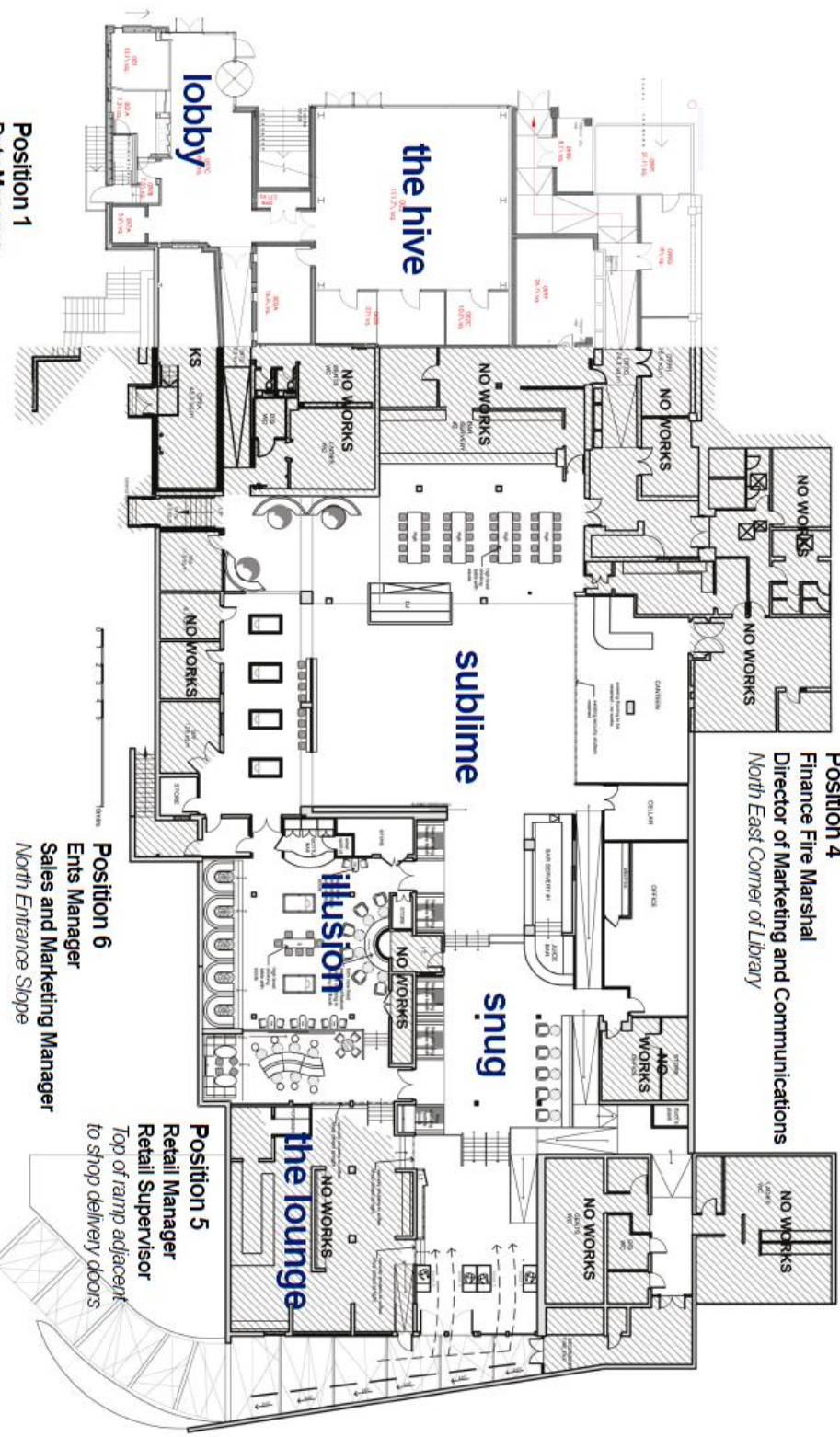
- a. Assist in the evacuation of the Kitchen and adjacent seating area.
- b. Account for all Kitchen staff.
- c. Proceed to fire marshal position.
- d. Once outside all persons evacuated are to be directed and held at the assembly point under the link building. The CETL garden area must remain clear for safety and for Fire Brigade access. Public access to the SU area from the Roland Levinsky and Smeaton Buildings must be prevented until the all clear has been given.

Appendix 9a

Position 2
Hive Staff Fire Marshall
Duty Bar Manager
Bottom of Library Steps

Position 3
Senior Representation and Democracy Coordinator
Bar Fire Marshall
Library Entrance

Position 4
Finance Fire Marshal
Director of Marketing and Communications
North East Corner of Library



Position 1
Duty Manager
UPSU Safety Manager
Entrance of Lobby

Position 6
Erts Manager
Sales and Marketing Manager
North Entrance Slope

Position 5
Retail Manager
Retail Supervisor
Top of ramp adjacent to shop delivery doors

Evacuation of the SU Building for Fire and Emergency out of normal office hours

The following procedure is to be implemented when the Students' Union is operating out of normal office hours - 18-00- 23-59 Sunday to Thursday and at weekends.

All staff are required to read these procedures and understand their responsibilities in the event of an evacuation. Staff should follow these instructions and take up Fire Marshal positions ONLY IF IT IS SAFE TO DO SO AND AT A SAFE DISTANCE.

Nightclub Events

Please note: There is a separate evacuation plan specifically for nightclub events, Friday and Saturday evenings during term time, when the building is likely to be at capacity.

Persons involved/affected

Duty Venue Manager, Duty Bars Manager, Bar Fire Marshals, Bar and Catering staff, Door Supervisors, Entertainments staff, Cleaning staff, Contractors, Students, members of the public, Shop staff and customers (until approximately 20:30 hours Monday – Friday and 16:30 hours on Saturdays).

This list is not exhaustive and relates to those persons likely to be affected by the evacuation of the Students' Union.

The UPSU alarm system now incorporates a 3 minute verification period. To avoid unnecessary evacuation of the venue in the event a false alarm, for a period of Three minutes only, the alarm on the control panel sited at the north end of the venue will sound. This enables the Duty Venue Manager time to establish whether or not the alarm is for a genuine emergency.

Upon activation of the Three minute verification period, the following procedure must be followed.

- a. Any member of staff to inform Duty Venue Manager(DVM) of activation of alarm panel and location of alarm activation.
- b. Duty Venue Manager will establish communication with campus security and inform them that a two minute verification process is underway.
- c. Duty Venue Manager to proceed to the source of the activation.
- d. In the event of a false alarm, the Duty Venue Manager will silence the alarm panel and no evacuation need take place. The Duty Manager will inform campus security that no further action is to be taken.
- e. In the event of a genuine emergency, the Duty Venue Manager will instigate an immediate evacuation of the venue by activating all alarms.

Action to be taken on activation of alarms

On hearing the alarm all SU Fire Marshalls and Door Supervisors shall assist in their designated area with the evacuation of all persons from the building. Once outside, staff and students are to be directed to the nearest assembly point and access over the Students' Union must be restricted. Changes to areas of responsibility due to reduced manning to be implemented and briefed by the duty Venue Manager.

Muster Points and Fire Alarm Action

Duty Venue Manager (Senior Fire Marshal)

Fire Marshal Position 1 – UPSU Entrance Lobby (as per the evacuation drawing attached)

- a. Establish communication with campus security control centre (primary - comms radio, secondary - comms telephone). Confirm alarm has been relayed and emergency services called. Maintain radio contact.
- b. Proceed to the alarm panel (entrance lobby) to establish the source of the activation and await the arrival of the Senior Fire Officer and the UPSU Safety Officer.
- c. Co-ordinate the evacuation, collating reports from Managers and Marshals as staff and students are evacuated and all areas are reported clear. Relay updates to Managers and Marshals as appropriate.
- d. Inform the Senior Fire Officer of any refuge points in use.
- e. Once the Fire Service or Emergency Services attend the emergency the Senior Fire Officer in charge is the only person authorised to permit re-entry. (Re-entry will only be allowed once the emergency is over, the building has been confirmed safe and the alarms re-set.)
- f. In the event of the alarm being used for fire drill purposes, the University Safety Officer will be the only person allowed to give the all clear. (This will only be given once the building is safe to enter and the alarm re-set.)
- g. On completion of the incident/drill obtain feedback from all departments involved and compile a report to be sent to the UPSU Safety Officer, Chief Executive and Designated Premises Supervisor.

Duty Bars Manager

Fire Marshal Position 2 – Bottom of Library external steps (as per the Fire Marshal plan attached)

- a. Carry out laid down procedures for closing the bar in emergencies.
- b. Assist in the evacuation of Sublime, Illusion and the outside smoking area and proceed to designated Fire Marshal position.
- c. Establish and maintain radio contact with the Senior Fire Marshal.
- d. Direct Bar Fire Marshals to their allocated fire marshal positions.
- e. Duty Bars Manager must account for all members of staff and inform the Senior Fire Marshal that staff have/have not been accounted for.
- f. Prevent access up the library steps and into the SU garden area and monitor access and egress points along the pathway between the Smeaton building and the library.

Bar Fire Marshal 1

Fire Marshal Position 3 - main Library entrance (as per the Fire Marshal plan attached)

- a. Assist in the evacuation of the beer garden area including 'Loafers' sandwich shop.
- b. Prevent access into and across the SU beer garden area from the Library. Provided the Library Fire alarm is silent, persons attempting to leave the Library via the main door must be directed back into the building and down the internal stairs to the lower exit. If the Library alarm is also sounding, persons exiting must be directed down the external Library steps to the assembly point under the link building.

Bar Fire Marshal 2

Fire Marshal Position 4 - northeast corner of the Library (as per the Fire Marshal plan attached)

- a. Assist in the evacuation of Sublime, Illusion and the outside smoking area and proceed to designated Fire Marshal position.
- b. Prevent access into and across the SU beer garden area from the north end Library path and Fitzroy building.

Shop Manager / Shop Supervisor (until approximately 20:30 hours Mon- Fri and 16:30 Sat)

Fire Marshal Position 5 - top of Shop ramp adjacent to Shop delivery doors (as per the Fire Marshal plan attached)

- a. Assist in the evacuation of the shop and beer garden area including 'Loafers' sandwich shop.
- b. Account for all shop staff.
- c. Allocate shop fire marshals to required positions.
- d. Proceed to required fire marshal position.
- e. Prevent access into the SU beer garden area to those entering campus across North Hill.

Snug Bar Supervisor / Bar Staff

Fire Marshal Position 5: Top of shop ramp adjacent to shop delivery doors (as per the Fire Marshal Plan attached)

- a. Assist in the evacuation of the north end of the SU.
- b. Account for all Bar and Snack Shack staff in the north end and report to Bars Manager via radio.
- c. Proceed to designated fire marshal position.
- d. Prevent access into the SU beer garden area to those entering campus from North Hill.

Door Supervisor

Fire Marshal Position 6: Top of nightclub entrance (as per the Fire Marshal plan attached)

- a. Assist in the evacuation of the North end of the SU including The Snug, Lounge and Illusion areas.
- b. Proceed to designated Fire Marshal position.
- c. All staff and students are to be directed to the assembly point situated in Fitzroy car park.
- d. Prevent access into the SU via the nightclub entrance.
- e. Maintain radio contact with the Senior Fire Marshal.

Kitchen Fire Marshal

Fire Marshal Position - assembly point under the link building.

- a. Assist in the evacuation of the Kitchen and adjacent seating area.
- b. Account for all Kitchen staff.
- c. Proceed to fire marshal position.
- d. Once outside all persons evacuated are to be directed and held at the assembly point under the Link building. The CETL garden area must remain clear for safety and for

Fire Brigade access. Public access to the SU area from the Roland Levinsky and Smeaton Buildings must be prevented until the all clear has been given.

Bar Fire Marshal 3

Fire Marshal Position - assembly point under the link building.

- a. Once outside, all persons evacuated are to be directed to and held at the assembly point under the link building. The CETL garden area must remain clear for safety and Fire Brigade access. Public access into the SU area from the Roland Levinsky and Smeaton buildings must be prevented until the all clear has been given.

Appendix 10a

Position 2
Fire Marshal
Duty Bar Manager

Position 3
Bar Fire Marshal

Position 4
Fire Marshal

Position 5
Shop Manager
Shop Supervisor
Bar Supervisor

Position 6
Door Supervisor

Client
UNIVERSITY OF PLYMOUTH


Project
STUDENT UNION

Drawing Title
FIRST FLOOR

No.	Revision Notes	Date

File Ref: 11/3 - DRAWINGS ARCHIVE (PLYMOUTH)
 Drawing No. 705.1
 Scale 1:200 @ A3
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 Date: 22/09/06

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UNIVERSITY OF PLYMOUTH

Appendix 11

Evacuation of the SU Building for Fire and Emergency Nightclub Events

The following procedure is to be implemented when the UPSU building is operating as a fully staffed nightclub, usually Friday and Saturday 2200 to venue close during term times. This procedure will also apply to any other special events when 8 or more Door Supervisors are on duty. Any changes to areas of responsibility due to reduced staffing will be implemented and briefed by the Duty Venue Manager as required.

All staff are required to read these procedures and understand their responsibilities in the event of an evacuation. Staff should follow these instructions and take up Fire Marshal positions ONLY IF IT IS SAFE TO DO SO AND AT A SAFE DISTANCE.

Persons involved/affected

STAFF:	Duty Venue Manager (DVM)	OTHERS:	DJs
	Door Supervisors (DS)		Bands
	Duty Bar Manager		Stalls/Promotion staff
	Door Steward		Contractors
	Ents Crew		Customers
	Cleaning Staff		Campus Security
	Bar staff		
	Cashier/Cloakroom Staff		

This list is not exhaustive and relates to those persons likely to be affected by the evacuation of the Students' Union.

The UPSU alarm system now incorporates a 3 minute verification period. To avoid unnecessary evacuation of the venue in the event of a false alarm.

The control panel sited at the north end of the venue will send a signal to the Duty Managers Pager showing the Zone of activation. This enables the Duty Venue Manager time to establish whether or not the alarm is for a genuine emergency.

Upon activation of the Three minute verification period, the following procedure must be followed.

- Any member of staff to inform Duty Venue Manager(DVM) of activation of alarm panel and location of alarm activation.
- Duty Venue Manager will establish communication with campus security and inform them that a three minute verification process is underway.
- Duty Venue Manager to proceed to the source of the activation.
- In the event of a false alarm, the Duty Venue Manager will silence the alarm panel and no evacuation need take place. The Duty Manager will inform campus security that no further action is to be taken.
- In the event of a genuine emergency, the Duty Venue Manager will instigate an immediate evacuation of the venue by activating all alarms.

Action to be taken on activation of alarms

On hearing the alarm all Door Supervisors shall assist in their designated area with the evacuation of all persons from the building. Once outside, staff and students are to be directed to the nearest assembly point and access over the Students' Union must be restricted.

Assembly Points

SOUTH = under the Link Building

NORTH = Fitzroy car park

Muster Points and Fire Alarm Action

Duty Venue Manager (Senior Fire Marshal)

Fire Marshal Position 1a – UPSU North Entrance Lobby (as per the Fire Marshal plan attached)

- a. Establish communications with campus security control centre. Primary comms radio, secondary comms telephone.
- b. Confirm alarm has relayed and emergency services called.
- c. Proceed to the alarm panel at the north end of the venue and await the arrival of the Senior Fire Officer.
- d. Co-ordinate the evacuation, collating reports from Managers and Marshals as staff and students are evacuated and all areas are reported clear. Relay updates to Managers and Marshals as appropriate.
- e. Once the Fire Service or Emergency Services attend the emergency, the Senior Fire Officer in charge is the only person authorised to permit re-entry. (Re-entry will only be allowed once the emergency is over, the building has been confirmed safe and the alarms re-set.)
- f. When instructed to do so by the Senior Fire Officer, give the all clear and allow the reoccupation of the building.
- g. On completion of the incident/drill obtain feedback from all departments involved and compile a report to be sent to the UPSU Safety Manager, Chief Executive and Designated Premises Supervisor.

Duty Bars Manager

- a. Carry out laid down procedures for closing the bars in emergencies.
- b. Ensure all staff leave the building by the nearest fire exit and proceed to the assembly point.
- c. Duty Bars Manager to check that all staff are accounted for and inform the DVM via radio.

Cashiers and cloakroom staff

- a. If it is safe to do so, close and lock all doors and pay points.
- b. Leave the building by the nearest fire exit and proceed to the assembly point.
- c. Inform a Fire Marshal/Door Supervisor at the assembly point of your presence. Fire Marshal/Door Supervisor to relay information to DVM via radio.

Cleaning Staff

- a. Leave the building by the nearest fire exit and proceed to the nearest assembly point.
- b. Cleaning Supervisor to check all cleaning staff are accounted for and inform a Fire Marshal/Door Supervisor at the assembly point. Fire Marshal/Door Supervisor to relay information to DVM.

Ents Crew

- a. If safe to do so, ensure all music is turned off/down.

- b. Assist DJs and artists to leave the building by the nearest fire exit and proceed to the assembly point.
- c. Senior member of Ents Crew to check all crew and artists are accounted for and inform a Fire Marshal/Door Supervisor at the assembly point. Fire Marshal/Door Supervisor to relay information to DVM

Door Steward

- a. Ensure that the numbers in the building are recorded and retained.
- b. Leave the building by the main doors and proceed to the assembly point.
- c. Inform a Fire Marshal/Door Supervisor at the assembly point of your presence. Fire Marshal/Door Supervisor to relay information to DVM

Fire Marshal Action - Door Supervisors x 14

Responsible for ensuring all fire exits are open and remain open during evacuation. Adopt a calm assertive manner. Usher the customers out of your designated area, encouraging them to leave by the nearest fire exit and proceed to the assembly point. When the building evacuation is complete, take up positions as detailed below to ensure that customers do not re-enter the building until it is safe to do so. When evacuating your designated area keep the DVM updated with situation reports (sitrep) using the radio - type of information required: casualties, people trapped, people with disabilities and areas that are clear. Relay information from other departments and outside agencies to DVM.

South End - Door Supervisors' Fire Marshal Positions 2 and 3 (as per the Fire Marshal plan attached)

Fire Marshal Position 2 - Bottom of Library external steps

Prevent access up the external library steps to and across the SU beer garden area.

Fire Marshal Position 3 - Main Library entrance

Prevent access into and across the SU beer garden from the Library. Provided the Library fire alarm is silent, persons attempting to leave the Library via the main door must be directed back into the building and down the internal stairs to the lower exit. If the Library fire alarm is active, persons exiting must be directed down the external steps to the assembly point under the link building.

Sub:lime

- a. 5 x Door Supervisors/Fire Marshals to clear the room. Usher customers out of the area using all fire exits. Take up positions to channel customers out of the nearest fire exit avoiding congestion at any one exit point.
On completion of clearing the area:
- b. 3 x Door Supervisors/Fire Marshals exit via Main Bar fire exit;
 - 1 x Door Supervisor/Fire Marshal to take up position to ensure that there is no re-entry through the bar fire exit until authorised to do so.
 - 1 x Door Supervisor/Fire Marshal to proceed to Fire Marshal Position 2.
 - 1x Door Supervisor/Fire Marshal to proceed to Fire Marshal Position 3.
- c. 2 x Door Supervisors/Fire Marshals to check all south toilets, cloak room, radio room, Ents store and Ents workshop. When area is clear;
 - 1x Door Supervisor/Fire Marshal to exit north via small bar.

- 1x Door Supervisor/Fire Marshal to exit north via canteen passage slope.
- On completion of clearing the areas, assist in crowd control at north assembly point at Fitzroy car park.

Smoking Area

- a. 2 x Door Supervisors/Fire Marshals to ensure exit gates are open and usher customers to both north and south assembly points.
- b. On completion of clearing the area take up positions at the south assembly point under the link building.
- c. Once outside, all persons evacuated from the south exits are to be directed to and held at the assembly point under the link building. The CETL garden area must remain clear for safety and Fire Brigade access.
- d. Access into the SU area from the Roland Levinsky and Smeaton buildings must be prevented until the all clear has been given.

Nightclub Entrance, North End - Door Supervisors' Fire Marshal positions 4, 5 and 6 (as per the Fire Marshal plan attached)

Fire Marshal position 4 - North east corner of the Library.

Prevent access into and across the SU beer garden area from the north end Library path and Fitzroy building.

Fire Marshal position 5 - top of shop ramp adjacent to shop delivery doors.

Prevent access into the SU beer garden from those entering campus from north hill.

Fire Marshal position 6 - top of nightclub entrance slope.

Prevent access into the SU building via the nightclub entrance main door.

Entry/Exit steps

- a. 1 x Door Supervisor/Fire Marshal to open fire doors adjacent to north end toilets, check and clear male, female and disabled toilets, cleaning store and old launderette. Remain in the vicinity of the fire doors until building and queue are clear then proceed to Fire Marshal position 4.
- b. 1 x Door Supervisor/Fire Marshal to assist cashiers to close the pay points then proceed to Fire Marshal position 5.
- c. 2 x Door Supervisors/Fire Marshals to prevent further admissions and disperse the queue away from the building. When area is clear both Door Supervisors/Fire Marshals to proceed to Fire Marshal position 6.

Snug, Lounge, Small Bar

- a. 1 x Door Supervisor/Fire Marshal to systematically clear the Lounge (if open) and Snug areas, check and clear Snack Shack, Ents booth, Ents Manager's office, Small Bar and Snug Bar. Once areas are clear, proceed to the north assembly point to assist with crowd control.

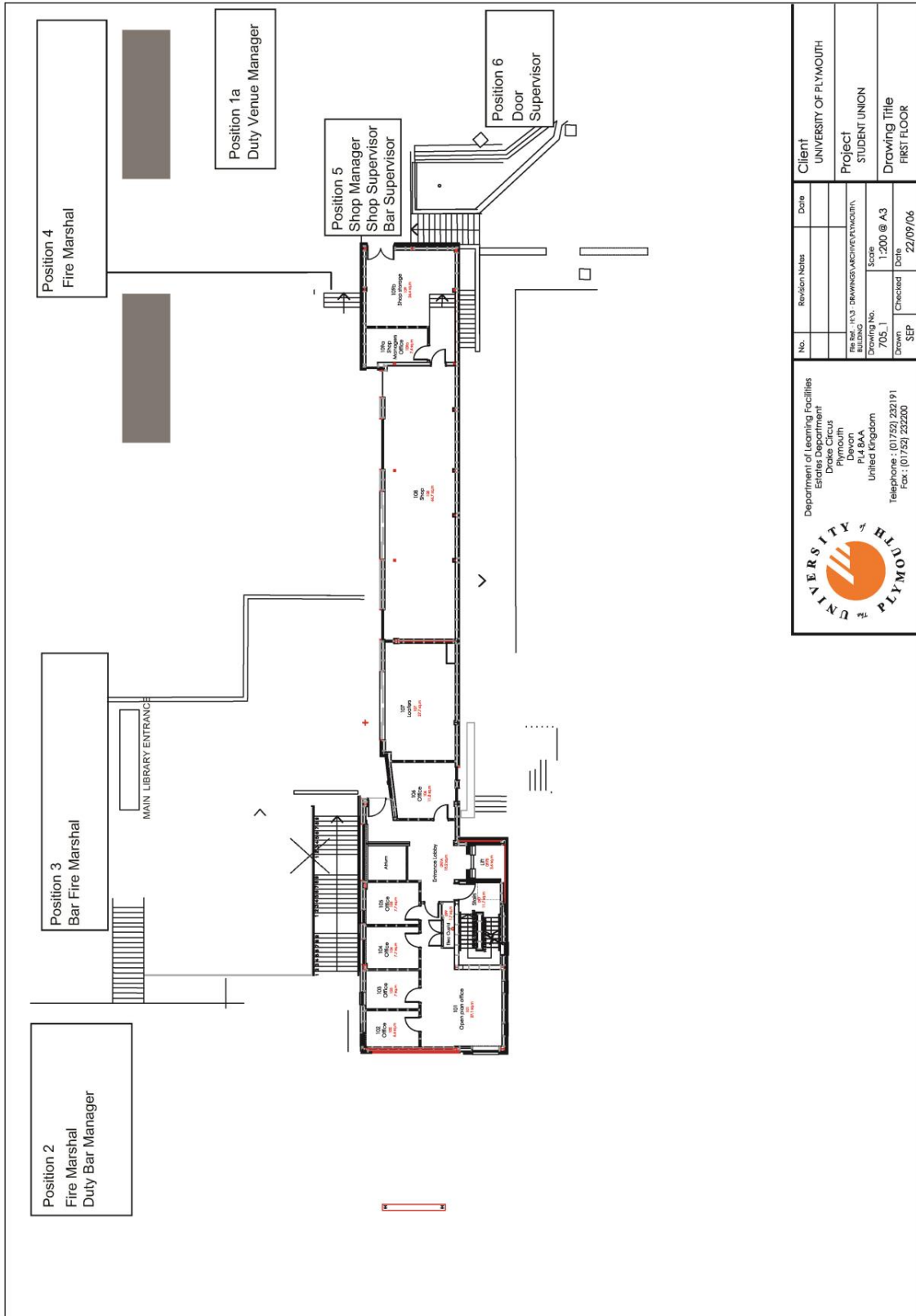
Illusion


- a. 2 x Door Supervisors/Fire Marshals to clear the room ushering customers out via the south east fire exit door from Illusion through the smoking area as the primary evacuation route thereby avoiding congestion at the night club entry/exit area.
- b. Direct customers to either the north or south assembly points.

- c. On completion of clearing the area take up position at the north assembly point to assist with crowd control.

Note: Past experience has highlighted that customers leaving the building with drinks is not a major problem. Attempts to stop drinks leaving the venue have caused arguments and congestion, resulting in an increase in evacuation time. If the activation is a false alarm, customers may re-enter if they retain their drink while waiting. Drinks must be finished or discarded before leaving the assembly points, unless re-entering the venue.

Appendix 11a



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No.	Revision Notes	Date	Client
			UNIVERSITY OF PLYMOUTH
			Project
			STUDENT UNION
			Drawing Title
			FIRST FLOOR
Rev. No.	Rev. No.	Scale	
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SPORT & ACTIVE LEISURE SERVICE
**EMERGENCY
ACTION
PLAN**
(NANCY ASTOR SPORTS CENTRE)

Amended 17/10/14 UPSU – Emergency Action Plan (Nancy Astor)

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1. INTRODUCTION

Despite training, planning, or good intentions, emergencies will always arise in any leisure environment.

Good design, sound procedures, maintenance and vigilance will all help to prevent emergencies.

Measures taken to prevent emergencies happening are to be found in the Normal Operating Procedures in a formal written manner.

Emergencies are highly stressful, and only adequate training and preparation for such events will achieve the right results.

The importance of knowing and understanding **Emergency Procedures** cannot be overstated. All staff must know not only their own role, should an emergency arise, but also that of the rest of the team.

Regular controlled exercises will be built into the training strategy and the opportunity to review and refine Emergency Procedures will be created.

If you have any questions or queries relating to these procedures, then please do not hesitate to ask your Line Manager – it could save a life. **UPSU – Emergency Action Plan (Nancy Astor)**

2. EMERGENCY CALL OUT INFORMATION

In the event of an incident/occurrence at the facility outside normal hours where contact with your line manager or a member of the Management Team is necessary please use the contact numbers listed below.

Only the senior member of staff on duty or a person directly nominated by him/her at the time of the incident is authorised to contact the following persons:	Name	Number
Position		
Security	Security – EMERGENCY	3333
Security – Office		33210
Estates Department	Help Desk	88450
Director of Membership Services	Sarah Davey	07580591110
Sports Centre Manager	Dave Furniss	07966694413
Venue Manager		07875299757

If the situation warrants, then contact a Senior Member of Staff. If you are sure the situation is such that the Emergency Services are required, you **MUST** contact Security using the internal telephone number 3333 (external 01752 583333).

The University internal emergency extension number 3333 will notify university security of the need to contact emergency services.

When contacting security you must give the following information:

- Confirm name of building, address along with your name
- Explain situation with description of incident
- Ask for which emergency services you require
- Confirm that you will meet emergency services when they arrive
- Ask for security to relay the message back to you.
- Do not give out personal telephone numbers to the general public.

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3. BUILDING EVACUATION PROCEDURE

In all cases, when evacuation of the building is necessary, evacuate all persons through the nearest fire exit to the assembly point. The **ASSEMBLY POINT** for the Sports Centre is **Sherwell Place Assembly Point**. The Senior Member of Staff on duty or Fire Marshall will guide you to the assembly point.

Sports Centre Staff / Senior Member of Staff on Duty

3.1. On hearing the alarm instruct all sports centre users must vacate the building using the nearest available safe exit. Special attention should be given to assist any disabled persons.

3.2. Clear the changing rooms in the Nancy Astor Sports Centre making sure to check the toilets and disabled changing rooms.

3.3. Ensure that the Sports Hall, Fitness Suite, offices, sports injury clinic and changing rooms are vacated from the premises.

3.4. Using the nearest safe exit, leave the building and proceed to the assembly point. Assist with crowd control at the Assembly Point.

3.5. Go to the **ASSEMBLY POINT** and report to the Fire Marshall or Senior Member of Staff on duty.

3.6. DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED BY THE SECURITY.

3.7. It should take no more than four minutes to vacate the building.

Reception Staff (or covering centre staff member)

3.2 If necessary, at the Senior Member of Staff's instruction dial **999** and call the emergency services. Inform the controller clearly and distinctly of the nature and location of the

emergency. The University's internal emergency extension number, **33333**, can also be dialled to contact emergency services.

Give the address of the Sports Centre: - The Nancy Astor Sports Centre
The University of Plymouth
Endsleigh Place
PL4 8AA

DO NOT replace the handset until the message has been read back correctly.

3.3 Remain at the entrance to prevent anyone re-entering the building.

3.4 Once the Senior Member of Staff on Duty has checked the building, proceed with them to the **ASSEMBLY POINT**.

3.5 DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED BY THE EMERGENCY SERVICES.

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Senior Member of Staff on Duty

3.6 Check the changing rooms are empty.

3.7 Proceed to cover all areas making sure they are all clear. Leave by the safest fire exit.

3.8 Go to the **ASSEMBLY POINT** AND ensure all staff, including any contractors/visitors are present.

3.9 Co-operate with the Emergency Services

3.10 DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED BY THE EMERGENCY SERVICES OR UNIVERSITY SECURITY STAFF.

4 FIRE EVACUATION

In considering your role in the event of a fire emergency, the points below are very important: ***The first priority is the safety of people, then communication and evacuation.***
It should take no more than four minutes to vacate the building.

**Sports Centre Staff / Senior Member of Staff on Duty
On Discovering a Fire**

4.2 Immediately operate the nearest fire alarm call point.

4.3 Do not attempt fire fighting unless it is safe to do so. If you tackle the fire always use the appliances provided but without taking personal risks. If the fire is beyond control or involves potentially explosive materials, evacuate immediately. Always make sure that your escape route is clear. As a rule – unless you see the fire start, and it is very small, do not attempt the task.

4.4 Do not stop to collect personal belongings.

4.5 Follow the procedure in Section 3 – Building Evacuation.

4.6 Go to the **ASSEMBLY POINT (Sherwell Place Assembly Point)** and report to the Fire Marshall and **SENIOR FIRE OFFICER** on arrival:

- The exact location of the fire.
- Whether the building has been evacuated.

On Hearing the Fire Alarm

4.7 Do not stop to collect personal belongings.

4.8 Follow the procedures for **Section 3 – Building Evacuation**.

4.9 Go to the **ASSEMBLY POINT** and report to the Fire Marshall and **SENIOR FIRE OFFICER** on arrival:

- The exact location of the fire.
- Whether the building has been evacuated.

Sports Centre Staff

On Discovering a Fire

4.10 Immediately operate the nearest fire alarm call point.

4.11 Do not stop to collect personal belongings

4.12 Follow the procedures for **Section 3 – Building Evacuation**.

4.13 Go to **ASSEMBLY POINT** and report to the Fire Marshall or Senior Member of Staff on duty.

On Hearing the Fire Alarm

4.14 Do not stop to collect personal belongings

4.15 Follow the procedures for **Section 3 – Building Evacuation**.

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4.16 Go to **ASSEMBLY POINT** and report to the Fire Marshall or Senior Member of Staff on duty.

AT NO STAGE SHOULD YOU TAKE ANY ACTION THAT WILL PUT YOURSELF AT RISK. ALL OTHER MEMBERS OF STAFF ON DUTY SHOULD FOLLOW THE PROCEDURES SET OUT IN SECTION 3 – BUILDING EVACUATION.

IF THERE ARE MORE THAN THREE MEMBERS OF STAFF ON DUTY, THE EXTRA STAFF SHOULD PROCEED IMMEDIATELY TO THE ASSEMBLY POINT AND ASSIST WITH CROWD CONTROL.

General Notes: -

FIRE EXIT DOORS

All fire doors have a push bar system. There must be no obstacles either side of any fire door and no door must be locked or chained whilst the building is in use.

Fire Exits will be clearly labelled with green and white signs, which must be: -

- a. Illuminated by an Emergency Light.

- b. Luminous in darkened situations.
- c. Where appropriate must be clearly marked as to which side of the bar to push so as to avoid any confusion or difficulty.

FIRE EXTINGUISHERS

All fire extinguishers are fixed to walls and will be clearly labelled in respect of the service record.

Extinguishers should always be full and if discharged **MUST** be immediately replaced or refilled.

At no time should fire extinguishers be used for any other purpose than for fighting small fires.

Never use more than one extinguisher in the event of a fire.

DO NOT use extinguishers as doorstops. UPSU – Emergency Action Plan (Nancy Astor)

5 POWER FAILURE

In the event of a power failure, some lighting will be evident. This is the low-level emergency battery lighting that is switched on automatically when mains power fails.

Action Reception Staff

5.2 Secure the till and stop new customers from entering the building until normal lighting is resumed.

5.3 Await further instructions from the Senior Member of Staff on duty.

5.4 If there is no member of the senior management team on duty, you should contact Security on 33210 for assistance and advice.

5.5 If you are instructed, evacuate the building as described in **Section 3 – Building Evacuation**.

Action by Senior Member of Staff on duty

5.6 Make a tour of the building.

5.7 Inform the Estates Department and Security of the power failure.

5.8 Ascertain if it is a Short Term or Long Term power failure.

5.9 If short term: customers can resume activities when power returns.

5.10 If long term: inform staff and assist customers in to leave the building.

5.11 If you think there is **insufficient light** for members to get changed in a controlled and safe manner then you must **EVACUATE IMMEDIATELY** as described in **Section 3 – Building Evacuation**.

5.12 If you think there is **sufficient light** for members/ to get changed in a controlled and safe manner then proceed as follows:

a) Allow small groups into the changing rooms under the direction of staff and ask them to get changed as quickly as possible and leave the building.

b) As one group vacates the changing area, allow another group to enter and repeat this procedure until all persons have evacuated the building.

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6 OVERCROWDING

In the Normal Operating Procedures it is stated that the control of the sports hall and fitness suite rests with the Sports Centre Staff and the Sports Centre Manager.

6.2 The Centre Staff will inform the Senior Member of Staff on duty of the problem, and no further admissions will be allowed until fitness suite and sports hall loads are reduced to safe levels.

6.3 A sign should be placed on the outside door informing members that the sports hall or Gym is very busy and that they should return in 1 hour.

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7 PUBLIC DISORDER

It is essential that any form of public disorder be dealt with as swiftly as possible to prevent any potential escalation.

Action by Reception Staff

7.2 On being informed of public disorder, direct the Senior Member of Staff on duty to the incident.

7.3 Be prepared for further instructions from the Senior Member of Staff on duty to call Security or Police assistance.

7.4 If a member of the senior management team is not on duty then you should call Security on 33210 and ask for assistance.

Action by the Senior Member of Staff on duty

7.5 Go to the area immediately and try to contain and diffuse the situation.

7.6 Only the Senior Member of Staff on duty has the authority to ask a person to leave the building.

7.7 If said person refuses to leave then contact Security or the Police.

All other staff

7.8 Continue with normal duties.

7.9 Be prepared for further instructions.

NOTE TO ALL STAFF

Where fighting is concerned individual staff members must **NOT** become involved, but must wait for assistance, and then only act under the direct instruction of the Senior Member of Staff on duty. **DO NOT** compromise your own position. **UPSU – Emergency Action Plan (Nancy Astor)**

8 INDECENT BEHAVIOUR

Should any member of staff become aware that any type of indecent behaviour has occurred within the building, the matter should be treated seriously and dealt with as follows.

Receptionist

8.2 Ask the complainant to accompany you to the office in a calm and reassuring manner and contact the Senior Member of Staff on duty immediately.

3.8. If a member of the senior management team is not on duty then you should call Security on 33210 and ask for assistance.

Senior Member of Staff on duty

8.3 The Senior Member of Staff on duty should ask the complainant if they wish to speak to someone of the same sex, if they are not already doing so.

8.4 Obtain a brief description of what has occurred and where possible details or a description of the person(s) responsible.

8.5 Ask the person if they wish to have the Police informed, and if so, dial them immediately.

8.6 If the person responsible is still within the building, the Senior Member of Staff on duty should inform security and he/she must observe the person concerned until the Police arrived.

8.7 Report details to the Security and the Police and let them take charge.

8.8 Complete an incident report even if the person does not wish the Police to attend. Enter as many details as possible.

THREATENED ROBBERY

It is essential that any risk of injury to either employees or member or the public is minimised.

Action by Receptionist

9.2 Obey any instructions given by the robbers. Do not endanger anybody's life by provocation or failing to comply with these instructions. Hand over the money.

9.3 Activate the silent panic alarm, (situated at the Reception Desk), as soon as possible. This will summon Security assistance.

9.4 If possible, seek assistance of Senior Member of Staff on duty.

9.5 If a member of the senior management team is not on duty then you should call Security on 3333 and ask for assistance.

9.6 Memorise times, sequence of events and descriptions of the robbers.

Action to be taken AFTER the robbery by Receptionist / Senior Member of Staff on duty

9.7 Assist anyone who is injured or suffering from shock.

9.8 Telephone Security and the Police and advise a member of management if they are unaware of the situation.

9.9 Avoid disturbing the area where the robbery took place.

9.10 Contact your next of kin to reassure them of your safety.

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10 GAS LEAK

In the event of any gas leak the following procedures should be adopted

Action by Receptionist

10.2 On being made aware of the incident contact the Senior Member of Staff on duty.

10.3 On instruction from the Senior Member of Staff on duty be prepared to commence evacuation of the building. Follow the procedure in **Section 3 – Building Evacuation.**

10.4 If a member of the senior management team is not on duty then you should call Security on 3333 and ask for assistance.

Action by Sports Centre Staff

10.5 On becoming aware of a problem, immediately oversee the moving out of the public from the affected area to a safer location. Ask for immediate attendance of the Senior Member of Staff on duty.

10.6 If a member of the senior management team is not on duty then you should call Security on 33210 and ask for assistance.

10.7 Prevent any movement into the affected area.

10.8 Switch of meter.

Extinguish any naked flames.

Ventilate the area by opening doors and windows etc.

Do not operate any switches.

Action Senior Member of Staff on duty

10.9 On being made aware of an incident attend the location immediately.

10.10 Inform the Estates Department of the Gas Leak.

10.11 Contact Security to inform them of the situation.

10.12 Act on your initiative to decide whether the public may safely be allowed to get dressed and leave the building or whether an immediate evacuation is needed.

10.13 If the immediate evacuation is called for, instruct the Receptionist, Fitness Supervisors to inform members of the public. Follow the procedures for **Section 3 – Building Evacuation.**
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11 CHEMICAL SPILLAGE

11.2 When a chemical spillage occurs a decision should be made as to whether it should be contained and cleaned up by University staff or whether to involve the Fire Brigade.

11.3 Protective clothing must be worn when dealing with a spillage of any kind.

11.4 Should skin or eye contamination occur, remove promptly by washing or irrigating with copious amount of clean water. Medical attention should be sought after any skin or eye contamination. If any substances are ingested, then medical attention should be sought immediately.

CONTAMINATED CLOTHING SHOULD BE REMOVED AND WASHED

11.5 The Fire Brigade and the Local Water Authority must be informed if any spillage enters a drain or watercourse.

11.6 Details of all hazardous substances used and their appropriate control measures are given in the COSHH File held behind reception (white Health and Safety Folder). Before you use any hazardous substance you will be given training in the following:-

- a. Its use
- b. Handling precautions
- c. Control measures required when using it.
- d. What personal protective equipment you will need to wear whilst using it.
- e. What emergency procedures need to be adopted when a spillage or accident occurs.
- f. What First Aid treatment is required with each hazardous substance.

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12 BOMB ALERT

BACKGROUND – DEALING WITH BOMB THREATS

Terrorists have been active on mainland UK for over 20 years now.

Whilst a wealth of knowledge has been built up in how to deal with the threat, the explosion and the aftermath, each incident is different to others for a number of reasons:

- The threat may vary in language, delivery, accent, timing, specific or vague etc.
- The building or locations threatened will vary in terms of use (railway station, entertainment complex, public hall, shopping precincts etc).
- The type of delivery will vary, (explosive, incendiary or anti-personnel).

For all of the above reasons any plan to deal with the bomb threats must be **flexible**.

Despite variances there are **common** factors in each plan, namely:

12.2 Preventative measures which can be taken to minimise the risk (patrols, searches, isolating “dead” space, access controls etc).

12.3 A clear short reporting line for dealing with incidents.

12.4 Managers and security staff with clear terms of reference for dealing with incidents.

12.5 An effective and well-established communications system.

12.6 Clear means of warning staff to evacuate the building promptly.

12.7 A practised evacuation procedure.

12.8 A procedure for searching buildings, and for dealing with suspicious objects both before and after an evacuation.

12.9 Management and staff with a good geographical knowledge of the buildings, and a means of access and escape.

12.10 A fire/health and safety/security system that provides regular inspections of fire escapes.

12.11 Regular tests of alarms and other warning devices.

If there is a clear understanding about how these common factors are dealt with, a contingency plan can be arrived at which will cope with most bomb threats. Standard operating procedures are a guideline, and are no substitute for common sense, good management and flexibility.

The overriding consideration in dealing with bomb threats is staff and public safety and safety of managers and security staff who may have to deal with the incident.

Action by Person Taking Call

12.12 Let the caller finish without interruption.

12.13 Listen carefully, write the message down on the **Bomb Threat Detail Sheet** on the next page.

12.14 Try to ask as many of the questions on the sheet as possible.

12.15 When the call is over clear **all** telephone lines and contact the Senior Member of Staff on duty.

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12.16 Do not give any indication that a bomb call has been received until the Senior Member of Staff on duty is there in person. This is to prevent a member of the public overhearing and causing panic.

12.17 The Senior Member of Staff on duty will give the order to evacuate the building.

12.18 If a member of the senior management team is not on duty then you should call Security on 3333 or 3333 and ask for assistance.

12.19 **Dial 999** and ask for the Police. Inform them that you have just received a bomb threat and that you are evacuating the building. Give them as much information as possible.

12.20 **Carry out an evacuation as described in Section 3 – Building Evacuation.**

Action by the Senior Member of Staff on duty

12.21 On being requested to do so, attend Reception immediately.

12.22 Ensure that the Police have been informed.

12.23 Contact Security (3333) to let them know of the situation.

Action by All Other Staff

12.24 On hearing the order to evacuate the building, follow the procedure as described in **Section 3 – Building Evacuation.**

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BOMB DETAIL THREAT SHEET

Date:..... **Time call**

received:.....

EXACT MESSAGE:

.....
.....

QUESTIONS:

- Where is the bomb?
- When will it explode?
- What does it look like?
- What is it made of?
- Why did you place it?
- Why are you warning us?
- What is your name?
- Which organisation is responsible?

DESCRIPTION OF CALLER – Please circle answer

MALE/FEMALE VOICE: Deep/High/Average

APPARENT AGE: Elderly/Middle Aged/Young/Child

STATE OF CALLER: Angry/Agitated/Calm/Logical/Drunk/Rational/Excited

ACCENT: None/English/French/German/Irish/Italian/Central European/Indian/Asian/American Caribbean/Other

LANGUAGE: Intelligent/Low Level

SPOKE: Slowly/Rapidly/Normally

BACKGROUND

NOISE:

.....

ANY OTHER DETAILS:

.....
.....

..... **UPSU – Emergency Action Plan (Nancy Astor)**

13 DISCOVERY OF A CASUALTY IN THE BUILDING

MINOR INJURY

13.2 In the majority of minor injury incidents the injured party will come to seek First Aid assistance from a member of staff.

13.3 The casualty will be taken/directed to the first aid room where they will be treated.

13.4 All injuries will be dealt with using recognised techniques in accordance with First Aid At Work Training.

13.5 The person dealing with the incident must complete an **ACCIDENT REPORT FORM**.

MAJOR INJURY

When a member of staff becomes aware of a casualty suffering a major injury he/she will inform reception by the quickest means giving details of the location and seriousness of the incident. The member of staff will attempt to move other members of the public away from the scene

Members of staff will then react as follows:

13.6 The receptionist will inform all other members of staff as quickly as possible.

13.7 All staff should then where possible, pick up a First Aid kit and immediately go to the incident site. If not directly involved in dealing with the incident help in control crowd control.

13.8 Where necessary the receptionist shall be instructed to summon an **AMBULANCE** and inform Security (3333).

13.9 When the incident has been dealt with the member of staff dealing with the incident must complete an **ACCIDENT REPORT FORM**.

13.10 All staff will then return to normal duties.

14 STRUCTURAL FAILURE / MAJOR WATER LEAKS

Should any part of the structure of the building become unsafe as to render it dangerous for use by the public and staff during normal operating hours, the following procedures should be adopted:

Action by Sports Centre Staff

14.2 On becoming aware of a problem, immediately oversee the moving out of public from the affected area to a more safe location.

14.3 Prevent any movement into the area by the public or staff.

14.4 Ask for immediate attendance by the Senior Member of Staff on duty at the scene.

14.5 Be prepared on instruction from the Senior Member of Staff on duty to evacuate the building.

14.6 If a member of the senior management team is not on duty then you should call Security on 33210 and ask for assistance.

14.7 If building evacuation is ordered, evacuate the public as described in **Section 3 – Building Evacuation**.

14.8 If ordered by the Senior Member of Staff on duty or Security, staff should escort the public to a safe area and oversee controlled numbers of public changed and out of the building.

14.9 Attend reception and await further instructions.

Action by Senior Member of Staff on duty

14.10 On being made aware of an incident attend the location immediately.

14.11 Assess the situation.

14.12 Act on your own initiative to decide whether the public may safely be allowed to get dressed and leave the building or whether an immediate evacuation is needed.

14.13 If immediate evacuation is called for instruct the Receptionist to inform other members of staff immediately.

14.14 Conduct the evacuation as described in **Section 3 – Building Evacuation**.

14.15 If you deem it safe to allow the public time to change then act as follows:

- i) Instruct Centre Staff to escort the public to a safe area of the building.
- ii) Allow a safe number of members into the changing areas to get changed and repeat this until all members of the public are out of the building.
- iii) When all public are safely away from the building take a roll call of all members of staff.

NOTE: If you decide to allow members to get changed in a controlled manner, it is important that you constantly monitor the structural failure as it may become worse, thus requiring an immediate evacuation necessary. **UPSU – Emergency Action Plan (Nancy Astor)**

Action by the Receptionist

14.16 On becoming aware of an incident, stop any further admissions, secure the till, and clear telephone lines.

14.17 Be prepared to inform staff members that it is necessary to evacuate the building immediately under the directions of the Senior Member of Staff on duty.

14.18 Assist the Senior Member of Staff on duty as required.

Fire Marshalls

The Fire Marshalls for the Nancy Astor Sports Centre are:

Dave Furniss (Senior Fire Marshall)

Emma Anderson

Mary Coles

Joe Porter

END OF POLICY